

## FEES

- Development Permit:  
Agricultural, Residential & Commercial - no charge  
Industrial - \$100.00 per \$100,000 of construction cost, or portion thereof
- Fine for not Obtaining Development Permit prior to starting development:  
Agricultural, Residential, Commercial & Industrial \$100.00 Per \$100,000 of construction cost, or portion thereof

## DEVELOPMENT OFFICER

A Development Officer is a representative of the County who can provide information regarding any matter pertaining to land development. The Development Officer is responsible to:

- Receive, consider and decide on Development Permit applications; and
- Keep and maintain for the inspection of the public a copy of The Clear Hills County Land Use Bylaw.

## MUNICIPAL PLANNING COMMISSION

The Municipal Planning Commission shall consider and decide on applications for Development Permits which have been referred by the Development Officer. A Municipal Planning Commission may approve an application for a development permit if the proposed development does not comply with the land use bylaw, if, in the opinion of the Municipal Planning Commission:

- a) the proposed development would not
  - i) unduly interfere with the amenities of the neighbourhood, or
  - ii) materially interfere with or affect the use, enjoyment or value of neighbouring properties; and
- b) the proposed development does not conflict with the use prescribed for the land or building in the Bylaw.

Notwithstanding any provisions or requirements set out in the Bylaw, the Municipal Planning Commission may establish a more stringent standard for discretionary uses when it is deemed necessary to do so.

## PROCESSING AN APPLICATION

Processing times for Development Permits can vary depending on the type of development. Provided the application requirements are complete, applications

can be ready for release within forty (40) days of the receipt of the application. Larger, more extensive developments or applications requiring community input may take longer to process.

The application will be reviewed to ensure it complies with the Land Use Bylaw and any statutory plans such as, Area Structure Plans, General Municipal Plans, Policy Reports or Design Criteria for the area. When the circulation comments have been resolved to the satisfaction of the Development Staff, a decision will be rendered by either the Development Officer of the Municipal Planning Commission. The applicant will be notified of the decision by mail.

If the application is APPROVED, the County will notify the adjacent landowners or advertise the decision in the local newspaper.

A 21 day time period is provided for anyone who wishes to appeal the decision of any condition of the approval. If after 21 days, no objections are received and all "Prior to Release" conditions are met, the permit may be released. The applicant will be notified by mail when the permit is ready to be picked up. The permit does not come into effect until 17 calendar days after the date of decision.

If the application is REFUSED, the applicant will be notified of the decision and the reasons by registered mail.

## APPEALS

An appeal may be made to the Development Appeal Board, if, a Development Officer or the Municipal Planning Commission has:

- refused or failed to issue a development permit to a person within forty (40) days of receipt of the application;
- issued a development permit subject to conditions;
- issued an order under Section 3.8 of the Land Use Bylaw.

\*Note: Any person affected by an order, decision or development permit may submit an appeal to the Development Appeal Board.

A Notice of Appeal form must be completed and filed to the Secretary if the Development Appeal Board within 14 days after the date the order, decision or development permit was issued. Council may establish a fee to accompany an appeal that may or may not be refundable.

## WHY SHOULD THE LANDOWNER BE CONCERNED?

- Any development too close to the road may result in dust problems or having to relocate your building due to road widenings for the future. Developing too close to the road may also create safety concerns.
- Relocation may result in expensive relocation costs.
- If your development does not meet proper standards, lending institutions will not approve financial assistance.
- Improper placement of sewage facilities can affect your water supply and that of neighbouring properties.

## IMPORTANT FACTS

Setbacks from Roadways:

- 40.8 m from the property line of all public roads and road allowances.

Setbacks from waterbodies:

- 22.9 m - 61 m depending on the depth of a ravine/valley, 30.5 m or more from a lakeshore.

Setbacks from property lines:

- Can vary for buildings, sewage and water supply systems such as dugouts.

Requirements from other agencies such as: Alberta Transportation; Alberta Environmental Protection; Alberta Labour; and Alberta Agriculture may require approval prior to development.

