



Building in The Lakes of Muirfield

Building within the Lakes of Muirfield involves some unique considerations. Even if you are familiar with the permitting process in other municipalities, or other areas of the County, please read this document carefully.

1. **Before applying for a Development Permit**, the Home Owner's Association (HOA) requires that the building plans first receive **Architectural Design Approval**. Architectural plans are to be submitted to Arcadis at: www.archcontrol.com. (Please note that you will require a username and password to login. Contact chris.ohalloran@arcadis.com to obtain a password.)
 - a. A Development Permit will not be issued without Architectural Design Approval. The fee for Architectural Approval is \$1,000 for single family dwellings, and \$1,500 for a duplex. The fee will be collected when the Development Permit application is submitted. Arcadis will review the architectural drawings, plot plan, and supply a grading plan for the lot.
 - b. Architectural Control Guidelines can be found at <https://lakesofmuirfieldcommunity.com/index.php/architectural-controls>
 - c. The Roof Peak Elevation (TR) height and the highest grade must be labeled on the site plan.

Building Height means the vertical distance between the highest building grade to the peak of the roof.

2. Once Architectural Design Approval has been granted, you may submit your Development Permit Application. Please follow the link: <https://wheatlandcounty.ca/documents/development-permits/>
 - a. Include a copy of the Architectural Design Approval.
 - b. You must also submit a copy of the current Land Title, listing the owners on title.
 - All owner's must be listed on the application and sign the application
 - If the property is owned by a company, a copy of the Corporate Registration must also be submitted.
 - c. The fee is \$300 for a single dwelling or \$400 for duplexes.



3. After the Development Permit is approved, a refundable security deposit will be required as a condition of Development Permit approval:
 - a. As per the Architectural Control Guidelines, the security deposit, in the amount of \$25,000 for single family dwellings and \$35,000 for duplexes, is to be submitted to the County. This will be refunded once construction has been completed and the County confirms that:
 - No damage has occurred to sidewalks, curb stops, or other municipal infrastructure;
 - No damage has occurred to neighbouring areas or properties;
 - Street cleaning or clean-up of areas as a result of construction on the Lot has occurred; and
 - Lot grading complies with the approved Building Grade Plan.
4. Prior to construction occurring, the applicant/landowner is to purchase a water meter from the Wheatland County Administration Office and pay a deposit to be refunded upon County inspection of the meter installation and utility infrastructure.

These deposits can be paid by:

- **Refundable Security Deposit** (\$25,000 or \$35,000) — Bank Draft, Certified Cheque, Letter of Credit, or EFT upon request
 - Water Meter with GST— (amount subject to change, see [fee schedule](#) for updates): cheque, debit, credit — must be paid in person to pick up the meter
 - Water Meter Deposit — (amount subject to change, see [fee schedule](#) for updates): cheque, debit, or cash — must be paid in person to pick up the meter
5. After the deposits have been received, you may apply for the Building Permit:
<https://wheatlandcounty.ca/building-safety-code-permits/> — this may take between 1-3 weeks to issue.
 - a. You will need a New Homeowner's Warranty and Registration Number if you are a homebuilder who will be selling the property after it is built. If you are the homeowner that will be living in the house, you may provide an Exemption Letter, more information can be through this link: [New home warranty | Alberta.ca](#)
 - b. **Before starting any construction or excavation work, contact Utility Safety Partners to have underground utilities marked.** This helps prevent costly and dangerous damage to utility lines. Visit www.clickbeforeyoudig.com to submit a locate request.
 - Once completed, please submit email confirmation and pictures of the utilities being flagged for water, gas and electricity.



- c. Please note that all properties in The Lakes of Muirfield would be subject to meeting spatial separation and limiting distance requirements under the National Building Code – Alberta Edition, for fire suppression. These requirements can include sprinklering, fire-rated side walls and restrictions on windows alongside property lines or the measured distance from an exposed building face to a property line to slow the spread of fire. For more information, please contact safetycodes@wheatlandcounty.ca
6. Once the building permit is approved you may apply for any Safety Code Permits (electrical, gas, plumbing) through this link: <https://wheatlandcounty.ca/building-safety-code-permits/>—may take between 1-3 business days to issue.
 - a. A copy of the journeymen's certificate is required to issue these permits. The journeymen listed on the permit will be contacted for all inspections.

If you have any questions regarding these processes, please contact developmentpermit@wheatlandcounty.ca or call 403-934-3321.