

# Garage with Garage Suite or Garden Suite Housing Application

Office Use Only

## SECTION 1 – PERMIT INFORMATION

POSSE Project No. \_\_\_\_\_

**Project Address:** (Provide at least one of the following) – Please note: it can not be an intersection

PROJECT ADDRESS (MUNICIPAL): \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_ PLAN: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

Has a secondary dwelling (Garden Suite or Garage with Garage Suite) existed on this lot previously? Yes ☐ No ☐

If yes, what year was the Garden or Garage with Garage Suite built? \_\_\_\_\_

Is this application for a: Garden Suite ☐ Garage with Garage Suite ☐ Existing Suite ☐ For definitions – see page 4 of form

## Applicant Information:

Posse Customer ID for Applicant: (if known) \_\_\_\_\_

APPLICANT / CONTACT: \_\_\_\_\_

### As the applicant I affirm:

- ☐ I am the registered owner of the above noted property
- ☐ I have entered into a binding agreement to purchase the above noted property with the registered owner(s).
- ☐ I have permission of the registered owner(s) of the above property to make the attached application for a Development Permit.
- ☐ I have permission of the registered owner(s) of the above noted property to make the attached application for a Combination Permit, which includes an application for a Development Permit and Building Permit.

BUSINESS NAME (IF APPLICABLE): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ CELL #: \_\_\_\_\_

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

## Description of Work: (in addition to the garage with garage suite or garden suite dwelling check applicable proposed construction)

attached garage ☐ attached carport ☐ covered deck ☐ uncovered deck ☐ veranda ☐ fireplace ☐  
balcony ☐ exterior hot tub ☐ demolition of existing garage or garden suite ☐ Other: \_\_\_\_\_

Please complete Sections 2&3 on the following pages.

### For Office Use Only:

Permit Required? Yes ☐ No ☐ Create Sub-job from Project No. \_\_\_\_\_

New Sanitary Sewer Trunk Charge Required? Yes ☐ \$ \_\_\_\_\_ No ☐ Lot Grading Required? Yes ☐ No ☐

Zoning: \_\_\_\_\_ Overlay: \_\_\_\_\_ Development Fees to be charged: \$ \_\_\_\_\_

This project is: Discretionary Use ☐ Permitted Use ☐ Demolition ☐

Development Permit Description: \_\_\_\_\_

Reviewed By: (Print Name) \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 2 – BUILDING PERMIT INFORMATION

POSSE Project No. \_\_\_\_\_

1) # of new gas meters? \_\_\_\_\_

2) What is the construction value for the garage with garage suite or garden suite? \$ \_\_\_\_\_

(The construction value is the value of all materials and labour (excluding Professional fees) to do the project. For demolitions, the construction value is the total cost of the demolition)

3) Square Footage for the garage with garage suite or garden suite? \_\_\_\_\_ sq ft.

### 4) Subcontractor List

Subcontractors	POSSE Customer ID #	Business Name & Address
Building (if different from applicant)		
Heating & Ventilation		
Plumbing & Gas		
Sewer		
Electrical – Wiring		
Electrical – Underground		

5) All permits for new dwellings applied for on or after February 1<sup>st</sup>, 2014 are required by the New Home Buyer Protection Act to have a compliant warranty or proof of exemption prior to permit issuance.

Warranty confirmation number: \_\_\_\_\_ OR, Exemption? Yes \_\_\_\_\_ Copy Attached \_\_\_\_\_

If pending, sign to confirm warranty (or exemption) information will be provided prior to permit issuance:

\_\_\_\_\_(Signature)

## SECTION 3 – DEVELOPMENT/BUILDING PERMIT SUBMISSION REQUIREMENTS: See page 3 for additional information

Three (3) complete sets of drawings that include the following: (Minimum scale: metric 1:100 / imperial 1/8")

### CHECK OFF INFORMATION SUBMITTED WITH THIS APPLICATION

**\*\*Incomplete submissions can not be processed\*\***

- ☐ plot plan or site plan with grade elevations (at the four corners of site) and main floor geodetic elevation
- ☐ floor and elevation plans (include a basement floor plan if also applying for a basement development)
- ☐ cross sections and specifications details
- ☐ foundation plans/beams / columns/column loading / pad details / type of concrete to be used
- ☐ grade beam and/or pile foundation details for attached garage, veranda, covered deck, etc.
- ☐ foundation lateral support details (include site-specific engineered foundation / window / stairwell bracing or reinforcing details)
- ☐ engineered roof truss layout and supplier letter, or stick built roof layout (include bearing details & load transfer points)
- ☐ engineered floor joist/truss and engineered beam layout and supplier letter(s)
- ☐ tall wall framing details of specific wall / window / door framing details (engineered or per Standata 06-BCI-018)
- ☐ structural details not covered under ABC 2006 – Division B – Part 9 (engineer stamped drawings / details)
- ☐ if structure/addition is larger than 47 sq. meters –the “Abandoned Wells Confirmation Form – Proposed Development” form and a printout of the map that was used to confirm the absence/presence of abandoned wells must be submitted.
- ☐ applicable fees

Signature of Applicant : \_\_\_\_\_ Date: \_\_\_\_\_

When you apply, personal information may be collected under the authority of Section 33 of the Alberta Freedom of Information and Protection of Privacy Act, Section 301.1 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. The information will be used to process your application(s) and your name and address may be included on the reports that are available to the public. If you have any questions, please contact a Service Advisor at the Current Planning Service Centre under the number 780-442-5054.