## FOR FURTHER INFORMATION CONTACT:

- Development Officer  
Clear Hills County  
P.O. Box 240  
Worsley, Alberta T0H 3W0  
Phone: (780) 685-3925 Fax: (780) 685-3960
- Clear Hills County Land Use Bylaws are available at \$15 per copy.

The information published in this pamphlet has no legal status and cannot be used as an official interpretation of the various Land Use Bylaws and regulations currently in effect. Users are advised to contact the Development Officer for assistance as the Clear Hills County accepts no responsibility to persons relying solely on this information.

January 2019



CLEAR HILLS COUNTY

# THE DEVELOPMENT PERMIT PROCESS

A Guide for  
Development

**THE DEVELOPMENT PERMIT PROCESS**

The following information will act as a guideline to assist applications when preparing a Development Permit application.

**WHAT IS CONSIDERED A DEVELOPMENT?**

Development is the following:

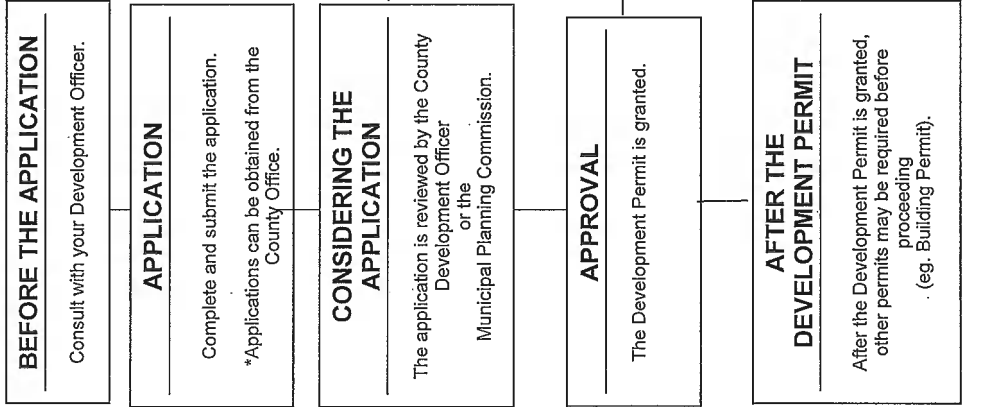
- a) the construction of a new building; or an addition, repair or replacement of an existing building;
- b) a change of use of land or a building;
- c) the creation of an excavation or stockpile; or
- d) a change in the intensity of the use of land or a building.

**WHEN IS A DEVELOPMENT PERMIT NOT REQUIRED?**

A Development Permit is required for most new construction or changes of use. However, some types of development are exempt from requiring a permit provided they comply with the rules established in the Land Use Bylaw. The following are examples of these exemptions (a full list is contained in Part III of the Clear Hills County Land Use Bylaw):

- Repair or maintenance of a structure provided there are no structural changes, changes in use, or intensity of use of a building at the discretion of the Development Officer.
- Fencing or gates depending on height.
- A temporary building which is used while constructing a permanent structure.
- Agricultural operations and agricultural buildings unless within 40 m from the property line of all public roads and road allowances.

**DEVELOPMENT PERMIT PROCESS**



**WHO CAN APPLY FOR AN APPLICATION**

Anyone can apply for an application whether or not they own the subject property, provided they have a letter of authorization from the property owner.

**WHERE AND WHEN TO APPLY**

Applications can be obtained and submitted in person (at the County office) or via mail, fax or email:

Clear Hills County  
 Box 240  
 Worsley, AB T0H 3W0  
 Phone: (780) 685-3925  
 Fax: (780) 685-3960  
 Email: [info@clearhillscourty.ab.ca](mailto:info@clearhillscourty.ab.ca)

The office is open Monday to Friday from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. Closed all statutory holidays.

