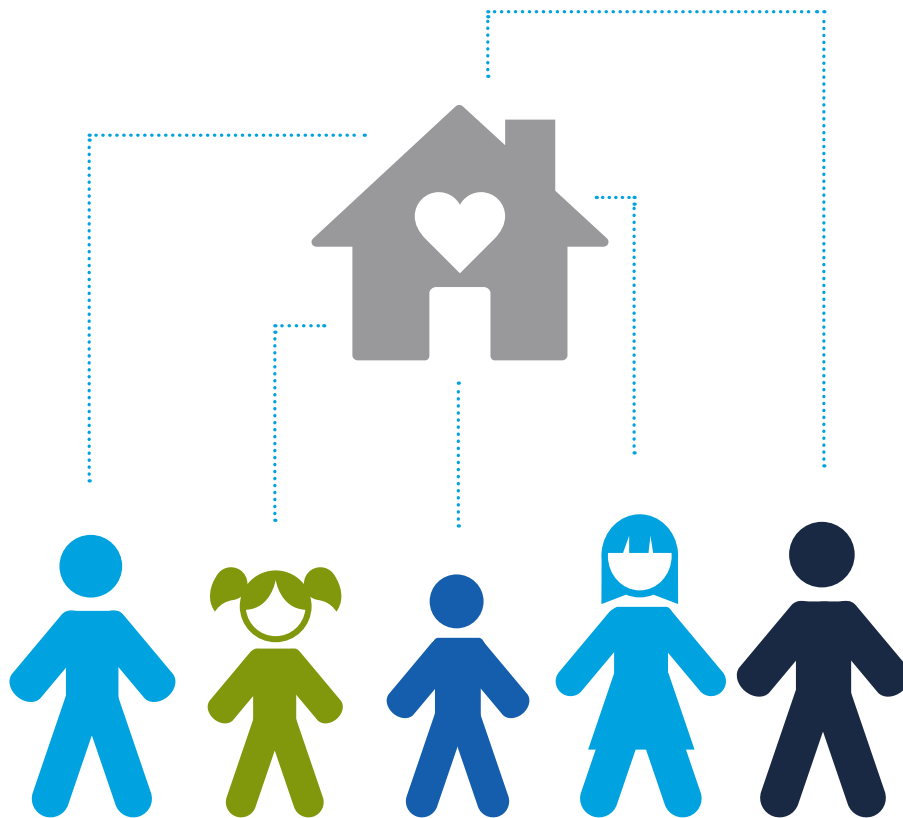


CITY OF EDMONTON

GROUP HOME INFORMATION & APPLICATION GUIDE



Revised: May 6, 2015

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GROUP HOMES IN EDMONTON

City bylaws and Provincial legislation have always required congregate living facilities (Limited Group Homes, Group Homes and/or Lodging Houses) with 4 or more residents within Edmonton city limits to have a valid development and building permit. Since 2012, these service providers have also been required to obtain a valid City of Edmonton business licence in order to operate.

The Edmonton Zoning Bylaw specifies that when there are 3 residents or less in a facility, neither a development permit nor a business licence is required. However, a building permit is still required under the provincial Alberta Building Code (ABC) for this type of development.

In 2013, the City of Edmonton created the [Residential Compliance Team](#) to ensure Lodging Houses, Group Homes and Secondary Suites comply with all City regulations concerning housing. The purpose of this guide is to clarify some of these regulations, as well as the application processes involved in the start-up and operation of a Group Home.

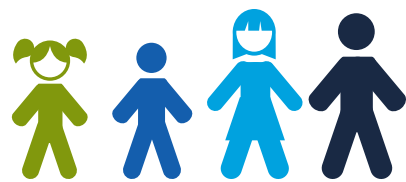
To establish what exactly is required for what you are planning to do, we encourage prospective applicants to schedule a Pre-Consultation Meeting with the City of Edmonton to discuss their plans before starting their application process.

DEVELOPMENT PERMITS

Development Permits are issued by the City of Edmonton to ensure that every building is safe, compatible with other land uses, and compliant with all applicable legislation.

What Service Will You Be Providing?

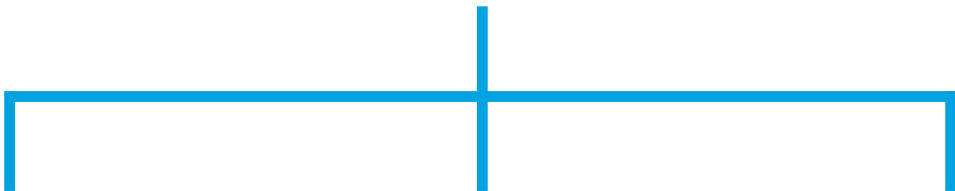
If there are three or less residents living at the property, it is considered to be a household and no development permit is required. If the property will house four or more residents, it is considered to be a Congregate Living Facility:



CONGREGATE LIVING FACILITY (ALSO CALLED A SPECIAL RESIDENTIAL FACILITY)

Four (4) or more individuals occupying Sleeping Units in a building where the occupants share access to facilities such as cooking, dining, laundry, or sanitary facilities.

*This does **not** include Extended Medical Treatment Services, Detention and Correction Facilities.



LIMITED GROUP HOME

A building housing four (4) to six (6) residents who require continuous on-site professional care and supervision.

GROUP HOME

A building housing four (4) or more residents who require frequent professional care and supervision.

LODGING HOUSE

A building containing Sleeping Units and housing four (4) or more residents, where there is no on-site care, treatment or professional services.

Dwelling: A self contained unit comprised of one or more rooms accommodating sitting, sleeping, sanitary facilities, and a principal kitchen for food preparation, cooking, and serving. A Dwelling is used permanently or semi-permanently as a residence for a single Household.

Household: One or more persons related by blood, adoption, foster care, marriage, or a maximum of three unrelated persons all living together as a single social and economic housekeeping group and using cooking facilities shared in common.

The Zoning Bylaw

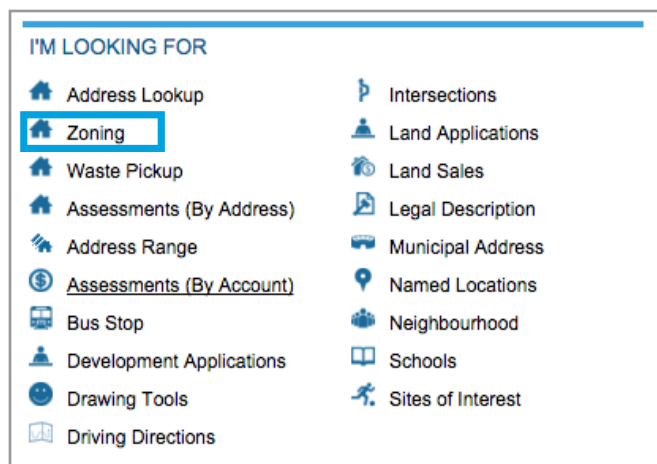
The City will review your application to determine the overall character and impact on a neighbourhood according to the [Zoning Bylaw \(12800\)](#). The Zoning Bylaw contains the rules and regulations for the development of land in Edmonton. In each zone there are Permitted Uses (uses that are seen as compatible with each other) and Discretionary Uses, (ones that may be compatible depending on the situation). Development Permits cannot be issued for a Use not listed under the "Permitted Use" or "Discretionary Use" list. For further clarification visit edmonton.ca/zoningbylaw.

Approved land uses and Zoning is public information and can be found on the City of Edmonton mapping website at maps.edmonton.ca.

