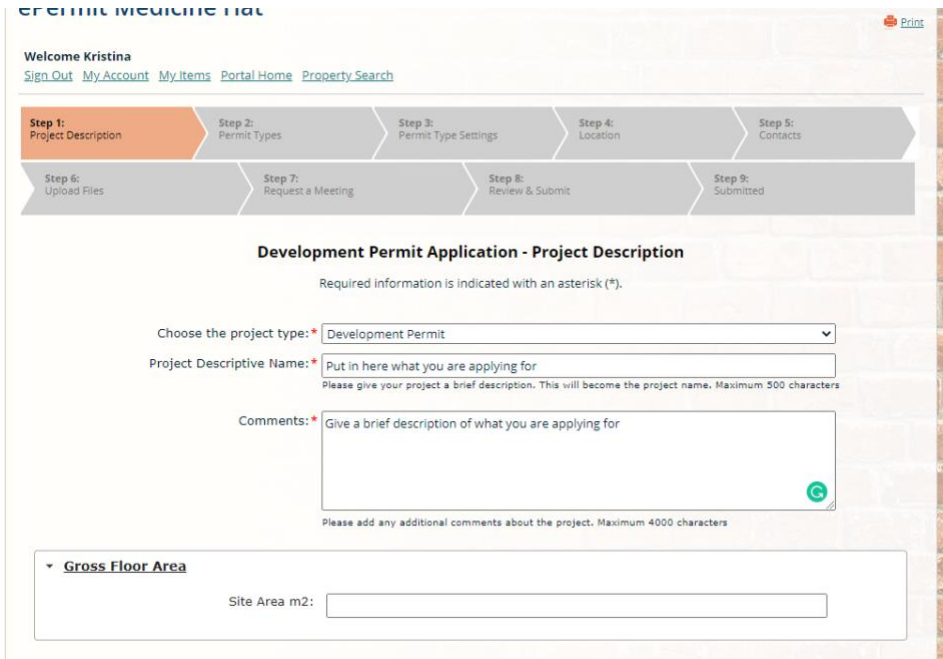


**DEVELOPMENT PERMIT APPLICATION ONLINE PORTAL**

Once you land on the home page, you will see a number of activity groups available to you. Under Planning Development, you will have choices to Apply for a permit to Request a meeting and upload your submittals.



- Click Apply for a Development Permit to submit  
 You can apply here for **Backyard suite, Change of Use, Covered deck, Enclosed deck, Freestanding Sign, Home Occupation (major/minor), Commercial, Industrial, Multi-dwelling, Low Density (Single Detached House), Non-residential Accessory building, Non-residential addition, Patios, Residential accessory building, residential addition, retaining walls, secondary suites, signs, solar panels, swimming pools, and variances.**
- You can search your applications you have submitted.
- Once you have applied you can Upload your submittals if requested or you know you forgot some.



**Development Permit Application - Project Description**

Required information is indicated with an asterisk (\*).

Choose the project type: \*

Project Descriptive Name: \*   
Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments: \*   
Please add any additional comments about the project. Maximum 4000 characters

**Gross Floor Area**

Site Area m2:

**Step 1**

- The Project Type will be whatever you are apply for
- The Project Name can indicate what you are doing
- Comments can be a brief description
- Put your gross floor area in m2

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Step 1: Project Description | **Step 2: Permit Types** | Step 3: Permit Type Settings | Step 4: Location | Step 5: Contacts  
 Step 6: Upload Files | Step 7: Request a Meeting | Step 8: Review & Submit | Step 9: Submitted

### Development Permit Application - Permit Types

Required information is indicated with an asterisk (\*).

— ▾ Please choose the appropriate item(s) for your project. —

- Backyard Suite
- Change of Use
- Covered Deck
- Enclosed Deck
- Free Standing Sign
- Home Occupation - Major
- Home Occupation - Minor
- New Commercial
- New Industrial
- New Institutional
- New Multi-Dwelling Residential
- New Residential Low Density
- Non-Residential Accessory Building
- Non-Residential Addition
- Non-Residential Patio
- Pre-Application
- Residential Accessory Building

Previous Step: Project Description | Next Step: Permit Type Settings

Step 2

- Determine what the application is for.

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Step 1: Project Description | Step 2: Permit Types | **Step 3: Permit Type Settings** | Step 4: Location | Step 5: Contacts  
 Step 6: Upload Files | Step 7: Request a Meeting | Step 8: Review & Submit | Step 9: Submitted

### Development Permit Application - Permit Type Settings

Required information is indicated with an asterisk (\*).