**APPLICATION INFORMATION**

- Every Development Permit must have a completed application form and be accompanied by the following:
- site plan showing the legal description and the front, rear and side yards, if any and if applicable any provision for utilities, including water and sewage facilities, off-street loading, vehicle parking and access points of the site;
  - floor plans accurately dimensioned and labeled designating use of each area for all proposed new buildings, additions, external renovations and for existing buildings where there is a change of use;
  - statement of use;
  - the estimated commencement and completion dates;
  - the estimated cost of the project or contract price; any topographical features which may affect the development;
  - any studies required to evaluate the proposal; if applicable, moved-in buildings (mobile and modular homes) require:
    - a) a photograph of the building(s),
    - b) Canadian Safety Association (C.S.A.) I.D. number,
    - c) Present location of building, and
    - d) Proposed relocation route, and
  - any other information required by the Development Office



## CLEAR HILLS COUNTY

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Dear Applicant:

RE: DEVELOPMENT PERMIT APPLICATION  
CLEAR HILLS COUNTY

The Municipal Government Act states that all municipalities must pass a land use bylaw. The purpose of the Clear Hills County Land Use Bylaw 189-16 is to regulate and control the use, conservation and development of land and buildings within the County to achieve orderly, planned and economic development of land.

The County requires a development permit for certain types of development and for various reasons, including the following:

1. To determine any potential problems in the early part of the development process, such as access onto highways and conflicts with existing, adjacent land uses;
2. To evaluate the proposed development for compliance with the Land Use Bylaw;
3. To allow input from affected landowners in the area;
4. To give the Municipal Planning Commission (MPC) the opportunity to view a proposed development.

The development permit application outlines the information that is required regarding your proposal. A sketch plan of your proposal is very important as it gives the Development Authority a diagram to look at and determine the layout of your proposed development. The sketch plan should include any important dimensions, such as setbacks from the road; locations of existing or proposed buildings; existing or proposed accesses; locations of existing or proposed sewage systems; the features of the site such as shelterbelts, sloughs, treed areas, etc; and any other information that will assist the Development Authority when reviewing your proposal. For your convenience, please find attached a base map on which you can outline your proposal on a quarter section or lot basis.

Your application should include information on the type of water supply and sewage disposal systems you are using, or propose to use, to service your development. A chart is attached for your convenience.

All parts of the Development Permit Application may not apply to your proposal. If you require additional information or assistance please contact the Development Officer.

**Fees for Development are:**

- **Development Permit:**

Agricultural, Residential & Commercial	no charge
Industrial - Per \$100,000 of construction cost, or portion thereof	\$100.00
- **Fine for not Obtaining Development Permit prior to starting development:**

Agricultural, Residential & Commercial & Industrial	
Per \$100,000 of construction cost, or portion thereof	\$100.00

We trust this information will assist you in completion of the application, and hope the material provided will make the development permit process more convenient for you.

Yours truly,

Dallas Logan  
Development Officer  
/dl

**CLEAR HILLS COUNTY  
LAND USE BYLAW  
No. 189-16**

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**PART ONE: GENERAL**

**1. GENERAL POLICY STATEMENT**

Clear Hills County is an agricultural community, and one which strongly desires the retention and maintenance of the agricultural sector. Thus it should be realized that the first priority use for all lands capable for agricultural production should be for farming. The normal sights, sounds and smells of agricultural operations are part of the County's rural character. In accordance with the principle that agriculture and activities associated with agriculture in all its forms has priority in rural areas, no legitimate activity, related to the production of food should be curtailed solely because of objections of near-by landowners.

The occupation of food production includes, but is not limited to, the use of irrigation pumps and equipment, aerial and ground seeding and spraying, tractors and motors, the raising of livestock and poultry, and the application of such inputs as chemical and natural fertilizers, and pesticides including insecticides, herbicides and fungicides. When conducted in accordance with generally accepted agricultural practices, these activities may occur on holidays, Sundays and weekdays, at night and in the day, and noise, odours, dust and fumes caused by them are permitted as part of the activities directed to the production of food. This policy statement is a reminder to those who wish to move to the country that they must recognize that agriculture has priority and that agricultural activities shall be permitted in the County.



**CLEAR HILLS COUNTY**  
 Box 240  
 Worsley AB T0H 3W0  
 Telephone: 780-685-3925  
 Fax: 780-685-3960  
 Email: [info@clearhillscounty.ab.ca](mailto:info@clearhillscounty.ab.ca)

**APPLICATION FOR  
 DEVELOPMENT PERMIT**

FOR ADMINISTRATIVE USE ONLY

APPLICATION NO.:			
DATE RECEIVED:			
FEES PAID:	YES	NO	N/A

I/We hereby make application under the provisions of the Land Use Bylaw for a Development Permit in accordance with the plans and supporting information submitted herewith and forming part of this application.