Find Your Zone

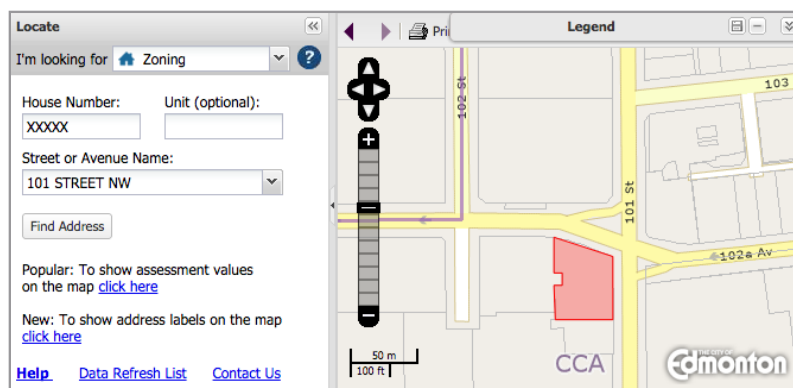
STEP 1

Visit maps.edmonton.ca. Select Zoning.



STEP 2

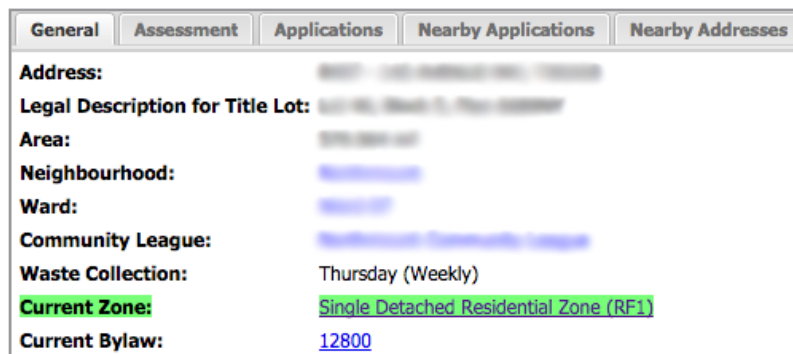
Type your building address in the fields on the left side of the page, and click on "Find Address". Your property should be highlighted in red in the map pane.



STEP 3

On the information pane at the bottom, you will see the zone of your property. Click on the name of the Zone.

This will open the Zoning Bylaw to the section applicable to your zone.



STEP 4

Find your proposed use under the “Permitted Uses” list or the “Discretionary Uses” list.

*If your Use is listed, you may proceed with the application process.

If your Use is not listed under either Permitted Uses or Discretionary Uses:

- 1) You may find a different property for your purposes.
- 2) You may apply to have your property rezoned.

Please call [311](tel:311) if you have any questions about Zoning and Land Use.

Contents	Index	Search
Introduction Record of Text Amendments Part I - General Administrative and Part II - Zones, Direct Control Provi Part III - Zoning Map Part IV - Direct Control Provisions a		110.2 Permitted Uses 1. Limited Group Homes 2. Minor Home Based Business <i>Bylaw 14750 December 12, 2007 Bylaw 14757 March 10, 2008 Bylaw 15036 February 2, 2009</i> 3. Secondary Suites 4. Single Detached Housing 5. Fascia On-premises Signs 110.3 Discretionary Uses 1. Child Care Services <i>Bylaw 16271 March 18, 2013</i> 2. Duplex Housing <i>Bylaw 14750 December 12, 2007 Bylaw 14757 March 10, 2008 Bylaw 15036 February 2, 2009 Bylaw 16271 March 18, 2013</i> 3. Garage Suites: <i>Bylaw 15036 February 2, 2009 Bylaw 16271 March 18, 2013</i> 4. Garden Suites: 5. Group Homes <i>Bylaw 15953 November 13, 2012</i> 6. Lodging Houses

The Rules of Land Use

The [Zoning Bylaw](#) describes the general regulations for all Limited Group Homes, Group Homes, and Lodging Houses. When you submit an application to the City of Edmonton for a Congregate Living Facility (also referred to as a Special Residential Facility), your plans will be reviewed to determine whether or not you will be in compliance with the Zoning Bylaw regulations. These regulations describe:

- what types of buildings can contain a Congregate Living Facility
- how many residents can live in the building
- what use restrictions are in place while a Congregate Living Facility is operating on the property
- parking requirements

To learn about what the rules are for your intended Use, view the Zoning Bylaw sections in the Appendix.

How Many Congregate Living Facilities Can be in a Neighbourhood?

The City of Edmonton tracks the locations of all approved Limited Group Homes, Group Homes, and Lodging Houses. The Zoning Bylaw limits how many Congregate Living Facilities can exist within a neighbourhood and on a residential block. This ensures that the proper emergency and utility services can be provided to every resident in the area. Not only does this contribute to comfort, but it is critical to the safety of your neighbourhood.

All Congregate Living Facilities are subject to these regulations:

- There can be no more than 3 Congregate Living Facilities for every 1000 people in a neighbourhood
- There can be no more than 2 Congregate Living Facilities per block
- The maximum number of residents per block living in a Congregate Living Facility is between 12 and 30, depending on whether your facility will be a Permitted Use or a Discretionary Use

Please see [Section 96 – Fraternity and Sorority Housing, Limited Group Homes, Group Homes, and Lodging Houses Thresholds](#) in Appendix A for full regulations.

Parking & Loading Zones

Your proposal must provide enough parking on the property to meet the needs of your residents and staff. Section 54 of the Zoning Bylaw states how many parking spaces are required on the property.

Type of Use	Parking Spaces	Loading Space
GROUP HOME	1 parking space per 3 Sleeping Units and 1 parking space per resident staff member. A Group Home with 6 or fewer residents shall require a minimum of 3 parking spaces.	1–2 Loading Spaces (depending on size of building)
LIMITED GROUP HOME	Limited Group Home shall require a minimum of 3 parking spaces.	1 Loading Space
LODGING HOUSE	1 parking space per 2 Sleeping Units	1 Loading Space
MINIMUM SIZE	2.6 m by 5.5 m	3.0 m by 9.0 m at least 4m height clearance

NOTE: Parking spaces cannot be tandem (placed back-to-back), nor can they be placed in the front/flanking side yard. The parking spaces will need to be hardsurfaced with concrete, asphalt, gravel or similar pavement. Parking on mud and grass is not permitted. Regulations are set in Section 54.6(2) of the Zoning Bylaw (view Appendix).

Parking Schedule: Section 54.2 Schedule 1

Loading Space: Section 54.4 Schedule 3

Fees

You will need to pay Development Permit and Notification fees when you submit your development permit application. The Sanitary Trunk Sewer Charge is paid after your Development Permit is approved, but prior to the Building Permit review.

DEVELOPMENT PERMIT FEE	NOTIFICATION FEE	SANITARY TRUNK SEWER CHARGE
New Construction of Limited Group Homes or Group Homes – \$319 Changing the Use of an existing Building: Permitted Uses – \$260 Discretionary Use – \$323	\$102, required when you are proposing a Discretionary Use or you need a variance in the regulations.	3 sleeping units = 1 Dwelling Unit 1 or 2 Residential Dwellings = \$1566/Dwelling 3 + Residential Dwellings = \$1118/Dwelling
Fees are updated by City Council annually. The above fees are only applicable for 2016. Note: Sanitary Trunk Sewer Charge is determined by Drainage Department		

The Sanitary Sewer Trunk Fund fee is a source of revenue for the Sanitary Servicing Strategy Fund. Monies collected are used to build new sanitary trunk sewers.

BUILDING PERMITS

A Building Permit is required if you will be renovating or re-purposing an existing building to convert it to a Congregate Living Facility, or if you are constructing a new building for your facility.

The following would qualify as a change, and would require a building permit:

- to operate a group home or limited group home in a building that was not previously a Group Home or Limited Group Home (change of use)
- if an existing group home or limited group home wishes to proceed with changes to its residents such as:
 - an increase the number of occupants
 - a change in the age range of occupants
 - a change in the mental or physical capabilities of the occupants

The Alberta Building Code

Building permits are regulated by the province through the [Alberta Building Code \(ABC2014\)](#). New buildings must comply with current ABC2014 requirements, but existing buildings need only comply with the Code at the time they were constructed. When an existing building changes use, it is then required to meet current Alberta Building Code requirements.