— ▾ Backyard Suite —

Number of Units:

Use Type:

Proposed Driveway Length (m):

Allowed Driveway Length (m):

Proposed Driveway Width (m):

Allowed Driveway Width (m):

Previous Step: Permit Types | Next Step: Location

Step 3

- Indicate the number of units (1 is the typical for residential 2 duplex and so on)
- Enter Proposed Length
- Enter Proposed Width

\*Note you don't have to worry about Allowed Driveway

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Step 1: Project Description

Step 2: Planning Types

Step 3: Planning Details

Step 4: Location

Step 5: Contacts

Step 6: Upload Files

Step 7: Request a Meeting

Step 8: Review & Submit

Step 9: Submitted

### Planning Application - Location of Project

Required information is indicated with an asterisk (\*).

[Find location in Map](#)

Search for address:

1 1 ST NW, Medicine Hat, AB T1A6G9

1 1 ST SE, Medicine Hat, AB T1A0A1

1 13 ST SE, Medicine Hat, AB T1A1W4

1 2 ST NE, Medicine Hat, AB T1A5K6

1 3 ST NE, Medicine Hat, AB T1A5L7

1 4 ST SE, Medicine Hat, AB T1A0J7

1 4 ST SW

1 5 ST SE

1 5 ST SW, Medicine Hat, AB T1A4G3

1 5 ST SW, Unit:1

1 9 ST NE, Medicine Hat, AB T1A5S1

1 9 ST SW, Medicine Hat, AB T1A4N5

The location you have selected: \*

Previous Step: Planning Details
Next Step: Contacts

#### Step 4

- Find the location that you are applying for.

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Step 1: Project Description

Step 2: Planning Types

Step 3: Planning Details

Step 4: Location

Step 5: Contacts

Step 6: Upload Files

Step 7: Request a Meeting

Step 8: Review & Submit

Step 9: Submitted

### Planning Application - Contacts

Required information is indicated with an asterisk (\*).

Type	Contact
Property Owner	<i>Not shown for privacy reasons</i>
Applicant	Kristina, <input style="width: 150px;" type="text"/>

[Add New Contact](#)

Previous Step: Location
Next Step: Upload Files

#### Step 5

- Contacts – the Property owner will not be shown
- Applicant will be yourself
- You can Add new Contact if you have a Contractor or Architect etc.. that you wish to add to the file.

## Development Permit Application - Upload Documents

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

### Guidelines For Electronically Submitting Documents:

- Submitted documents should be under 100MB in size.
- Accepted file extensions:
  - PDF, JPG, GIF, PNG, DOCX
- All plans shall be to scale.
- Recommended naming conventions:
  - Keep filename consistent.
  - Avoid the use of non-friendly filenames. (ex. k9dk38fj3.pdf)
  - Avoid inappropriate language in filenames.
- Submitted documents will be stamped at the conclusion of the review.
  - The stamp will be placed in the upper right hand corner of the document. It is recommended that this area, to the extent possible, be left blank so that no information is lost when the the stamp is applied.

Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission.

### Current Submittal

Submittal #1) Planning (06/25/2020)

[Print Requirement Items](#)

Type	Status	Date Verified
▼ Elevation Drawings ⓘ	Pending	
Select a new document for this requirement:		<input type="button" value="Browse..."/>
▼ Certificate of Title (Current) ⓘ	Pending	
Select a new document for this requirement:		<input type="button" value="Browse..."/>
▼ Owner Authorization ⓘ	Pending	
Select a new document for this requirement:		<input type="button" value="Browse..."/>
▼ Abandoned Gas Well Confirmation Form ⓘ	Pending	
Select a new document for this requirement:		<input type="button" value="Browse..."/>

Look through the link below for all the checklist of documents for your application

<https://www.medicinehat.ca/government/departments/planning-development-services/new-and-notable/checklists-and-forms-library>

### Upload Additional Documents

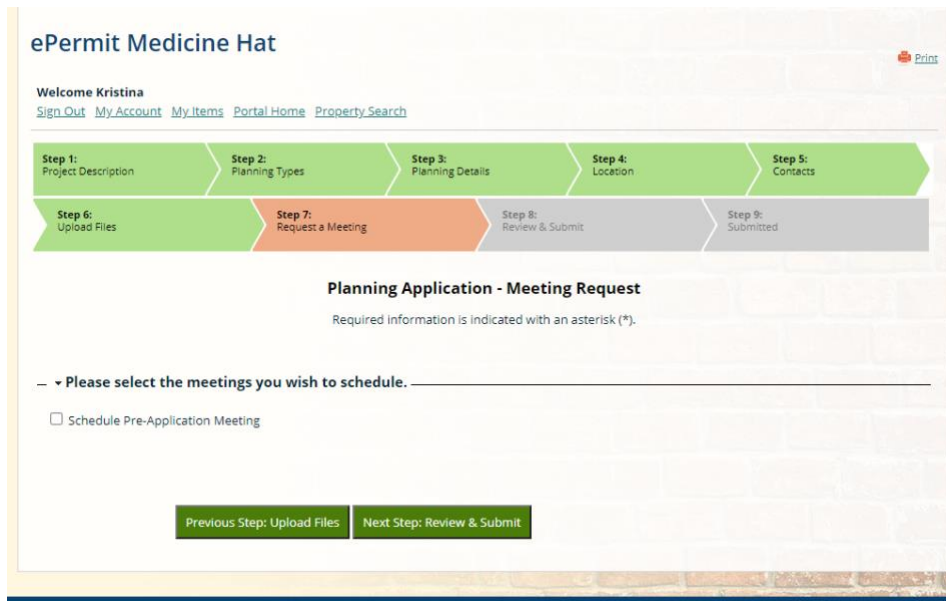
Select any documents you wish to provide:

Provide a short description of this set of documents:

## Step 6

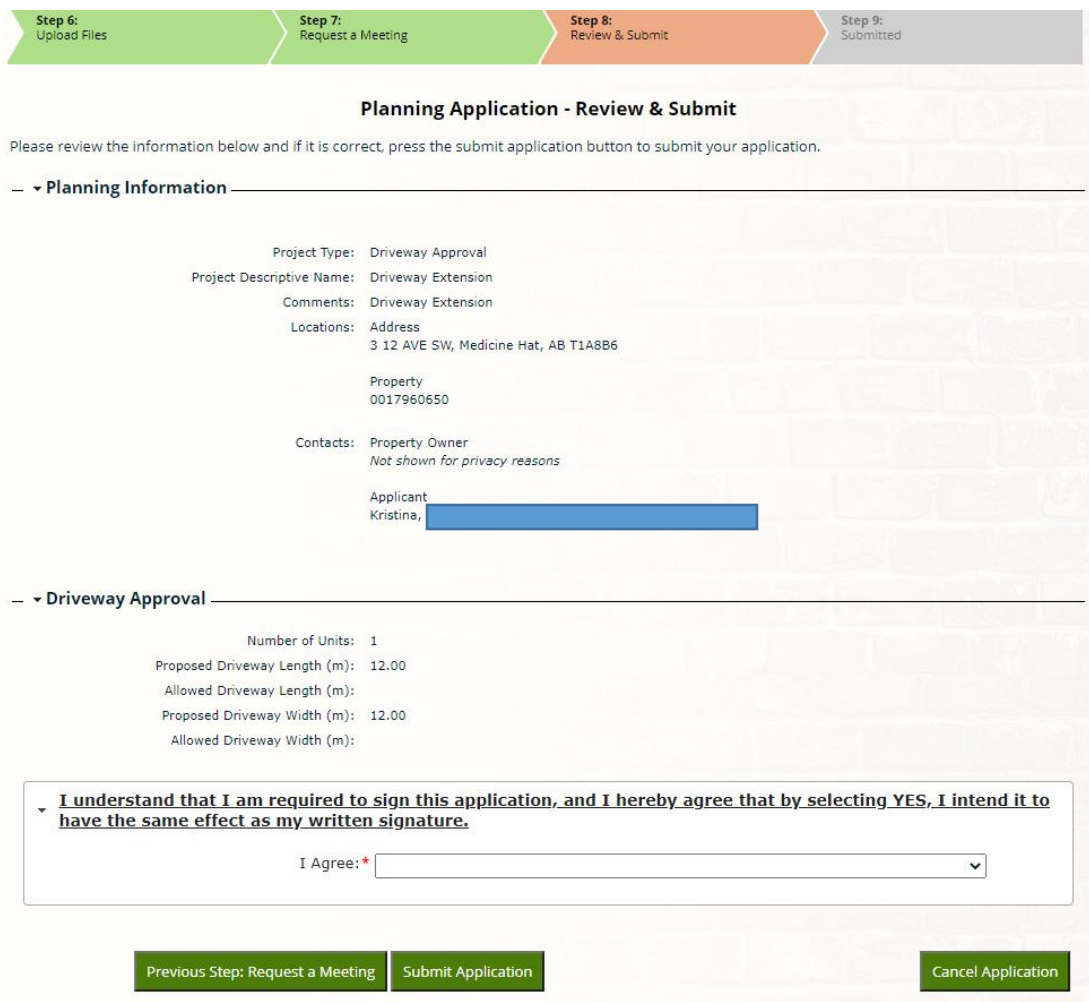
- This is where you can upload your documents to go with your applications.
- In this case driveway approval would like a site plan.
- You can upload further documents if required. Please look on our website for what is required in the checklist. Check link below
- Please upload your signed application**
- Please individualize your drawings**

- This area you can put other documents that may not be listed



### Step 7

You can request a pre application meeting if you would like here. If not just go to the next step.



### Step 8 and 9

- Here you need to review your application and agree to the statement below.
- If you wish to cancel you can at this point, or you can click submit application.
- Step 9 will show you your application number and that it has been submitted.
- It will also show you an estimated fee amount for your application. Admin still will contact you for fees.