



Our Builder e-Newsletter keeps you informed on the latest building and construction news with updates such as the latest City building and construction information, building code changes, fee updates, seasonal notices and CityView tips and tricks.

## November 2024

### Seasonal Items

- It's time to renew your business licence for 2025. Follow [these](#) instructions and guidelines to renew each licence type. Local business licence holders can renew their licence online *for free* until January 15th *\*(conditions apply)*.
- 2024 Lot Grading Season is officially **closed**. Please refer to the [website](#) for the opening date announcement in 2025.

### News and Reminders

#### Water and Sewer Service Connection Permits

- Inspections are a requirement for every development connecting to services. It is the builder's responsibility to ensure sub-contractors are scheduling these inspections. Check out the [website](#) for more information.
- Zero lot lines with permits specifying roof leader connection to underground storm service may be required to complete a two-step service connection inspection. Currently the two approved areas are Easton and Copperhaven.
- Submit inspection requests and all inquiries to [serviceconnections@sprucegrove.org](mailto:serviceconnections@sprucegrove.org)

#### Did you know?

- All trade permits must be closed compliant for a full occupancy certificate to be issued.
- All smoke alarms should be interconnected and verified prior to requesting final inspection, as per the [National Building Code](#).
- Vinyl siding installed horizontally on exterior walls with stud spacing that exceeds 400mm (16") on center will require an evaluation report prepared by an accredited certification organization, as per the [National Building Code](#).
- Brayden Jones, the City's Bylaw Compliance Officer, will be monitoring construction sites.

#### Thank you!

Planning and Development would like to thank the builders for submitting Real Property Reports for all new residential construction! Just a reminder to submit prior to occupancy and upload through [CityView Portal](#).

## How to submit Real Property Reports

- Once logged into the CityView Portal, under "My Items" click on Development Permits and locate the permit or address.
- Click "View Open Conditions" and scroll to the Conditions section.
- Under the Real Property Report condition, click "Browse" to attach the document.
- Click "Upload Documents" to submit the Real Property Report.  
\*For semi-detached and row housing, please upload the Real Property Report for each individual lot.

## Questions?

To learn more about building in Spruce Grove visit our [website](#) for more details.

If you have any questions, please contact the Planning and Development department by [email](#) or by phone at [780-962-7582](#).

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