The City of Edmonton will review your application to make sure that your building is in compliance with the applicable Alberta Building Code requirements.

ABC2014 establishes provisions to address five objectives when reviewing building permit applications:

- Safety
- Health
- Accessibility for person with disabilities
- Fire and structural protection of buildings
- Energy conservation

For an existing structure being repurposed, the City focuses on the first three objectives.

Note: The ABC2014 does not differentiate between a Group Home and a Limited Group Home as they both provide professional care to residents.

ABC06 Section 1.4: Terms and Abbreviations

Barrier-free means that a building and its facilities can be approached, entered, and used by persons with physical, mental or sensory disabilities.

Care or detention occupancy means the occupancy or use of a building or part thereof by persons who require special care or treatment because of cognitive or physical limitations or by persons who are restrained from, or are incapable of, self-preservation because of security measures not under their control.

Contained use area means a supervised area containing one or more rooms in which occupant movement is restricted to a single room by security measures not under the control of the occupant.

Dwelling unit means a suite operated as a housekeeping unit, used or intended to be used by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities.

Exit means that part of a means of egress, including doorways, that leads from the floor area it serves to a separate building, an open public thoroughfare, or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare.

Floor area means the space on any storey of a building between exterior walls and required firewalls, including the space occupied by interior walls and partitions, but not including exits, vertical service spaces, and their enclosing assemblies.

Major occupancy means the principal occupancy for which a building or part thereof is used or intended to be used, and shall be deemed to include the subsidiary occupancies that are an integral part of the principal occupancy. The major occupancy classifications used in this Code are as follows:

Class B2 Occupancy (Ambulatory Use) — Care or detention occupancies in which persons having cognitive or physical limitations require special care or treatment

Class C Occupancy (Non-Ambulatory Use) — Residential occupancies

Means of egress means a continuous path of travel provided for the escape of persons from any point in a building or contained open space to a separate building, an open public thoroughfare, or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare. Means of egress includes exits and access to exits.

Residential occupancy means the occupancy or use of a building or part thereof by persons for whom sleeping accommodation is provided but who are not harboured or detained to receive medical care or treatment or are not involuntarily detained.

Suite means a single room or series of rooms of complementary use, operated under a single tenancy, and includes dwelling units, individual guest rooms in motels, hotels, boarding houses, rooming houses and dormitories as well as individual stores and individual or complementary rooms for assembly occupancies, business and personal services occupancies, medium-hazard industrial occupancies and low-hazard industrial occupancies.

A-1.1.1.2. Application to Existing Buildings

This Code is most often applied to existing buildings when an owner wishes to rehabilitate a building, change its use, build an addition, or when an enforcement authority decrees that a building or class of buildings be altered for reasons of public safety. It is not intended that the Alberta Building Code be used to enforce the retrospective application of new requirements to existing buildings or existing portions of relocated buildings. Whatever the reason, Code application to existing or relocated buildings requires careful consideration of the level of safety needed for that building. This consideration involves an analytical process similar to that required to assess alternative design proposals for new construction. (National Research Council of Canada, 2010)

National Building Code of Canada 2010 [NBCC2010] Division A Defined Terms

Care means the provision of services other than treatment or through care facility management to residents who require these services because of cognitive, physical or behavioural limitations.

Treatment means the provision of medical or other health-related intervention to persons, where the administration or lack of administration of these interventions may render them incapable or evacuating to a safe location without the assistance of another person.

Treatment occupancy means the occupancy or use of a building or a thereof for the provision of treatment, and where overnight accommodation is available to facilitate the treatment. (National Research Council of Canada, National Building Code of Canada 2010).

GENERAL CODE REQUIREMENTS

ABC2006 Division B Requirements – Typical, but not limited to:

The following are required for both Class B2 Occupancy (Ambulatory) or Class C Occupancy (Non-Ambulatory):

- Each storey (floor) is required to be separated from the others with a fire-resistance rated separation
- Each storey is to have its own exit leading to the outside without entering / passing through another storey
- An egress window does not qualify as a required exit
- Storage room, laundry room and mechanical room are required to be separated with rated door, walls and ceiling
- Hardwired and interconnected smoke alarms are required in each sleeping room and hallway
- Carbon monoxide alarm required on each storey that contains a bedroom
- Emergency lighting and fire extinguisher required on each storey
- Barrier-free compliance is required, or a barrier-free relaxation has been granted from Alberta Municipal Affairs
- Any furnace serving more than one storey is to be equipped with a duct-type smoke detector
- Attached garage is required to be separated from the remainder of the building

The following items are required for Class B2 Occupancy:

- Sprinkler protection: NFPA 13D, NFPA 13R or NFPA 13 (2002), dependant on occupant load. As per NBCC2010 (request alternative solution required). Fire alarm may be required, based on resident number exceeding 5 persons
- Each Bedroom window is required to be 5% of the bedroom floor area

The following items are required for Class C Occupancy:

- Windows are required to meet egress requirements
- Fire alarm may be required, based on number of occupant

The City of Edmonton has recognized certain provisions of the [National Building Code of Canada 2010 \(NBCC2010\)](#) as an acceptable solution to vary some of the requirements of ABC06 established by the Alberta Building Code 2006. These would be discussed during the pre-application meeting.

Barrier-Free & Barrier-Free Relaxation

3.8.1.1. Application

The requirements of this Section apply to all buildings except houses (including semi-detached houses, duplexes, triplexes, town houses, row houses and boarding houses) that are used in social programs such as group homes, half way houses and shelters.

Section 3.8 of the Alberta Building Code 2014 sets forth the technical requirements for barrier-free design. Section 3.8 applies to all new construction, additions, and any building undergoing renovation or change in use. Buildings required to be barrier-free must comply with all requirements designed to assist persons with physical, sensory and developmental disabilities.

The Barrier-free design guide 2008 is available online, free of charge at:
www.safetycodes.ab.ca/Public/Documents/2008_SCC_BFDG_FINAL_protected.pdf

If you believe that the required barrier-free provisions cannot or need not to be met, you must apply to Alberta Municipal Affairs for a barrier-free ruling. (Safety Code Council, 2008) The City of Edmonton will be notified whether or not you are granted a Barrier-Free Relaxation.

Forms are available online at:
mahextranet.gov.ab.ca/apprelax/

Fees

Building Permit fees are calculated based on the cost of construction, type of permit required, and Safety Code Fees. The Building permit fees are not part of the Development Permit fees and paid separately.

Additional permits may be required such as Plumbing & Gas, Electrical and/or HVAC. Fees for these permits can be included with the commercial building permit fees.

BUSINESS LICENCES

To operate a Congregate Living Facility, you must have a Business Licence under the category of Rental Accommodation. A business license is issued after a Development Permit and Building Permit are approved.

The requirement to have a business licence gives the City the opportunity to annually review the operation of individual group homes in order to ensure that the number of residents, and that the facility itself continue to be in compliance with its development permit, building permit, and fire and health standards. In some cases this review leads to follow-up inspections. The City's objective is to ensure the well-being of residents, reduce the impact on neighbourhoods and minimize risks and liabilities for all, including operators.

Rental Accommodation Business Licences

Congregate Living Facilities are considered business operations, even if they are operated out of a home located in a residential neighbourhood. A business licence certifies that all regulations administered by Fire Rescue Services and Alberta Health Services have been met. For the purposes of licensing, one rental accommodation licence is required per building on a titled lot.

Business Licence Process

Once your Group Home Development Permit is approved, your application will be used to issue your Business Licence. The following occurs during the Business Licence Review:

1. Your application is reviewed and your business is classified under the appropriate Business Licence category (e.g. Rental Accommodation).
2. Fire Rescue Services and Alberta Health Services are notified and will schedule an on-site inspection of the Group Home.
3. The City will contact you to arrange payment of your Business Licence fee.
4. Once fees have been paid and Fire Rescue Services and Alberta Health Services inspections are completed successfully, the Business Licence will be issued.