I/We understand that this application will not be accepted without the following:

- (a) application fee;
- (b) site plan sketch that includes all relevant details for the proposed development (e.g.: proposed and existing structure, property lines, creeks/ravines, parking and vehicle access, building plans, etc.).

APPLICANT INFORMATION				COMPLETE IF DIFFERENT FROM APPLICANT			
NAME OF APPLICANT				NAME OF REGISTERED LAND OWNER			
ADDRESS				ADDRESS			
POSTAL CODE	EMAIL			POSTAL CODE	EMAIL		
CONTACT NUMBERS				CONTACT NUMBERS			
Home				Home			
Business				Business			
Cell				Cell			
LAND INFORMATION							
Legal description of proposed development site							
QTR/L.S.	SEC.	TWP.	RG.	M.	OR	REGISTERED PLAN NO.	BLOCK LOT
Size of the proposed development site:							
LENGTH	m	WIDTH	m	NUMBER OF HECTARES		OR ACRES	
	ft		ft				
Lot type: INTERIOR CORNER THROUGH					LAND USE DISTRICT:		
Describe the existing use of the land:							



# APPLICATION FOR DEVELOPMENT PERMIT

**DEVELOPMENT INFORMATION**

Describe the proposed use of the land:

Check (✓) any proposed use(s) not identified above:

Dwelling unit(s)                      Accessory structure(s) / use(s)                      Home Occupation(s)  
 Sign(s)                                      Commercial or industrial structure(s) / use(s)  
 Other (specify)

Indicate the proposed setback from the property line:

FRONT YARD	m	REAR YARD	m	SIDE YARD (1)	m	SIDE YARD (2)	m
	ft		ft		ft		ft

Off street parking:                      Size of space    Number of spaces

Off street loading:                      Size of space    Number of spaces

Accessory use:

PERCENTAGE OF LOT OCCUPIED:	HEIGHT OF ACCESSORY BLDG:	SETBACK FROM SIDE LOT LINE:	SETBACK FROM REAR LOT LINE:
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The land is adjacent to:

PRIMARY HIGHWAY                       SECONDARY HIGHWAY                       RURAL ROAD

Estimate the Project:

COMMENCEMENT DATE	COMPLETION DATE	CONSTRUCTION COSTS
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Attached is

(a) SITE PLAN                      Yes                      No                      N/A	(b) FLOOR PLAN                      Yes                      No                      N/A
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**DECLARATION**

I/WE hereby declare that the above information is, to the best of my/our knowledge, factual and correct.

DATE:	SIGNATURE OF APPLICANT:
DATE:	SIGNATURE OF REGISTERED LAND OWNER:

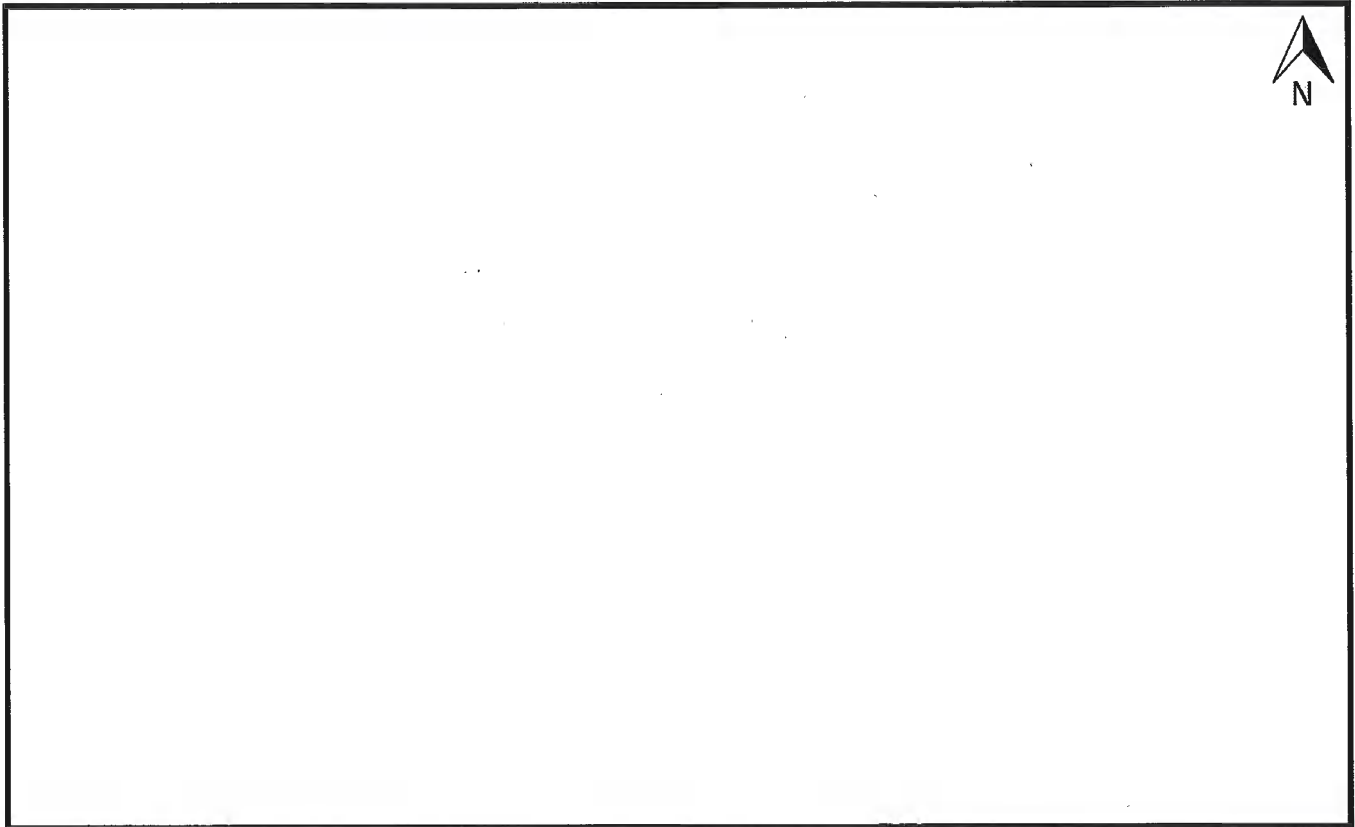
**APPLICATION FOR  
DEVELOPMENT PERMIT**

**SITE MAP**

LEGAL LAND DESCRIPTION: \_\_\_\_\_

For industrial or commercial development, attach engineered drawings of proposed development.

For residential and agricultural development, draw a sketch plan of proposed development.



**Please indicate the following if they apply to your proposed development:**

- Location of water source & distance from property line and sewer system
- Location of sewer system & distance from water source and property line
- Access location(s)
- Location of existing or proposed buildings:
- Setbacks from the road allowance
- Location of roads in the area
- Location Shelterbelts
- Location of Treed Areas/ Sloughs/ Bush/ other vegetation
- Location of River/ Lakes/ other watercourses

# APPLICATION FOR DEVELOPMENT PERMIT

## ADDITIONAL INFORMATION REQUIRED

### ABANDONED WELLS

If the building/addition is greater than 47m<sup>2</sup> (505.9 ft<sup>2</sup>) a map from the Alberta Energy Regulator (AER) identifying the locations of, or confirming the absence of, any abandoned oil or gas wells on or within 25m (82 ft) of the site boundary is to be included. Go to [www.geodiscover.alberta.ca](http://www.geodiscover.alberta.ca) for abandoned well location and status information.

### WATER AND SEWAGE

Indicate below the type of water supply and sewage disposal to be used by your development proposal and if it is existing or proposed.

