



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.

February 2025 Update

Coming Soon...

March/April, 2025

We are working on adding the Water and Sewer Service Connection application and permit into CityView, which will replace the form. This change will make the application and inspection process more efficient for you. Stay tuned!



April 1, 2025

Construction Fire Safety Plans will be required with all new residential construction building permits. More details will be shared here in the near future.

News

Did you know?

- If a permit has been issued and **revisions** are required, revision fees will be applicable as per the **Development Fees and Fines Bylaw**.
- Allow a minimum of 48 hours for uploaded documents to be reviewed for building and trades permits. Uploading your document to the correct **“condition”** will assist in the review process.

Secondary Suites

For all applications where a side entry door is being proposed on the house for a potential **secondary suite** and detached garage, the following should be considered:

1. Access to the suite by way of stairs/landing or sidewalk should be shown on both the site plan and elevation drawings at the time of application. Stairs and landings require a 0.6 metre side yard setback and sidewalks require a 0.3 metre setback.
2. The location of the detached garage should consider the additional onsite parking stall that will be required for a future secondary suite.

Any **Zero Side Yard** development is not permitted to have a side entry door on the same side of the residence as the registered maintenance easement, unless the side yard exceeds the width of the 1.5 metre maintenance easement and can accommodate stairs/landing and/or sidewalk.

Lot Grading Pre-Construction Inspections

- Inspections should be conducted by the City *prior* to any construction activity on site to determine the existing condition of all adjacent infrastructure.
- If pre-construction inspections are waived/not requested, the builder is responsible for all damages found at the rough grade inspection.
- Please read the terms and conditions of the **Performance Damage Agreement** carefully at the time of the Lot Grading permit application.
- Builders may **not** submit their own pictures to dispute damages.

Water and Sewer Service Connection

Please use the updated Water and Sewer Service Connection application [form](#) until the new permit application is in place. This is required for all new residential construction.

*Reminder to submit all water and sewer inspection requests to serviceconnections@sprucegrove.org

CityView Portal

For all building or trades inspections that pass with the Verification of Compliance (VOC) condition, builders must:

- Upload the signed VOC and any supporting documents to the condition.
- Provide additional information if the Safety Codes Officer requires more documentation. You will receive an email with the reason the VOC is being returned to you.

How to Upload a VOC

1. Once logged into the [CityView Portal](#), go to "My Items" click on "Building, Trades, and Lot Grading" and locate the permit or address
2. Click "View Open Conditions" and scroll to the Conditions section
3. Under the Verification of Compliance condition, click "Browse" to attach the document(s) (*shown below*)
4. Click "Upload Documents" to submit

Verification of Compliance requested (VOC)	Open	Prior to Booking Next Inspection
Department: Building Department		
Expiration Date:		
Due Date:		
Description: Verify Application/Submittals		
Documents:	<input type="button" value="Browse.."/>	



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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