Fees

Note: Fees are set by council annually.	FEBRUARY 1, 2015 TO JANUARY 31, 2016
BUSINESS LICENCE ANNUAL FEES (RENTAL ACCOMMODATION)	\$225.00 Non-profits: \$41.00
BUSINESS LICENCE CONSULTATION FEE (ONLY CHARGED AT STARTUP)	\$72.00
HIGH RISK FIRE RESCUE INSPECTION FEE – REQUIRED FOR THE BUSINESS LICENCE	\$180.00

PREPARING YOUR APPLICATION

The City of Edmonton Congregate Living application form is used to process your Development Permit, Building Permit and Business License. Form can be found in the Appendix of this document, or online at: edmonton.ca/rentallicence.

There are four pages to the application that must be completed:

PAGE 1

A) PROJECT DESCRIPTION

On the first page of the application, you will need to tell the City where the Group Home will be located and identify key people related to the project.

- **Project Property** – The City needs to know the address of the Group Home, and whether the Group Home is currently operating.
- **Project Applicant** – Refers to the person submitting the application and the person whom the City may contact if the application needs to be discussed.
- **Property Owner** – Refers to the owner on title of the property.
- **Business Owner** – Refers to the organization operating the Group Home Business.
- **Project Proprietor** – Only applicable to Lodging Houses.

PAGE 2

B) RESIDENT AND STAFF DETAILS

This section of the application form is used to determine whether your proposal can be classified as a Limited Group Home, Group Home or another type of use. Three factors are considered:

- The number of clients and staff who will be living on the property
- Whether frequent visits to the property from emergency vehicles can be expected
- The level of care and supervision your Group Home will provide to its clients (staff providing On-Site Professional Care should have professional training and certification)

As part of your application, you must attach a written explanation of the operation of the Group Home. In your written explanation, please describe the following:

- The type of clientele the Group Home will be serving
- The type and number of staff on the property
- A list of certifications and licenses held by the caregivers and other staff
- The staff schedule

C) GENERAL CONDITION, HEALTH AND WELLBEING OF RESIDENTS

This section is used to determine the applicable Code requirements for the Building.

D) CONSTRUCTION CONTRACTOR

This section to be completed if your proposal involves new construction work.

PAGE 2

E) REQUIRED PLANS (PAGE 3)

You will also need to attach the following documents to complete your application:

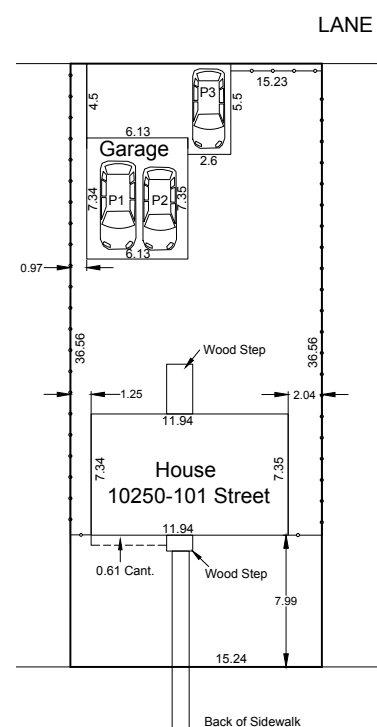
- Site Plan
- Exterior Elevations/Photos
- Floor Plans
- Construction Details (if applicable)

Site Plan

A site plan is a drawing that displays the property's layout. The site plan may be hand-drawn or prepared on computer. Using a Real Property Report as a base for the site plan is recommended.

A site plan should contain the following:

- A north arrow
- The name and location of the street and the lane
- The dimensions of the property
- The building's shape, location and distances from exterior walls to the closest property line
- The location and dimensions of the proposed parking spaces
- Any decks, sheds, fences and other structures on the property, including structures not shown on the Real Property Report



Sample Site Plan

Exterior Elevations/Photos

You are required to submit photographs of each side of the house, showing the entire building from roof to ground. These photos will help the City understand the size and appearance of the house, how windows are operated, and the location of exits. Elevation drawings may not be required for an application if the photographs contain sufficient information. Elevation drawing requirements would be discussed at the pre-consultation meeting.



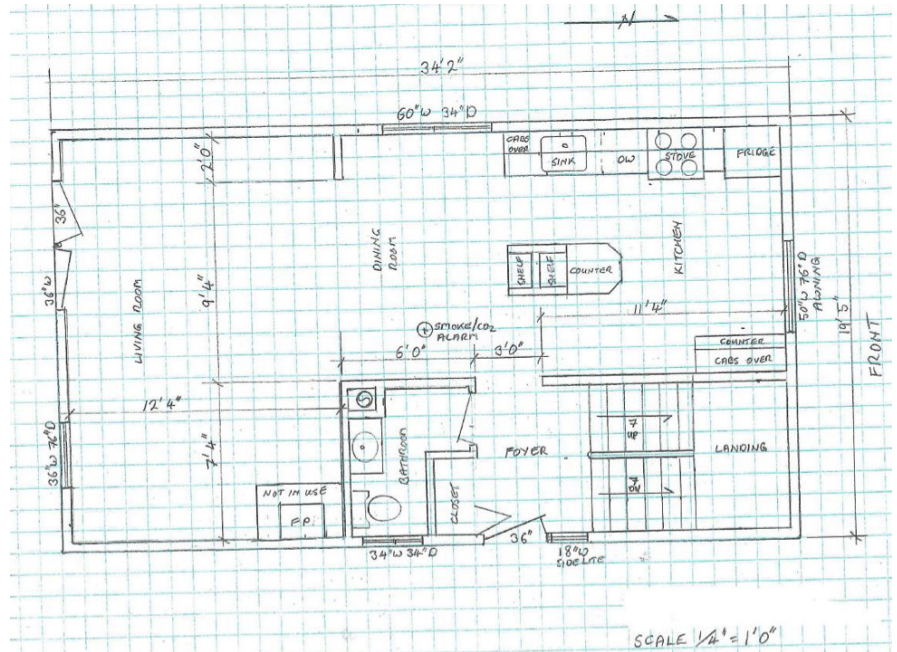
Sample Exterior Photo

Floor Plans

Floor Plans show the layout of the building's interior. Floor Plans can be hand-drawn or done by a computer. If you are hand-drawing a floor plan, using graph paper is recommended to help maintain drawing scale. Mobile apps such as MagicPlan or RoomScan can also be used to help you prepare floor plans.

Floor Plans of all floors need the following:

- Dimensions of the rooms
- The names of the rooms
- Exits
- Window locations and sizes
- Indicate any new construction
- Location of smoke alarms and CO detectors
- Ceiling height and material of the ceiling



Sample Floor Plan

PAGE 4

F) DECLARATIONS

The applicant, the property owner and the business owner must read and sign the declarations on the fourth page of the application. The applicant, the property owner and the business owner are responsible for the proper maintenance of the property and for operating the Group Home in accordance with Provincial regulations and Municipal bylaws.