Existing	Proposed	TYPE OF WATER SUPPLY
		DUGOUT
		WELL
		CISTERN & HAULING
		COUNTY SERVICE
		OTHER (Please specify)

Existing	Proposed	TYPE OF SEWAGE DISPOSAL
		OPEN DISCHARGE/SEPTIC TANK
		SUB-SURFACE DISPOSAL/SEPTIC TANK
		ABOVE GROUND/SEPTIC TANK
		SEWAGE LAGOON
		OUTDOOR PRIVY
		COUNTY SERVICE
		OTHER (Please Specify)

FOR ADDITIONAL INFORMATION CONTACT ALBERTA MUNICIPAL AFFAIRS – CODES AND PERMITS AT 1-866-421-6929 (EMAIL [safety.services@gov.ab.ca](mailto:safety.services@gov.ab.ca)) OR A LICENSED PERMITTING AGENCY.



# APPLICATION FOR DEVELOPMENT PERMIT

FORM A

Page 5

## RURAL SEWAGE, WATER AND YARD SETBACKS

### SEWAGE SETBACKS

Following is a description of the setbacks required for different sewage disposal systems as found in the Alberta Private Sewage Treatment and Disposal Regulations:

- Mounds
  - 3.05 metres (10 ft.) from the property line
  - 9.14 metres (30 ft.) from a dwelling
  - 3.05 metres (10 ft.) from other buildings
  - 3.05 metres (10 ft.) from a septic tank
  - 15.24 metres (50 ft.) from a water course
  - 15.24 metres (50 ft.) from a water source
  
- Field
  - 1.5 metres (5 ft.) from a property line
  - 9.14 metres (30 ft.) from a dwelling
  - 1 metre (3.25 ft.) from other buildings
  - 1 metre (3.25 ft.) from a septic tank
  - 15.24 metres (50 ft.) from a water course
  - 15.24 metres (50 ft.) from a water source
  
- Lagoon
  - 30.5 metres (100 ft.) from a property line
  - 45.72 metres (150 ft.) from a dwelling
  - 91.4 metres (300 ft.) from a water course
  - 91.4 metres (300 ft.) from a water source
  
- Effluent Discharge
  - 91.4 metres (300 ft.) from a property line
  - 45.72 metres (150 ft.) from a dwelling
  - 45.72 metres (150 ft.) from a water course
  - 45.72 metres (150 ft.) from a water source
  
- Septic tanks
  - 1 metre (3.25 ft.) from a property line
  - 1 metre (3.25 ft.) from a dwelling
  - 9.14 metres (30 ft.) from a water course
  - 9.14 metres (30 ft.) from a water source

### DUGOUT SETBACKS

The setback for a dugout as set forth in the Provincial regulations is:

- Front Yard - 40.8 metres (134 feet) from the road right-of-way (developed or undeveloped)
- Interior Side Yard - 15.24 metres (50 feet) or as required by the Municipal Planning Commission
- Rear Yard - 15.24 metres (50 feet) or as required by the Municipal Planning Commission

### YARD SETBACKS

- **Front yard:** the development shall not be located within 40.8m (134 feet) of the property line of any public roadway:
- **Side Yard:** The development shall not be located within 15.24 metres (50 feet) of a property line:
- **Rear Yard:** The development shall not be located within 15.24 metres (50 feet) of a property line: The developer is responsible for waste disposal, and the construction of access roads and approaches. This Development Permit does not guarantee, imply or suggest that Clear Hills County will undertake any road improvements at or near the subject property to improve the applicant's accessibility to his or her property.

**APPLICATION FOR  
DEVELOPMENT PERMIT**

**RELOCATED BUILDINGS**

If any of the buildings pertaining to the development permit are being moved-in (relocated) from another location please complete this form and return with the completed development permit and application fee.

- a) Colour photographs of the building(s)
- b) Canadian Safety Association Identification Number (CSA) \_\_\_\_\_
- c) Present location of the building  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d) Proposed relocation route  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please note:**

1. Any building to be moved-in (relocated) and placed on a parcel within any district established by this Bylaw, other than a farm building in an Agricultural District must be approved by the Municipal Planning Commission.
2. The moved-in (relocated) building shall conform to Alberta Safety Codes Act and Regulations and the current Alberta Building Code Regulation.

**APPLICATION FOR  
DEVELOPMENT PERMIT**

**RIGHT OF ENTRY FORM**

As a site inspection of land that is the subject of a development permit application may be required, we request that you complete the following authorization and submit it with your application for Development Permit approval.

