

**To All Contractor, Builders, Developers and Homeowners:**

The City of Cranbrook has a new Building Bylaw in place effective October 22, 2013. This new bylaw includes increases to the permit fees. All applications being submitted as of October 22, 2013 **MUST** be submitted on the new application forms.

While we transition from the old bylaw to the new bylaw, permit processing time may take longer than the current two (2) weeks. We ask that you take that into consideration when submitting your application.

One notable change is a \$50.00 non-refundable application fee, payable at the time of submitting the application for permit. This application fee will be subtracted from the permit fee. All permits will be processed in the order they are received and we will work hard to have your permits processed and released in a timely fashion.

We thank you for your understanding through this transitional period. If you have any questions regarding the process, please contact Catherine Ernst, Engineering Clerk at 250-489-0207 or by email at [ernst@cranbrook.ca](mailto:ernst@cranbrook.ca)

Thank you for your consideration.



Jamie Hodge  
Director of Engineering Services/City Engineer  
City of Cranbrook

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