ADDITIONAL RESOURCES

Barrier Free Design Guide – Alberta Municipal Affairs

www.municipalaffairs.alberta.ca/codes_and_permits_accessibility.cfm

Building Safety Codes – Alberta Municipal Affairs

www.municipalaffairs.alberta.ca/cp_building.cfm

Business Licensing – City of Edmonton

www.edmonton.ca/businesslicences

Residential Compliance Team – City of Edmonton

www.edmonton.ca/residentialcomplianceteam

CONTACT INFORMATION

City of Edmonton

Phone: 311

Email: residentialcompliance@edmonton.ca

Mail:

5th Floor HSBC Bank Place

10250 101 Street NW

Edmonton, AB T5J 3P4

Alberta Municipal Affairs – Public Safety Division

Phone: 1-866-421-6929

Email: safety.services@gov.ab.ca

Mail:

16th Floor, Commerce Place

10155 102 Street NW

Edmonton, AB T5J 4L4

APPENDIX

THE FOLLOWING ARE EXCERPTS FROM THE CITY OF EDMONTON ZONING BYLAW:

SECTION 76 – LODGING HOUSES

In addition to the regulations in Section 96 of this Bylaw, Lodging Houses shall comply with the following regulations:

- 1) The maximum occupancy of a Lodging House in a Zone where Lodging Houses are a Discretionary Use shall be a maximum of 6 residents;
- 2) The maximum occupancy of a Lodging House in a Zone where Lodging Houses are a Permitted Use shall be the greater of 6 residents or 1 resident per 60 m² of Lot size;
- 3) The Development Officer may restrict the occupancy of a Lodging House to less than the maximum number of residents allowed having regard for the threshold purpose identified in Section 96, the level of traffic generation, parking demand, and frequency of visits by emergency vehicles relative to that which is characteristic of the Zone in which the Lodging House is located;
- 4) A Lodging House shall be developed as either a purpose-built freestanding structure, or Single Detached Housing converted for the purpose, or part of an Apartment Housing development;
- 5) A Lodging House may be located in Duplex Housing or Semi-detached Housing converted for the purpose in a Zone where Lodging Houses are a Permitted Use and both units are operated by a single provider;
- 6) In a Zone where Lodging Houses are a Permitted Use and where more than 12 Sleeping Units are allowed in a development, Sleeping Units may include limited food preparation facilities such as bar fridge, mini-sink, and microwave;
- 7) No Major Home Based Business, Secondary Suite, Garden Suite or Garage Suite shall be permitted as part of a Lodging House development or on the Site of such development;
- 8) Where a Lodging House is designed as a freestanding structure it shall be of a size, scale, and outward appearance that is typical of surrounding residential development; and
- 9) Increases in vehicular traffic generation and parking demand must be to the satisfaction of the Development Officer and/or Transportation Services.

SECTION 79 – GROUP HOMES AND LIMITED GROUP HOMES

LIMITED GROUP HOMES

- In addition to the regulations in Section 96 of this Bylaw, Limited Group Homes shall comply with the following regulations:
- the maximum occupancy of a Limited Group Home shall not exceed 6 residents and it shall be developed only as a purpose-built freestanding structure or Single Detached Housing converted for the purpose;
- no Major Home Based Business, Secondary Suite, Garden Suite or Garage Suite shall be permitted as part of the Limited Group Home development or on the Site of such development; and

- Limited Group Home shall be of a size, scale, and outward appearance that is typical of surrounding residential developments.

NOTE: the Development Officer may restrict the occupancy of a Limited Group Home to less than the maximum of 6 residents having regard for the facilities operational needs and Site context.

GROUP HOMES

In addition to the regulations in Section 96 of this Bylaw, Group Homes shall comply with the following regulations:

- a) the maximum occupancy of a Group Home in a Zone where Group Homes are a Discretionary Use shall be a maximum of 6 residents;
- b) the maximum occupancy of a Group Home in a Zone where Group Homes are a Permitted Use shall be the greater of 6 residents or 1 resident per 60 m² of Lot size;
- c) a Group Home shall be developed as a purpose-built freestanding structure, or Single Detached Housing converted for the purpose, or part of an Apartment Housing development;
- d) a Group Home may be located in Duplex Housing or Semi-detached Housing converted for the purpose, in a Zone where Group Homes are a Permitted Use and both units are operated by a single provider;
- e) in a Zone where Group Homes are a Permitted Use and where more than 12 Sleeping Units are allowed in a development, Sleeping Units may include limited food preparation facilities such as bar fridge, mini-sink, and microwave;
- f) no Major Home Based Business, Secondary Suite, Garden Suite or Garage Suite shall be permitted as part of a Group Home development or on the Site of such development;
- g) where a Group Home is designed as a freestanding structure it shall be of a size, scale, and outward appearance that is typical of surrounding residential development; and
- h) increases in vehicular traffic generation and parking demand must be to the satisfaction of the Development Officer and/or Transportation Services. (City of Edmonton, 2012, p. 76)

NOTE: The Development Officer may restrict the occupancy of a Group Home to fewer than the maximum number of residents allowed having regard for the threshold purpose identified in Section 96 of this Bylaw, the level of traffic generation, parking demand, and frequency of visits by emergency vehicles relative to that which is characteristic of the Zone in which the Group Home is located.

SECTION 96 – FRATERNITY AND SORORITY HOUSING, LIMITED GROUP HOMES, GROUP HOMES, AND LODGING HOUSES THRESHOLDS

SPECIAL RESIDENTIAL FACILITIES

For the purpose of this section, Fraternity and Sorority Housing, Group Homes, Limited Group Homes, and Lodging Houses shall be collectively referred to as Special Residential Facilities. Group Homes developed in combination with Apartment Housing either in one building or on one Site, and which meet the criteria of Section 94, Supportive Community Provisions, shall be exempt from the requirements of subsection 96(3)(b) and (c) of this Bylaw.

THRESHOLD PURPOSE

The purpose of the Fraternity and Sorority Housing, Limited Group Homes, Group Homes, and Lodging Houses Thresholds is to:

- a) ensure that the capacity of any neighbourhood to accommodate Special Residential Facilities is not exceeded;
- b) ensure that Special Residential Facilities are available in all neighbourhoods; and
- c) protect existing Special Residential Facilities from concentration that could impair their proper functioning.

GENERAL REGULATIONS

Special Residential Facilities shall comply with all thresholds contained in this Section in addition to any other regulations in this Bylaw including any relevant Special Land Use Provisions that apply. In all cases, the most restrictive threshold shall apply.

- a) When determining the threshold for the number of Special Residential Facilities per neighbourhood, a maximum of 3 facilities per 1000 persons shall be allowed in any neighbourhood.
- b) When determining the threshold for the number of Special Residential Facilities by Use Class per block:
 - a maximum of 2 Special Residential Facilities shall be allowed on a single block in a residential Zone;
 - a maximum block length of 150 m measured from the nearest intersection shall be used to determine this threshold.
- c) When determining the threshold for the number of residents of Special Residential Facilities per opposing block face;
 - accommodation for a maximum of 12 residents shall be allowed on an opposing block face in Special Residential Facilities in any residential Zone where either Group Homes or Lodging Houses are a Discretionary Use;
 - accommodation for a maximum of 30 residents shall be allowed on an opposing block face in Special Residential Facilities in any residential Zone where either Group Homes or Lodging Houses are a Permitted Use; and
 - a maximum block face length of 150 m measured from the nearest intersection shall be used to determine this threshold.