Section 653(2) of the Municipal Government Act indicates that if consent is given by this form, a notice of inspection is not required to be given under Section 542(1).

I, \_\_\_\_\_, do grant consent for an authorized  
(Name in block letters)

person of Clear Hills County to enter upon subject land for the purpose of a site inspection.

Legal Land Description: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
SIGNATURE OF APPLICANT:

New Home Buyer Protection Program  
New Home Buyer Protection Office  
Alberta Municipal Affairs  
16th Floor, Commerce Place  
10155 - 102 St. NW, Edmonton, AB T5J 4L4

**From:** Monte Krueger  
Registrar  
New Home Buyer Protection Program

**To:** Chief Administrative Officers

**Date:** February 6, 2018

**Subject:** Information about Owner Builder Authorizations

With the Government of Alberta's introduction of builder licensing on December 1, 2017, residential builders in Alberta are now required to have either a valid builder licence or an Owner Builder Authorization (OBA) in order to receive a building permit. Through a series of webinars and explanatory memos, program staff have been working with permit issuers to provide clarification on licensing procedures and to ensure that legislated requirements are followed.

In the spirit of ongoing information sharing and support, I want to take this opportunity to provide clarification on some key things to know about OBAs, as we have recently received several questions from permit issuers.

- Under the *New Home Buyer Protection Act*, owner builders must apply to the Registrar for authorization to construct their own home. Owner builders interested in applying for an authorization must follow the [Owner Builder Authorization Application Process](#).
- If an OBA application receives approval, an authorization certificate will be issued to the owner builder. The authorization allows owner builders to construct their own home, either with or without warranty. Permit issuers are only able to provide the necessary permits if an authorization has been approved.
- Certificates issued by the New Home Buyer Protection Program for approved OBAs are referred to as "Approved Application for Authorization" or "Approved New Home Registration".
- To help permit issuers confirm that they are looking at the correct type of authorization certificate, all owner builder certificates issued after December 1, 2017, contain letters "AA" in the Application ID number.
  - Prior to December 1, 2017, owner built homes constructed with warranty received a certificate that contained the letters "RF" in the Application ID number (e.g. 17RFxxxxx). Owner builders constructing without warranty received a certificate that contained the letters "AA" (e.g. 17AAxxxxx).
- All homes approved for an OBA can be searched on the [Public Registry](#) using the legal land description. The Registry provides location information and contact information for the warranty provider, if applicable, including how much warranty coverage remains.

# Every new home in Alberta is covered

Alberta regulates warranty standards for new homes.

While the minimum coverage is mandatory, builders may partner with warranty providers to offer coverage that exceeds the standards set out in Alberta's New Home Buyer Protection Act.



## Coverage is as easy as 1, 2, 5, 10

The minimum warranty for every new home built in Alberta will cover:

### Better warranty standards. Built for Albertans.

A builder's guide to Alberta's New Home Buyer Protection Act



**1 YEAR**

#### LABOUR & MATERIALS

This takes care of finishes throughout the home, including any defects in flooring, paint or trim.

**2 YEARS**

#### DELIVERY & DISTRIBUTION

This primarily covers defects in labour and materials related to heating, plumbing and electrical systems.

**5 YEARS**

#### BUILDING ENVELOPE

Building envelope covers the exterior shell of the home, including the roof and walls. Two additional years of coverage must be made available for homebuyers to purchase.

**10 YEARS**

#### STRUCTURAL COMPONENTS

This covers the major structural components of the home, particularly its frame and foundation.

## Your role as a builder

Your responsibility as a builder is to partner with a warranty provider who will offer a home warranty that meets the minimum requirements set out in Alberta's *New Home Buyer Protection Act*.

The Act pertains to homes constructed with a building permit applied for after February 1, 2014. All new residential construction projects must be entered into the registry at [HomeWarranty.Alberta.ca](http://HomeWarranty.Alberta.ca)

Throughout the construction process, builders are the primary point of contact for questions or concerns homebuyers may have. Homebuyers can also contact their builder about defects in their homes after the start of their warranty.

To make a claim you must contact your warranty provider.