## PLAN SUBMISSION REQUIREMENT DETAILS

To **minimize delays in processing your application**, the application form must be completed and accompanied by the required plans/information for your project. Additional information may be required as considered necessary, to demonstrate compliance with applicable Edmonton Bylaws and Alberta Building Code, to enable the permit to be issued. Incomplete submissions can not be processed. **NOTE: Faxed or emailed applications will not be accepted.**

### Plot Plan or Site Plan to show the following

- ☐ north arrow, scale and date of preparation
- ☐ municipal address and legal description
- ☐ dimensions of the site (property lines)
- ☐ dimensions and location of all proposed and existing structures including cantilevers and overhangs and distances to property lines
- ☐ dimensions/location of existing and proposed accesses to the site
- ☐ elevations of finished grades, bottom of footings, top of foundation wall, finished main floor

### Floor Plans to show the following – minimum scale- metric 1:100 imperial 1/8"

- ☐ dimensions of the proposed structure
- ☐ all levels and square footage of each level
- ☐ dimensions and layout, location of walls; doors; and windows (include sizes) and use of all rooms/areas

### Building Elevations and Sections to show the following

- ☐ all sides of the house
- ☐ building height
- ☐ finished ground level
- ☐ exterior finishing materials
- ☐ materials and assemblies of materials forming floors, walls, roofs, decks etc.

### Manufactured structural component information required to be submitted (see Standata 06-BCI-015)

- ☐ *Supplier letters* for roof trusses, floor joists, and/or structural beams & columns
- ☐ *Layouts* for:
  - a) roof
  - b) floor joists of simple or continuous spans

Note: Where continuous spans are incorporated into the design, the layout schematic should also show all joist and/or beam reactions and all construction details that are covered in the manufacturer's product guide

- ☐ *Manufacturer's design drawings* for all manufactured structural components not covered by (a) or (b) above
- ☐ *Beam calculations* where loads are being transferred to the beam other than through uniform loading covered by ABC 2006 - Division B - Part 9.
- ☐ Design of *engineered columns* where loads exceed 8000 lbs, including pad footing details

### Aspects of building that may require professional or engineer involvement (stamped design/engineer letter etc.)

- |  |   |
|--|---|
| <input type="checkbox"/> foundation construction not in Code (PWF, ICF, etc.)                      | <input type="checkbox"/> exterior walls exceeding Code height limits  |
| <input type="checkbox"/> foundation design where geotechnical information indicates it is required | <input type="checkbox"/> dimension lumber joists exceeding Code table limits  |
| <input type="checkbox"/> foundation lateral bracing for wall length, height or backfill condition  | <input type="checkbox"/> cantilevered joists not in Code  |
| <input type="checkbox"/> grade beams & piles not per Standata 90-DR-092                            | <input type="checkbox"/> masonry supported on wood frame  |
| <input type="checkbox"/> structural concrete (slabs, brackets, etc)                                | <input type="checkbox"/> concrete topping on wood floor system  |
| <input type="checkbox"/> retaining walls connected to building or required for building integrity  | <input type="checkbox"/> construction with uncommon housing materials (steel, precast concrete, straw bale, SIP, ICF, etc.) |
| <input type="checkbox"/> complex roof or floor (stick framed or engineered)                        | <input type="checkbox"/> installation of renewable energy devices (solar collectors etc)                                    |
| <input type="checkbox"/> flush connections for built up beams                                      | <input type="checkbox"/> exterior cladding systems not in Code  |
|  | <input type="checkbox"/> hydronic heating systems   |
|  | <input type="checkbox"/> spray foam products and installation   |

**Abandoned Wells Confirmation Form** - Alberta Government's Energy Resources Conservation Board (ERCB) Directive -079

- ☐ for structures over 47 sq meters – "*Abandoned Wells Confirmation Form – Proposed Development*" form and a printout of the map that was used to confirm the absence/presence of abandoned wells must be submitted.

**Payment of Fees**

- ☐ applicable fees

**Permit fees must be paid in full at the time of application.**

We accept cash, debit, cheque or credit card. If applying, other than in person, a service representative will call you to advise you of your fees. Please note that the City of Edmonton, in accordance with Payment Card Industry, has taken measures to protect your payment card information. We are required to delete applications submitted with credit card information by unsecured methods such as fax or e-mail.

Office hours are Monday to Friday, 8:00 am to 4:30 pm. The office is closed on statutory holidays

CURRENT PLANNING  
5<sup>th</sup> FLOOR, 10250 - 101 STREET NW  
EDMONTON, AB T5J 3P4  
PHONE: 311 or if outside of Edmonton 780-442-5311  
EMAIL: SDCurrentPlanning@edmonton.ca

**NEW GARAGE with GARAGE SUITE or GARDEN SUITE APPLICATION**

**Definitions from Edmonton Zoning Bylaw 12800:**

**Garage Suite** means an Accessory Dwelling located above a detached Garage (above Grade); or a single-storey Accessory Dwelling attached to the side or rear of, a detached Garage (at Grade). A Garage Suite is Accessory to a building in which the principal Use is Single Detached Housing. A Garage Suite has cooking facilities, food preparation, sleeping and sanitary facilities which are separate from those of the principal Dwelling located on the Site. A Garage Suite has an entrance separate from the vehicle entrance to the detached Garage, either from a common indoor landing or directly from the exterior of the structure. This Use Class does not include Secondary Suites or Garden Suites.

**Garden Suite** means a single-storey Accessory Dwelling, which is located in a building separate from the principal Use which is Single Detached Housing. A Garden Suite has cooking facilities, food preparation, sleeping and sanitary facilities which are separate from those of the principal Dwelling located on the Site. This Use Class does not include Secondary Suites or Garage Suites.

## Abandoned Wells Confirmation Form – Proposed Development

Note: This form is to be signed by the applicant at the time of Development Permit application, and to be submitted with a printout of the map(s) that was used to confirm the absence/presence of abandoned well(s).

### If abandoned wells are **absent** within the site of proposed development:

I, \_\_\_\_\_, have reviewed information provided by the Energy Resources Conservation Board (“ERCB”) as set out in ERCB Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise that the information shows the **absence** of any abandoned wells within the site of proposed development.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company affiliation of the signer

\_\_\_\_\_  
Date

### If an abandoned well(s) is **present** within the site of proposed development:

I, \_\_\_\_\_, have reviewed information provided by the Energy Resources Conservation Board (“ERCB”) as set out in ERCB Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise that the licensee(s) responsible for all abandoned wells within the site of proposed development has been contacted in order to have the *Abandoned Well Locating and Testing Protocol* completed in accordance with ERCB Directive 079. To prevent damage to the well, a temporary identification marker will be placed on abandoned wells prior to construction, according to the confirmed well location(s) on site. The site of proposed development contains the following abandoned well(s):

ERCB Well License #	Licensee name	Licensed Surface Location (e.g., 04-20-052-23 W4M)	Contact personnel name	Phone number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company affiliation of the signer

\_\_\_\_\_  
Date

Municipal Address:				
Legal Description:	Lot:	Block:	Plan:	
POSSE #:		LDA:		

# **Why do I need to disclose information about abandoned wells on my parcel?**

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## **New Requirements**

Effective November 1, 2012 the Subdivision and Development Regulation (Alberta Regulation 160/2012) has changed. The changes relate to the Subdivision and Development requirements around abandoned well sites. The new provisions require some changes to our business practices. In addition to our current application submission requirements, all new Development Permit and Subdivision Applications must include the following:

### **Development Permit Application**

An application for a development permit for **a new building that will be larger than 47 square meters, or an addition to or an alteration of an existing building that will result in the building being larger than 47 square meters**, must include:

- information provided by the Energy Resources Conservation Board (ERCB) identifying the location or confirming the absence of any abandoned wells within the parcel on which the building is to be constructed, or, in the case of an addition, presently exists.
- This information can be obtained by either contacting the Energy Resources Customer Care Centre at 1-855-297-8311 (toll free) or using the GeoDiscover Alberta Map at: [www.geodiscoveralberta.ca](http://www.geodiscoveralberta.ca) to confirm whether an abandoned well is located on your property.
  - If you **do not have an abandoned well site on your property**, you must fill out the “*Abandoned Wells Confirmation Form – Proposed Development*” **and** provide a copy of the map that was used to confirm the absence of abandoned wells on your property. This information must be included with your development application.
  - If you **do have an abandoned well on your property**, you must first meet the requirements as set out in ERCB’s Directive 079 before you can apply for a permit. Once ERCB’s Directive 079 requirements have been met, you must fill out the “*Abandoned Wells Confirmation Form – Proposed Development*” and include a copy of the map used to confirm well location(s) with your development application.

The information is not required if it was submitted to the same development authority within the last year.

The following links provide further information on the added provisions.

Information Bulletin, Alberta Municipal Affairs -

[http://www.municipalaffairs.alberta.ca/documents/msb/Information\\_Bulletin\\_05\\_12.pdf](http://www.municipalaffairs.alberta.ca/documents/msb/Information_Bulletin_05_12.pdf)

ERCB Directive-

<http://www.ercb.ca/directives/Directive079.pdf>