

Development and Building Permit Process

Lake Louise, Yoho and Kootenay (LLYK) Field Unit, Parks Canada

Reach out to llyktownsites@pc.gc.ca with a brief summary of your project. The Development Review team can help guide you through this process.

PRE-APPLICATION MEETING (if applicable)

Step 1:

Please begin by contacting llyktownsites@pc.gc.ca with information about your project, and the appropriate form will be provided to you. Once complete, please return the form for review.

Parks Canada *may* arrange a pre-application meeting to discuss project specifics further, or they may provide you with the relevant application form along with next steps.



Step 2 (if applicable):

Attend the pre-application meeting. The purpose of this meeting is to help you align your project with the [Land Use Planning Regulations](#) and local guiding documents.

Topics covered at this meeting may include requirements of the permit (site plan, civil, landscaping, staff housing, strategy), what plans will be reviewed in relation to your application (management plans, community plans, etc), as well as environmental expectations. There will also be a preliminary discussion around timelines, potential consultation requirements and fees.

Note: there is typically no charge for the first pre-application meeting.

Depending on scale and complexity of the first pre-application meeting or if additional meetings are required or requested, the pre-application meeting fee may be charged.



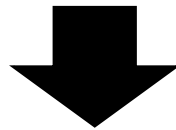
All projects must then proceed through the Development Permit process, as this is now required for every project.

STAGE 1
Development Permit Review
(Required for all projects)

Step 3:

Submit all components of the development permit application to Parks Canada. This application package will be provided to you after the initial forms and (if applicable) pre-application meeting has been completed.

Note: application fees are charged at this step. Payment of application fees does not constitute or guarantee approval of the development permit. All applications are subject to review and approval in accordance with applicable policies and regulations. Any changes or revisions to the proposed project after submission may be subject to additional fees.



Step 4:

The Development Review team will conduct a preliminary scan to identify any elements that may be non-compliant with regulations or local guidelines. The team will only contact you if significant issues or major red flags are identified.

At the same time, Parks Canada's Impact Assessment team will determine the level of impact assessment required. This may be a Pre-Approved Impact Assessment (PRIA), a Basic Impact Assessment (BIA) or Detailed Impact Assessment (DIA). If necessary, a terms of reference will be provided to you to support completion of the necessary requirements.



Step 5:

Parks Canada will begin the comprehensive review, and the applicable service standards apply (210 business days, or approximately 10 months for development review)**.

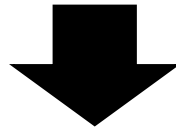
At the same time you must also complete the impact assessment requirements. You are required to complete this prior to the project progressing further.



Step 6:

After the comprehensive review of the application package, including the impact assessment, Parks Canada will arrive at a decision.

Decisions may include a request for additional information (which will be communicated through a detailed letter outlining any deficiencies), an approval, or a refusal. Once a decision has been communicated, the service standard period concludes.

**Step 7:**

If the application is approved, the development permit will be issued, and you will move on to the building permit stage (if applicable).

If additional information is required, a permit will not be issued. A meeting will be scheduled to establish a reasonable timeline for submitting an updated application. A resubmission fee may apply.



Some projects may conclude at this stage, while others may be required to proceed to the building permit process. The Development Review team will advise you on what is required for your project.

STAGE 2
Building Permit Review
(if applicable)

Step 8 (if applicable):

Send the completed building permit application form to the Development Review team.

Note: application fees are charged at this step. Again, any changes or adjustments to the project will to be subject to additional fees.



Step 9:

Parks Canada will begin the comprehensive review, and the applicable service standards apply (45 business days, or approximately 9 weeks for building permit review)**.



Step 10:

After the comprehensive review of the application package, Parks Canada will arrive at a decision.

Decisions may include a request for additional information (which will be communicated through a detailed letter outlining any deficiencies), an approval, or a refusal. Once a decision has been communicated, the service standard period concludes.


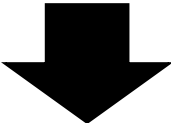


Step 11:

If the application is approved, the building permit will be issued. Project work can commence.

If additional information is required, a permit will not be issued. A meeting will be scheduled to establish a reasonable timeline for submitting an updated application. A resubmission fee may apply.



	<p>Step 12:</p> <p>At any point during construction, Parks Canada may inspect the site to ensure activities are in compliance with all terms and conditions of previously issued permits and land use agreements, including any environmental mitigation measures</p> <div style="display: flex; justify-content: space-around; align-items: center;">  <p><i>All building permits must continue to the completion review. A project is considered “complete” when the certificate is issued.</i></p> </div>
<p>STAGE 3</p> <p>Project Completion Review</p>	<p>Step 13:</p> <p>Upon completion of the project and fulfillment of all building permit conditions, an application for a certificate of completion is required.</p> <p>Parks Canada will assess the post-construction documentation and may undertake on-site inspections to confirm compliance.</p> <p>Where the project does not meet the specified permit requirements, corrective measures may be necessary prior to final completion.</p> <div style="display: flex; justify-content: center; align-items: center; margin: 20px 0;">  </div> <p>Step 14:</p> <p>Upon satisfaction that the permit conditions have been fulfilled, Parks Canada will issue an authorization for occupancy (if applicable) and a certificate of completion. Parks Canada considers the project is complete when the certificate of completion is issued.</p>

*** Service delivery standards and timelines are applicable to operators who remain in good standing. Review processes may be paused if there are outstanding issues the Operator must resolve in order to return to good standing. Once resolved, service standards and timelines will resume.*