

## Appeals

### 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.

## Where to Apply

Email: [permits@sprucegrove.org](mailto: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.



**Building  
a Shed?**

Phone: 780-962-7582

Fax: 780-962-1062

Revised September 2020

*The Community of Choice!*

## Are Permits Required to Build a Shed?

- Permits are not required if your shed will be less than 10 square metres (approximately 107.6 square feet) and meets with regulations of the *Land Use Bylaw* for setbacks and site coverage
- If your shed is 10 square meters or larger then both a Development Permit and a Building Permit are required prior to construction

### Application Requirements

#### Development Permit

You will be required to provide:

- Completed development permit application
- Three (3) copies of a site plan indicating the location, height and other particulars of the proposed shed
- Current land title (no more than 3 weeks old)
- Owner authorization
- Completed Building Specifications Worksheet for a Shed
- Right of Entry Authorization
- Application fee

#### Building Permit

- Completed building permit application
- Three (3) copies of shed plans with building specifications
- Owner authorization

**Printable copies of all permits are available on the City of Spruce Grove website.**

[www.sprucegrove.org](http://www.sprucegrove.org)

## Land Use Bylaw Regulations

### Siting:

All sheds, including those under 10 square meters, must meet the following location requirements.

- A shed shall be located a minimum of 2 m (6.6 ft) from the dwelling in most residential districts
- A shed shall not be located in the front yard, and no closer than the front line of the principal building
- A shed shall be located at least 1 m (3.3 ft) from the rear property line
- A shed shall be located at least 1 m (3.3 ft) from the side property line

**In addition to the above requirements, at no time shall a shed encroach into any easement, public utility lot, or right-of-way**

### Height:

The height of the shed shall not exceed 4.5 metres (14.76 ft) from the lot grade to the peak of the roof.



## Building Code Regulations

- The Foundation system for a shed can be a 100 mm concrete slab on grade or the shed can be placed on pressure treated wood skids or blocking.
- Top soil and vegetation shall be completely removed for the foundation down to firm clay. If fill is needed, crushed gravel may be used (if compacted).
- The foundation shall be constructed so the top of the finished floor to top of the finished grade around the entire garden shed is not less than 150 mm (6 in.). A positive slope all the way around the garden shed is required for surface drainage.
- Unprotected openings (Windows, Doorways and Openings) in a wall that is located less than 1.2m (4'-0") to the property line will require protection.
- Roof soffits on a shed that are less than 1.2m (4'-0") to the property line will require to have no openings and protected by;
  - ⇒ Sheet metal not less than 0.38mm thick,
  - ⇒ Not less than 12.7mm (1/2") gypsum soffit board or ceiling board,
  - ⇒ Not less than 11mm thick plywood,
  - ⇒ Not less than 12.5mm thick OSB or waferboard, or
  - ⇒ Not less than 11mm thick lumber.
- No roof soffits shall project less than 0.45m (17 3/4") to a property line.

**Please contact Planning & Development for assistance. at 780-962-7582**