

## Secondary Suite for an Existing Single Family Home

This form is used for both existing and new construction of a secondary suite in an existing structure

Office Use Only

City File # \_\_\_\_\_

### SECTION 1 – DEVELOPMENT PERMIT INFORMATION

**Project Address:** (Provide at least one of the following)

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

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

### Applicant Information:

City Customer ID #: (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: \_\_\_\_\_ INSPECTION RESULTS TO BE MAILED TO THIS EMAIL? YES ☐ NO ☐

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

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

### Description of Work

- ☐ New Secondary Suite
- ☐ Existing Secondary Suite that is already built but a permit was not applied for previously or, for renovations to an existing suite that already has the appropriate permits issued previously) **What Year was the Secondary Suite built :** \_\_\_\_\_

**WHAT ARE YOU CONSTRUCTING AND/OR DEMOLISHING?** Describe (i.e. # of bedrooms, bathroom, kitchen, deck etc) \_\_\_\_\_

**SQUARE FOOTAGE OF CONSTRUCTION** \_\_\_\_\_

**CONSTRUCTION VALUE – COST \$** \_\_\_\_\_ (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)

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Minor Development Permit Required? Yes ☐ No ☐ Existing Without Permits? Yes ☐ No ☐ D.P. #: \_\_\_\_\_

Zoning: \_\_\_\_\_ Overlay: \_\_\_\_\_

Sanitary Sewer Trunk Charge Required? Yes ☐ No ☐ Lot Grading Required? Yes ☐ No ☐ Development Fees to be charged: \$ \_\_\_\_\_

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

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

Other Misc Building Permit Required? Yes ☐ No ☐ Employee Name: (Print) \_\_\_\_\_ Date: \_\_\_\_\_

If Yes – Permit to be entered by CSR? Yes ☐ No ☐

## SECTION 2 - APPLICATION REQUIREMENTS

### Secondary Suites as part of an existing House

If secondary suite is being built or has been built in a detached garage or garden suite – use Garden and Garage Suite application

#### 1 complete set of drawings including

- ☐ Site plan (all parking on site must be indicated)
- ☐ Floor plans – including the main floor plan and the floor plan where the secondary suite is being constructed
- ☐ Indicate floor to ceiling height
- ☐ Show location of the smoke and carbon monoxide detector(s) (must be hard wired)
- ☐ Show plumbing, heating and ventilation and electrical changes
- ☐ Materials of construction
- ☐ Pictures of the outside of the house (all sides)
- ☐ For any exterior alterations also submit elevation plans and construction details

#### Subcontractor listing

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

**NOTE: Mechanical work is not included in this application. If mechanical work (plumbing, gas, heating and ventilation or electrical) is being done, separate permits must be applied for. Please see [www.edmonton.ca](http://www.edmonton.ca) for additional information on these permits.**

#### Plan Requirements

All Plans **MUST** be to scale

<p><b>1. Site Plan/Real Property Report</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A north arrow</li> <li><input type="checkbox"/> Corresponding street and avenue</li> <li><input type="checkbox"/> Dimensions of the site (property lines)</li> <li><input type="checkbox"/> Location of proposed and existing buildings/structures</li> <li><input type="checkbox"/> Location of existing and proposed accesses to the site</li> <li><input type="checkbox"/> Grade elevations (for additions)</li> <li><input type="checkbox"/> Identification of all caveats, covenants, easements</li> </ul> <p>*Note: For information relating to <b>grade</b>, refer to Section 6.1.(33) and 52 of the Zoning Bylaw 12800.</p>	<p><b>2. Elevation Plans</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Showing all sides of the building (proposed and existing)</li> <li><input type="checkbox"/> The building height (distances from peak to mid roofline and to main floor)</li> <li><input type="checkbox"/> Exterior finishing materials and colors</li> <li><input type="checkbox"/> Showing all windows and doors</li> </ul> <p>*Note: Elevation plans shall include height information for proposed buildings and structures. For information relating to <b>height</b> refer to Section 6.1. (36) and 52 of the Zoning Bylaw 12800.</p>
<p><b>3. Floor Plans</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The size of the building (dimensions and square footage)</li> <li><input type="checkbox"/> Dimensioned room layouts indicating uses and activities</li> <li><input type="checkbox"/> Location of walls, doorways and windows (include all sizes)</li> </ul>	<p><b>4. Construction Details</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cross section showing all materials used for the structure</li> <li><input type="checkbox"/> Wall/floor/roof assembly details</li> <li><input type="checkbox"/> Foundation plans and construction specifications</li> </ul>

## SECTION 3 - FEES

### 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 holiday

## 2016 PERMIT FEES

(Payment must be submitted with the application)

Type of Construction	Development Permit	Building Permit	Safety Code Fee	Total
Secondary Suite built within an Existing House	\$266 plus a Sanitary Sewer Trunk Charge fee of up to \$693 + if application is considered to be a discretionary use under the Zoning Bylaw a \$102 notification fee is also charged.	Use Construction value table below	4% of building permit fee (\$4.50 min. up to \$560)	Varies

**Fees do not include permits that may be required for any HVAC, Plumbing & Gas or Electrical work involved with the Secondary Suite.**

**Building Permit Construction Value Table** - Use the range below based on the construction value of your project.

VALUE OF CONSTRUCTION (2016)	
\$0 - \$5,000	\$ 102.00 + \$4.50 (Safety Code Fee) = <b>\$106.50</b>
\$5,001 - \$10,000	\$ 148.00 + \$5.92 (Safety Code Fee) = <b>\$153.92</b>
\$10,001 - \$25,000	\$ 255.00 + \$10.20 (Safety Code Fee) = <b>\$265.20</b>
\$25,001 - \$50,000	\$ 475.00 + \$19.00 (Safety Code Fee) = <b>\$494.00</b>
\$50,001 - \$100,000	\$ 922.00 + \$36.88 (Safety Code Fee) = <b>\$958.88</b>
OVER \$100,000	\$ 1796.00 + \$71.84 (Safety Code Fee) = <b>\$1902.24</b>

**Note:** Demolitions require both a Development Permit and a Building Permit. If we receive an application which includes the construction of a new building and the demolition of an existing building together, the Development Permit fee for the demolition of the building is not applied. However, if these applications are submitted separately each project will have a Development permit fee associated to it.

Personal Information required by City of Edmonton application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact a Service Advisor at the Current Planning Service Centre at 780-442-5054.