DENSITY

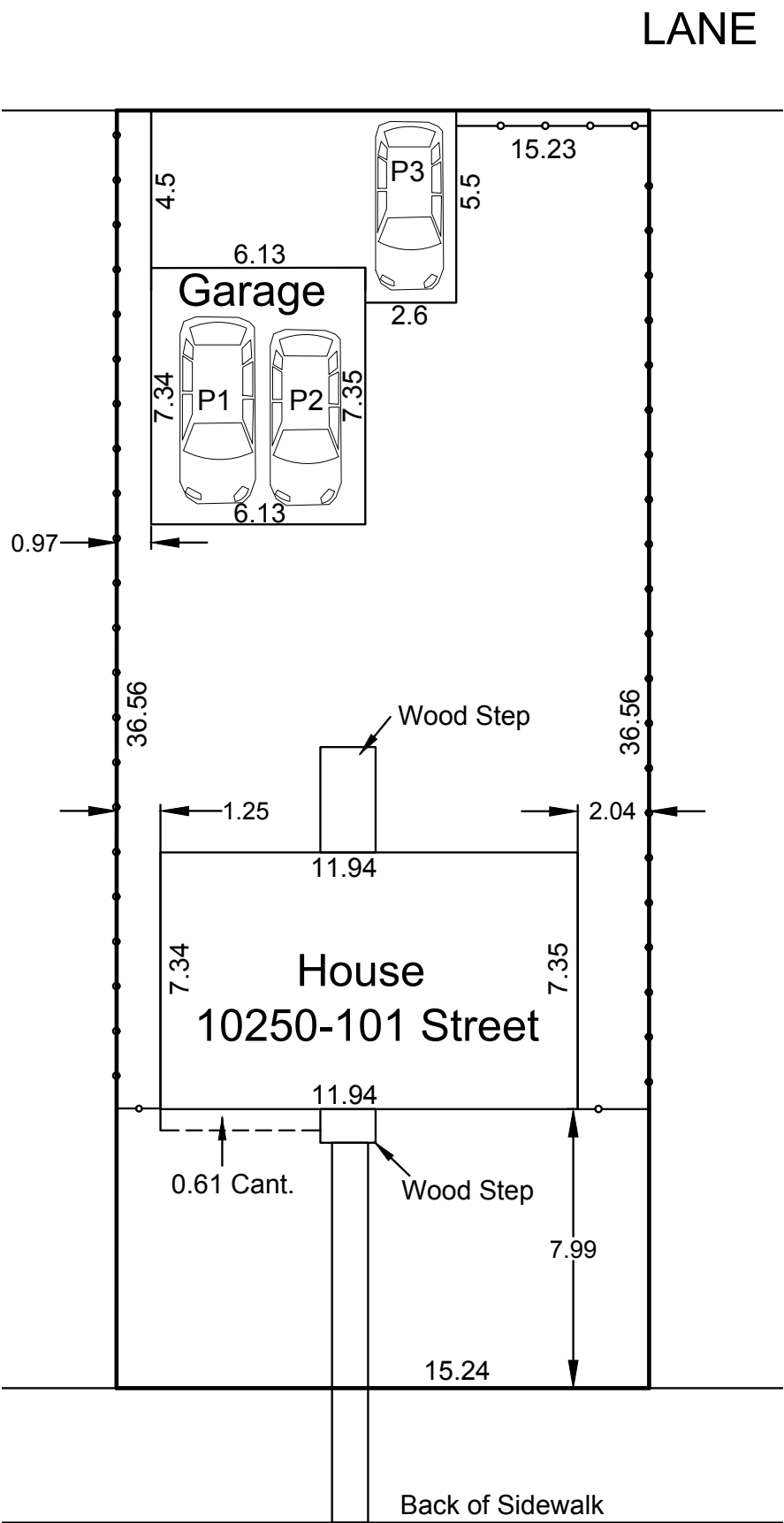
For the purposes of calculating Density for a Group Home or Lodging House each Sleeping Unit shall be considered a Dwelling when a development contains seven or more Sleeping Units.

REGISTER

For the purpose of applying these regulations the Development Officer shall maintain a register of all approved Special Residential Facilities. The register shall include the address of the facility, maximum occupancy of the facility, and any other necessary information.

SECTION 54.6(2) HARDSURFACING OF PARKING SPACES IN RESIDENTIAL ZONES

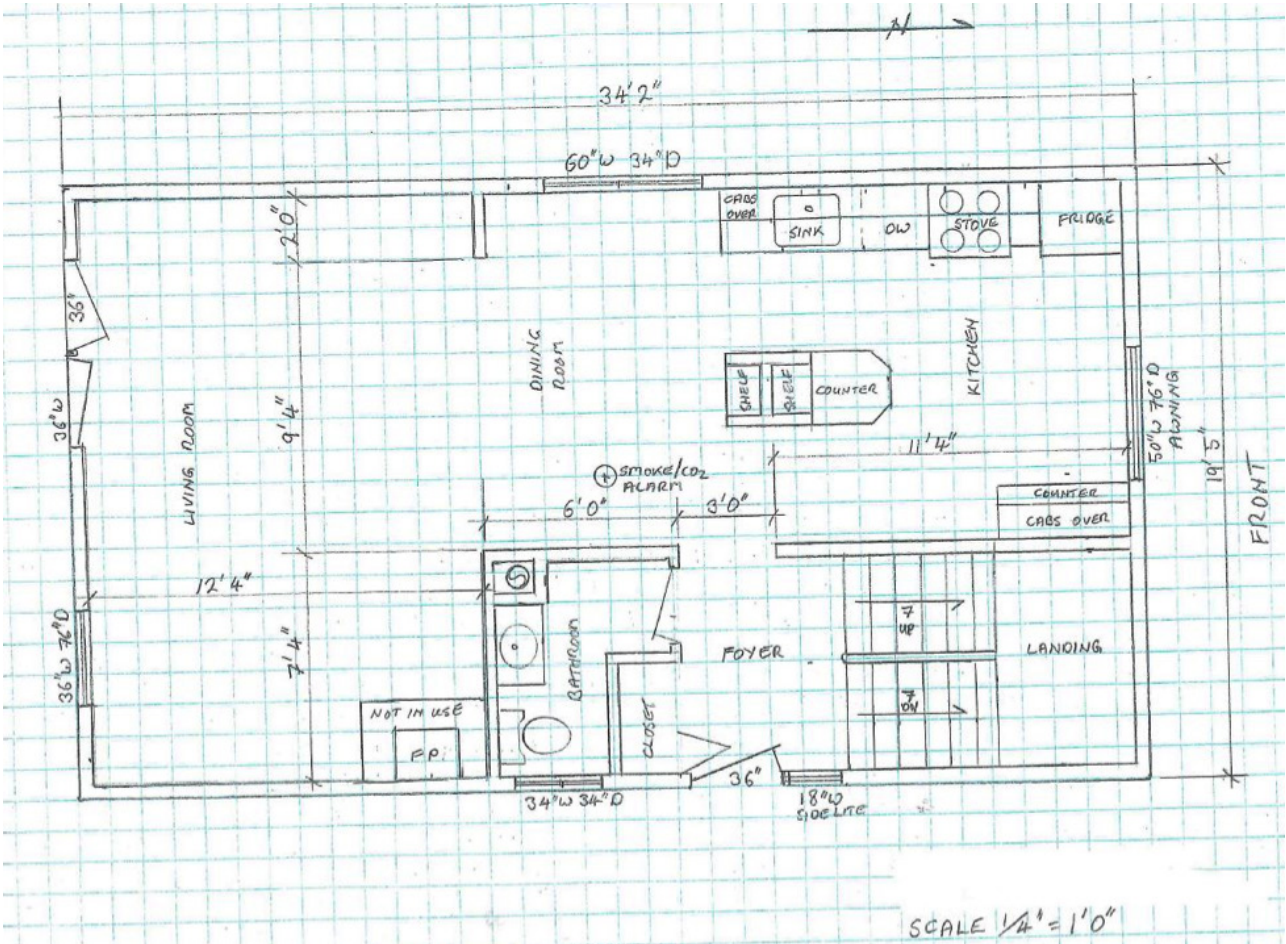
- a) Every Driveway, off-street parking or loading space, and access provided or required in any Residential Zone, including the area contained within City-owned land from which access or egress is obtained, shall be Hardsurfaced if access is from a public roadway which is Hardsurfaced or gravelled.
- b) For an on-site Driveway or Parking Area in any Residential Zone, except the RPL and RF4 zones, the area required to be Hardsurfaced may be constructed on the basis of separated tire tracks, with natural soil, grass, or gravel between the tracks, but shall be constructed so that the tires of a parked or oncoming vehicle will normally remain upon the Hardsurface area.



Sample Exterior Photo



Sample Floor Plan



APPLICATION FOR RELAXATION OF REQUIRED FACILITIES FOR THE DISABLED

Sentence 2.2.1.4.(1) of Division C of the Alberta Building Code 2014 states:

The *Chief Building Administrator* may grant relaxation of one or more of the requirements of Section 3.8. if an *owner* can demonstrate to the satisfaction of the *Chief Building Administrator* and *Barrier-Free Administrator* that

- a) the specific requirements are unnecessary, or
- b) extraordinary circumstances prevent conformance.