In Alberta, there are a number of warranty providers that you may partner with for coverage:

- Blanket Home Warranty Ltd.
- National Home Warranty Group Inc.
- Progressive Home Warranty Solutions Inc.
- The Alberta New Home Warranty Program
- Travelers Insurance Company of Canada
- WBI Home Warranty Ltd.

These warranty providers are responsible for creating policies and responding to claims from homeowners.

## The government's role

Alberta's *New Home Buyer Protection Act* mandates and regulates new home warranties in the province. The Government of Alberta monitors and tracks warranties on new homes. Alberta Municipal Affairs also provides tools and support to permit issuers, who will ensure warranty coverage is in place before issuing building permits for new homes. Finally, the government will enforce penalties against builders, warranty providers and others for not complying with the Act—up to \$100,000 for first offences and up to \$500,000 for subsequent offences.

## Are you building your own home?

If you are an owner-builder constructing your own home to live in, you have two options. You can get home warranty coverage for your home or you can apply for an owner-builder authorization to build your home without a warranty. If you sell your house within 10 years, you will need to obtain the remaining warranty coverage for your buyer.

**HOMES COVERED INCLUDE:**  
Single family homes, duplexes, multi-family homes, condominiums, manufactured homes, and recreational properties.

Access the registry  
and learn more at  
[HomeWarranty.Alberta.ca](http://HomeWarranty.Alberta.ca)







## Understanding your options

If you are building your own home to live in, and acting as the general contractor, you may be an owner-builder. You already know the tools in your belt, you should also know your role in the process.

## Being an owner-builder means having the right tools in your belt

An Owner-Builder's Guide to Alberta's New Home Buyer Protection Act

### KNOW YOUR ROLE

When building your own home as an owner-builder, you are eligible to be exempt from home warranty coverage.

It's important to know that the owner-builder bears all liability for the home's construction—warranty coverage can help protect your investment.

Minimum warranties requirements in Alberta are one year for labour and materials, two years on delivery and distribution system, five years on building envelop and ten years on structural components.

If you choose to sell your home within ten years, you will need to provide the remaining warranty for your buyer. This coverage could be more expensive and more challenging to obtain if you don't have it from the start.

### REVIEWING YOUR APPLICATION

The New Home Buyer Protection Office will review your application to ensure you are eligible for owner-builder authorization. Once the review is complete, the office will contact you and inform you of their decision.

A site visit by a compliance officer may follow to verify that you're building your own home in compliance with the Act.

## Know the process before you build

The owner-builder authorization process allows Albertans to build homes for their own personal use.

**To apply for an owner-builder authorization, you must complete the following:**

- Register for The New Home Buyer Protection System through the builder Portal at [municipalaffairs.alberta.ca/builders-portal-information.cfm](http://municipalaffairs.alberta.ca/builders-portal-information.cfm)
- Complete and sign the questionnaire (for each co-applicant).
- Swear and sign the affidavit of execution, sworn by a witness in front of a Commissioner for Oaths or Notary Public in and for the province of Alberta.
- Pay the non-refundable application fee online, by cheque, certified cheque or money order.
- Submit the application to The New Home Buyer Protection Office with signed original copies of the questionnaire(s) and the affidavit.

## Owner-builder fees

There is a non-refundable \$750 fee to apply for owner-builder authorization. This includes a \$655 application fee which covers compliance work required to ensure an owner-builder is complying with the Act including:

- Reviewing the application
- Providing advice on the application process and requirements
- Document searches
- Potential site visits to prevent fraudulent activities
- It also includes a \$95 registration fee. This fee:
  - Is charged to all builders to enter their unit into the online registry
  - Supports the development and maintenance of the program

Access the registry and learn more at [HomeWarranty.Alberta.ca](http://HomeWarranty.Alberta.ca)



**Owner-builder authorizations are issued by the Registrar if you:**

- Register your new home with the Registrar
- Meet the prescribed criteria
- Pay the non-refundable application fee

## STILL NOT SURE ABOUT SOMETHING?

If you have questions regarding an owner-builder application please visit the owner-builder section on [HomeWarranty.Alberta.ca](http://HomeWarranty.Alberta.ca) or call Municipal Affairs at 1.866.421.6929

