

Where to Apply

Email: permits@sprucegrove.org

Mailing Address:
City Hall
315 Jespersen Avenue
Spruce Grove, AB T7X 3E8

Office Hours

Monday to Friday

8:30 a.m. to 4:30 p.m.



Phone: 780-962-7582
Fax: 780-962-1062



Retaining Walls

The Community of Choice!

Do you Require Permits for your Retaining Wall?

Application Requirements

Development Permit

You will be required to provide:

- Three (3) copies of a site plan indicating the location, height, material and other particulars of the proposed retaining wall
- Land title search on your property (no more than 3 weeks old)
- Owner authorization
- Completed Development Permit application
- Right of Entry Authorization
- Application fee

Building Permit

- Three (3) copies of drawings. If wall is greater than 1.2 m (3.94 ft) in height, the drawings shall be prepared by a Professional Engineer
- Owner authorization
- Completed building permit application
- Application fee

Printable copies of all permit applications are available on the City of Spruce Grove website.

www.sprucegrove.org

Appeal of Development Permit

If your application has been refused, or approved subject to conditions set forth by the Development Officer, you can, as the applicant/owner, appeal the decision to the **SUBDIVISION AND DEVELOPMENT APPEAL BOARD**. An appeal can also be launched by any person affected by the decision of the Development Officer.

To appeal the decision, a written notice of appeal must be served to the Subdivision and Development Appeal Board prior to the appeal expiry date noted on the permit, accompanied by the appropriate fee.

MAIL APPEALS TO:

Subdivision and Development Appeal Board
Secretary
City of Spruce Grove
315 Jespersen Avenue
Spruce Grove, AB T7X 3E8

Appeal of Building Permit

Should you wish to appeal a decision made by the Safety Codes Officer, it must be submitted in writing within 30 days of the decision date. All appeals on building issues can be made to the **Building Safety Codes Council**.

If you have any questions, please contact Planning & Development at 780-962-7582

Development Permit

- A Development Permit is required for all retaining walls

A Building Permit is required when;

- A retaining wall is critical to the support of building foundations.
 - ⇒ Engineering will be required if attached to the foundation of a building
- A retaining wall that exceed 1.2m (4'-0") in height, provided the retaining wall is;
 - ⇒ Adjacent to public property
 - ⇒ Adjacent to an access to a building
 - ⇒ On private property which is accessible to the public
- If a retaining wall that supports a walking pathway and exceeds 600mm (24") in elevation between the walking surface and the adjacent surface, guards that comply with the current building code cycle will be required at the top of the retain wall.

Note: Engineering involvement may be determined by the Safety Codes Officer at time of review.

Unusual circumstances or not quite sure?

Talk to a Development Officer or Safety Codes Officer at 780-962-7582