We the owner/tenant (or their representative) of the building described below have been asked to provide barrier-free facilities as indicated below in conformance with the requirements of Section 3.8. of the Alberta Building Code and are requesting a relaxation.

PLEASE PRINT CLEARLY

Building Address _____

Contact Name _____ Phone No. _____

Name and Type of Business _____

Contact Address _____

Safety Codes Officer _____ Municipal/Agency _____

Ensure the above information is complete as we may need to contact you for clarification.

TYPE OF CONSTRUCTION (Mark with X)

New Building ☐ Addition to Existing Building ☐ Renovation of Existing Building ☐

CODE REQUIREMENTS REQUESTED TO BE RELAXED (Mark with X)

- 1. Access to the building ☐
- 2. Access to and supply of washroom facilities ☐
- 3. Other (please specify) _____ ☐

We seek relaxation of the marked (X) items for the following reasons.

Please provide a detailed explanation for each marked item on a separate sheet and attach a small scale floor plan layout, site plan etc. to illustrate the areas of concern.

Send completed application form and payment of \$105.00 (\$100.00 plus \$5.00 GST) to Government of Alberta at the above address to the attention of the Chief Building Administrator.

Payment Information:

GST Registration #R124072513

☐ Cash ☐ Cheque (payable to Government of Alberta)

To pay by credit card indicate your email address below and we will send you a secure payment link

Email: _____.



Current Planning Branch (HSBC Bank Place)
5th Floor, 10250 101 Street NW, Edmonton, Alberta T5J 3P4
Telephone: 3-1-1 Dial: 780 442 5311 outside Edmonton
Fax: 780 496 6054 Email: SDCurrentPlanning@edmonton.ca

CONGREGATE LIVING FACILITY COMBINED APPLICATION for Development Permit, Building Permit & Business Licence

PROJECT PROPERTY Municipal Address		Existing Development Permit Project #	
Description of proposed accommodation			
→ Is a Group Home, Limited Group Home or Lodging House presently operating at this location? <input type="checkbox"/> NO <input type="checkbox"/> YES, since month/year: _____ If YES: <input type="checkbox"/> in a single detached house <input type="checkbox"/> other: _____ Is the facility subject to Government of Alberta licensing? <input type="checkbox"/> NO <input type="checkbox"/> YES: Contact/Agency _____ Do you have a City of Edmonton Rental Accommodation Business Licence for this location? <input type="checkbox"/> NO <input type="checkbox"/> YES: # _____ → Is there a Major Home-based Business OR Secondary/Garden/Garage suite at this location? <input type="checkbox"/> NO <input type="checkbox"/> YES: Specify: _____			
PROJECT APPLICANT: Check <input type="checkbox"/> all applicable → APPLICANT is also: <input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> PROJECT BUSINESS OWNER <input type="checkbox"/> LH PROPRIETOR			
Contact: Last name	First name	Company name	City Customer ID #
Mailing address	City	Prov	Postal Code
Email	Telephone	Mobile	Fax
APPLICANT: refer to page 4 to complete APPLICANT DECLARATION			Check <input type="checkbox"/> declaration completed: <input type="checkbox"/>
PROJECT PROPERTY OWNER: Check <input type="checkbox"/> all applicable → PROPERTY OWNER is also: <input type="checkbox"/> PROJECT BUSINESS OWNER <input type="checkbox"/> L H PROPRIETOR			
Contact: Last name	First name	Company name	City Customer ID #
Mailing address	City	Prov	Postal Code
Email	Telephone	Mobile	Fax
PROPERTY OWNER: refer to page 4 to complete PROPERTY OWNER DECLARATION			Check <input type="checkbox"/> declaration completed: <input type="checkbox"/>
BUSINESS OWNER: Check <input type="checkbox"/> all applicable → BUSINESS OWNER is also: <input type="checkbox"/> APPLICANT <input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> L H PROPRIETOR			
Business/Trade name			City Customer ID #
<input type="checkbox"/> Sole Proprietor OR <input type="checkbox"/> Partnership OR <input type="checkbox"/> Corporation	Full legal name		
	Full legal name partner 1		Full legal name partner 2. IF >2 partners: Check <input type="checkbox"/> list attached: <input type="checkbox"/>
	Legal entity Corporate Access # _____		Check <input type="checkbox"/> current Corporate Record search attached:
Authorized signing officer for business		Email	Telephone
Mailing address		City	Prov Postal Code
BUSINESS OWNER: refer to page 4 to complete BUSINESS OWNER DECLARATION			Check <input type="checkbox"/> declaration completed: <input type="checkbox"/>
PROJECT PROPRIETOR (for Lodging House facility):			
Last name	First name	Email	Telephone
PROPRIETOR: refer to page 4 to complete PROPRIETOR DECLARATION			Check <input type="checkbox"/> declaration completed: <input type="checkbox"/>

Resident and Staff Details

Maximum number of clients residents living on site: _____: age range: _____ to _____

Maximum number of staff working on site: _____; number for who this is the normal place of residence____(live in)

Number of other persons living on site; include in operator family members: _____

Maximum number of occupants proposed for this site: _____

Aging-in –place? ☐ NO—short to medium term stay ☐ YES—except in case of rapid health deterioration needing medical intervention

What is a reasonable total number of police-, ambulance- and fire-emergency service visits expected in a month? _____

Check ☐ level of on-site supervision to be provided: ☐ None ☐ Intermittent supervision ☐ 24h/day X 7 days/week continuous care

Check ☐ level of on-site professional care to be provided: ☐ None ☐ non-continuous care ☐ 24h/day X 7 days/week continuous care

Attach to this page: A written explanation of the type of group home or lodging house you wish to establish will assist the plans review.
 Provide a list of certifications/licences held by all caregivers and other staff working on site, including a list of numbers/types of care providers expected to attend site intermittently, including approx hours of daily care to be provided by each. Check ☐ attached: ☐

GENERAL CONDITION, HEALTH AND WELL BEING OF RESIDENTS: Check ☐ all which apply

☐ **AMBULATORY RESIDENTS:** persons capable of prompt evacuation for self-preservation without assistance in a fire- or non-fire emergency within 3 minutes of alarm being raised.

☐ **NON-AMBULATORY RESIDENTS:** persons NOT CAPABLE of prompt evacuation for self-preservation without assistance in a fire- or non-fire emergency. Prompt evacuation capability is considered to be equivalent to the evacuation capability of the general population....the residents should be able to evacuate to a point of safety within 3 minutes of alarm being raised....a point of safety can be exterior to and away from the building...or...if the building is protected with an approved automatic sprinkler system, a point of safety can be a code-compliant fire-resistance rated exit enclosure.

☐ young (<2.5 years of age) ☐ elderly ☐ physically handicapped ☐ require wheelchair ☐ deaf

☐ blind ☐ developmental disorder or disability ☐ mentally ill ☐ recovering from addiction ☐ runaway or wander risk

☐ with medical, therapeutic or personal-care assistance needs _____

CONSTRUCTION CONTRACTOR: Check <input type="checkbox"/> if applicable→CONTRACTOR is also: <input type="checkbox"/> DESIGNER CoE Business Licence #:				
Contact: Last name	First name	Company name		City Customer ID #
Mailing address		City	Prov	Postal Code
Email	Telephone	Mobile	Fax	
CHECK <input type="checkbox"/> ALL APPLICABLE TO PROPOSED WORK <input type="checkbox"/> Change of Use <input type="checkbox"/> Interior Alteration <input type="checkbox"/> Exterior Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Gas <input type="checkbox"/> Plumbing <input type="checkbox"/> Automatic Fire Sprinkler System <input type="checkbox"/> HVAC <input type="checkbox"/> Duct-type smoke detector <input type="checkbox"/> Electrical <input type="checkbox"/> Fire Alarm System				
Total sq ft area of work involved (all levels except not attached garage unless conversion is part of project):	# dwelling units removed (example semi-detached conversion to care facility):	Total # bedrooms proposed (if some for live-in caregivers/staff, note that here):	Cost of construction (not including furniture, interior window covering, design or permit fee, equipment, GST):	

BUILDING PERMIT PROCESS is the project review before, during and after construction to verify that it meets current Alberta Building Code. Drawings are needed to confirm what permits are required for the work and/or Change of Use. **Change of Use** means a change of occupancy or intended occupancy of part or all of a building—even where no construction work is planned—and requires permit. Change of Use generally calls for current Code requirements and standards to be met, particularly for building accessibility (barrier-free provisions), life-safety systems, and structural/constructional characteristics.

