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## Development Permit Guide

### What is a Development Permit?

A Development Permit (DP) is a type of permit required when a property owner wants to develop in one of the Development Permit Areas in the City identified in the [Official Community Plan \(OCP\)](#). Development Permits are established for multiple purposes such as managing the form and character of commercial and multifamily development, or for protection of the natural environment. Approval of a DP is based on compliance with applicable guidelines in the OCP.

### What is the Application Process?

| Development Permit Application Process |   |
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| Step 1: Pre-Application Meeting        | Before applying, it is recommended a pre-application meeting be booked with a Planner to discuss the application. More information <a href="#">here</a> .   |
| Step 2: Submit Application             | Applications can be submitted to <a href="mailto:planning@pentiction.ca">planning@pentiction.ca</a> . Once a complete application is made an application fee invoice will be provided. After the application fee has been paid, the application will be assigned to a Planner for review. Application forms can be found <a href="#">here</a> .   |
| Step 3: Referral Period                | The application is referred to the City's Technical Planning Committee (TPC) (internal staff from various City departments) to review the application against relevant bylaws and policies. Meetings are held biweekly.   |
| Step 4: Comments to Applicant          | After the TPC meeting the Planner will compile the comments received into a TPC Outcome Letter and provide them to the applicant. The TPC Outcome Letter may include comments that need to be addressed before the application can proceed further (ex: addressing errors on plans).  |
| Step 5: Application Considered         | At a Regular Council Meeting, Council will consider approval of the DP. If the application is a Minor DP, it is instead considered by the General Manager of Development Services. To determine if a DP is a Minor DP refer to Section 8 of the <a href="#">Development Procedures and Delegation Bylaw</a> .   |
| Step 6: Issuance and Registration      | Should the DP be approved, there may be conditions that need to be addressed before the permit can be issued (ex: providing a landscape security). Once the conditions (if applicable) are addressed the DP is issued and notice of the DP is registered on the property title and a copy of the permit is provided to the applicant. The applicant may then apply for the necessary Building approvals to begin the development. Construction must begin within two years of issuance, otherwise a new DP application is required. |

**Note:** Processing times vary depending on the complexity of the project and the volume of applications being considered by the Planning Department.

*Have questions? We're here to help. Please contact the Planning Department at 250-490-2501 or [planning@pentiction.ca](mailto:planning@pentiction.ca) for more information.*