BARRIER-FREE PROVISIONS Barrier-free design is the means of providing an accessible, functional environment for those with physical, sensory and developmental disabilities, and the elderly. ABC2014:DivisionB:3.8 provisions are applied to existing buildings at time of **Change of Use** or at time of renovation where washrooms, doorways and so on are being altered or newly constructed.

Search “Barrier-free Design Guide Alberta 2008” on the [Alberta Safety Codes Council website](http://albertasafetycodes.ca) for all details for fixtures, hardware, accessories, etc. If you believe that the required barrier-free provisions cannot or need not be met, application may be made ONLY to Alberta Municipal Affairs for a relaxation ruling; forms at <https://mahextranet.gov.ab.ca/apprelax/index.cfm>

PROJECT DRAWINGS AND CONSTRUCTION DETAILS Many alterations may be proposed without design professional involvement, with this application form and plans prepared by a knowledgeable person such as the building contractor who will do the work: provide 3 complete drawing sets, preferred minimum scale of 1:50 or ¼”=1ft (minimum acceptable is 1:100); must be legible, with labelled/dated pages, in consistently metric or imperial dimensions. Some of the construction details MAY require professional engineer design with stamped drawings (examples: automatic sprinkler system, structural design for complex bearing wall alterations, etc). Larger or more complicated projects will require professional involvement for the work. Minimum submission requirements are:

Check ☐ attached:

- ☐ **SITE PLAN** with
 - ☐ A north arrow, • corresponding Street and/or Avenue marked, • site dimensions (property lines)
 - ☐ Dimensions and location of all existing structure/buildings and any proposed additions/new structures
 - ☐ Dimensioned layout of all vehicle parking, and size and location of existing and proposed accesses to the site
- ☐ **FLOOR PLANS**
 - ☐ Exterior dimensions of existing and any proposed new construction, indicating Building Area “footprint” in square feet
 - ☐ Clearly label existing room layout for each storey/level
 - ☐ Clearly label proposed room layout indicating use of all rooms and spaces for each storey/level on separate sheets
 - ☐ BARRIER-FREE PROVISIONS (entry, path of travel, washrooms. etc ...) must be shown OR provide Relaxation from Municipal Affairs
- ☐ **ELEVATION DRAWINGS**
 - ☐ Showing all exterior sides of existing and any proposed new construction; photos acceptable where no changes planned
 - ☐ Mark existing and any proposed new exterior finishing materials
 - ☐ Mark building height: dimension and number of storeys
- ☐ **CONSTRUCTION DETAILS**
 - ☐ Illustrating wall/floor/roof assembly details and materials, using cross sections and/or text including fire-resistance rated assemblies by reference to Alberta Building Code 2006 (or other recognized source) for floors, walls
 - ☐ Specific details for any structural modifications, new ramps, new exits, stairs, etc
 - ☐ Mechanical and electrical floor plans detailing all new/revised work, equipment, etc.
 - ☐ Professional engineer-stamped automatic sprinkler system drawings/hydraulic calculations and duly-signed schedules, if automatic sprinkler system is required.
 - ☐ Professional engineer-stamped fire alarm system and duly-signed schedules, if fire alarm system is required.
 - ☐ Any other information to assist in plans review in order that building permit may be issued

Payment Information

Licences are not issued until all licence fees are paid. Business licence fees vary depending on the category(s) your operations are classified into.

If applying in person, payment options are: cash, debit, cheque or credit card.

If applying by fax, email or mail: we will call you at the time of application processing to advise you of the cost of your licence and you may pay by credit card.

Normal office hours are Monday to Friday, 8:00 a.m. – 4:30 p.m., with the exception of closures for holidays.

Applicant Signature: _____ **Date:** _____

APPLICANT DECLARATION: I, (print name) _____ **confirm by my signature below that**

- 1) *all the information contained in this application is, to the best of my knowledge, true and complete and accurately represents the facts upon which will be based the decision to issue permits to construct and operate a Limited Group Home, Group Home or Lodging House;*
- 2) *I have read the "Guide to operating a rental accommodation" publication of the City of Edmonton and will abide by its directives;*
- 3) *I have read the meaning of **AMBULATORY** and **NON-AMBULATORY** as described in the **GENERAL CONDITION, HEALTH AND WELL-BEING OF RESIDENTS** section of this application, and will act in accordance with requirements arising and continuing from the residential care operation accordingly.*

Date: _____ Signature of Applicant: _____ Check ☐ same as APPLICANT on form:

PROPERTY OWNER DECLARATION: I, (print name) _____ **confirm by my signature below that**

- 1) *I have read the information contained in this application and believe it is, to the best of my knowledge, true and complete and accurately represents the facts upon which will be based the decision to issue permits to construct and operate a Limited Group Home, Group Home or Lodging House;*
- 2) *I have read the "Guide to operating a rental accommodation" publication of the City of Edmonton and will abide by its directives;*
- 3) *I have read the meaning of **AMBULATORY** and **NON-AMBULATORY** as described in the **GENERAL CONDITION, HEALTH AND WELL-BEING OF RESIDENTS** section of this application, and authorize the **APPLICANT, BUSINESS OWNER, and CONTRACTOR** to construct alterations and maintain the property in accordance with requirements arising and continuing from the residential care facility operation accordingly;*
- 4) *I am owner or an authorized signing officer for the owner of the property, and I authorize this application.*

Date: _____ Signature of Property Owner/Agent _____ Check ☐ same as PROPERTY OWNER on form:

BUSINESS OWNER DECLARATION: I, (print name) _____ **confirm by my signature below that**

- 1) *I have read the information contained in this application and believe it is, to the best of my knowledge, true and complete and accurately represents the facts upon which will be based the decision to issue permits to construct and operate a Limited Group Home, Group Home or Lodging House on the property;*
- 2) *I have read the "Guide to operating a rental accommodation" publication of the City of Edmonton and will abide by its directives;*
- 3) *I have read the meaning of **AMBULATORY** and **NON-AMBULATORY** as described in the **GENERAL CONDITION, HEALTH AND WELL-BEING OF RESIDENTS** section of this application, and will act in accordance with requirements arising and continuing from the residential care facility operation accordingly;*
- 4) *I am the **BUSINESS OWNER** or an authorized signing officer for the **BUSINESS**;*
- 5) *In the case of a Lodging House, the **PROPRIETOR** shall be provided with all necessary training and support to maintain current "Best Practices" as set down in the "Guide to operating a rental accommodation", AND I shall notify Residential Compliance Team coordinator immediately any change of **PROPRIETOR** OR change of **PROPRIETOR's** duties occurs.*

Date: _____ Signature of authorized signing officer _____ Check ☐ same as OWNER on form:

PROPRIETOR DECLARATION: I, (print name) _____ **confirm by my signature below that**

- 1) *The Lodging House address on this application is where I live full-time, and I do not maintain any other normal place of residence;*
- 2) *I have access to all parts of all buildings on the property, including locked areas and rooms;*
- 3) *My duties include to monitor and enforce all aspects of the site Fire Safety Plan, and to perform or oversee building maintenance such as for yard tending, snow shovelling, and power/light, heat and plumbing system maintenance, etc as required for minimum housing standards.*

Date: _____ Signature of Proprietor _____ Check ☐ same as PROPRIETOR on form: