



Garden Suite Housing Application

Office Use Only

SECTION 1 – PERMIT INFORMATION

CITY Project # _____

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 Garden Suite existed on this lot previously? Yes No

If yes, what year was the Garden Suite built? _____

Is this application for a: New Garden Suite Existing Suite For definition – see page 4 of form

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 consent to receiving documents or communications related to this application, including but not limited to development permit decisions, acknowledgments confirming an application is complete, and any notices identifying any outstanding documents and information, by email.
- 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: (in addition to the garden suite dwelling check applicable proposed construction)

- Attached carport Covered deck Uncovered deck Veranda Fireplace Balcony Exterior hot tub
- Demolition of existing garden suite Solar photovoltaic system Solar thermal system Georexchange system
- 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

CITY Project # _____

1) # of new gas meters? _____

2) What is the construction value for the 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 garden suite? _____ sq ft.

4) Subcontractor List

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

5) All permits for new dwellings 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: _____ Date: _____

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

One (1) complete set 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
- Signed Construction Site Management Acknowledgement Form (Required for Mature and Established Neighbourhoods)
- 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)
- Structural details not covered under ABC 2014 – 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

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 Edmonton Service Centre at 780-442-5054.



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 (m) - from the top of the finished floor to mid-point of the roof AND from the top of the finished floor to the top of roof (ridge)
- 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* for loads transferred to the beam other than through uniform loading covered by ABC 2014-Division B-Part9.
- 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.

Solar Panels -

- If construction involves solar panels (Thermal or PhotoVoltaic) – Applicant must see Solar Energy Systems brochure for additional submission requirements.

Geoexchange System -

- If construction involves Geoexchange System – Applicant must see Geoexchange system installation application for additional submission requirements. (www.edmonton.ca/currentplanningforms)

Temporary Heat -

- Temporary gas heat

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

Definitions from Edmonton Zoning Bylaw 12800 -

Garden Suite:

An Accessory building containing a Dwelling, which is located separate from the principal Use which is Single Detached Housing, and which may contain a Parking Area. A Garden Suite has cooking facilities which are separate from those of the principal Dwelling located on the site. This Use Class does not include Secondary Suites, Blatchford Lane Suites, or Blatchford Accessory 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:
City File #:		LDA:	

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

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 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

ERCB Directive-

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

ABC2014:B:9.36. ENERGY EFFICIENCY APPLICATION CHECKLIST



PROJECT ADDRESS : _____

<input type="checkbox"/> PRESCRIPTIVE PATH Complete (1)A -OR- (1)B and (2) to (5) below	<input type="checkbox"/> PRESCRIPTIVE WITH TRADE-OFF PATH Complete (1)A -OR- (1)B and (2) to (5) below, and attach Trade-off Calculator results	<input type="checkbox"/> PERFORMANCE PATH Complete (5) only below, and attach Performance Report and mandatory Edmonton Summary form
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1a

Effective thermal resistance of assemblies in buildings WITHOUT heat-recovery ventilator
(HRV) 9.36.2.6.A & 9.36.2.8.A

ASSEMBLY LOCATION	MINIMUM "ETR" (m ² K/W) (RSI)			PROPOSED ASSEMBLY including insulation type/R-value	
ROOF					
Cathedral ceilings and flat roofs	5.02	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less	
Ceilings under attic, including over attached garages	10.43	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less	
ABOVE-GROUND WALLS					
Exterior wall	3.08	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less	
Tall walls	3.08	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less	
House-to-attached garage walls	2.92	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less	
Other: kitchen cabinet wall(s)	3.08	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less	
OTHER:	3.08	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less	
RIM JOISTS					
Parallel to joists, or pony wall	3.08	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less	
Perpendicular to joists	3.08	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less	
ABOVE-GROUND FLOOR					
Exterior cantilever	5.02	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less	
Over attached garage	4.86	<input type="checkbox"/> N/A	equal or better	less	

ASSEMBLY LOCATION	MINIMUM "ETR" (m ² K/W) (RSI)			PROPOSED ASSEMBLY including insulation type/R-value
BELOW-GRADE WALLS				
Frostwalls, above-ground wall portions where average exposure < 0.6m	3.46	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less
Foundation-level above-ground wall portions where average exposure ≥ 0.6 m	3.08	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less
UNHEATED FLOOR Above frost line	1.96	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less
ANY HEATED FLOOR In ground contact	2.84	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less
SLAB ON GRADE with integral footing	3.72	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less

1b

Effective thermal resistance of assemblies in buildings WITH heat-recovery ventilator - (HRV) 9.36.2.6.B & 9.36.2.8.B

ASSEMBLY LOCATION	MINIMUM "ETR" (m ² K/W) (RSI)			PROPOSED ASSEMBLY including insulation type/R-value
ROOF				
Cathedral ceilings and flat roofs	5.02	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less
Ceilings under attic, including over attached garages	8.67	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less
ABOVE-GRADE WALLS				
Exterior wall	2.97	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less
Tall walls	2.97	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less
House-to-attached garage walls	2.81	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less
Other: kitchen cabinet wall(s)	2.97	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less
OTHER:	2.97	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less
RIM JOISTS				
Parallel to joists, or pony wall	2.97	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less
Perpendicular to joists	2.97	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less
ABOVE-GRADE FLOOR				
Exterior cantilever	5.02	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less
Over attached garage	4.86	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less
BELOW-GRADE WALLS				
Frostwalls, above-ground wall portions where average exposure < 0.6m	2.98	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less
Foundation-level above-ground wall portions where average exposure ≥ 0.6 m	2.97	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less
UNHEATED FLOOR above frost line	1.96	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less
ANY HEATED FLOOR In ground contact	2.84	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less
SLAB ON GRADE	2.84	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or better	<input type="checkbox"/> less

2

Check proposed windows, doors, etc; maximum prescriptive overall thermal transmittance “u-values”

FENESTRATION & DOOR COMPONENTS	MAXIMUM “U” value (W/m ² K)				
Windows (max USI)	1.60	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or higher performing	<input type="checkbox"/> lower performing	9.36.2.7.A alternative: min ER=25
Exterior doors (max USI)	1.60	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or higher performing	<input type="checkbox"/> lower performing	9.36.2.7.A
Single exterior door exception (max USI)	1.60	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or higher performing	<input type="checkbox"/> lower performing	9.36.2.7.(5), NOTE on plans
Glass block; max area: 1.85 m ² (max USI)	1.60	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or higher performing	<input type="checkbox"/> lower performing	9.36.2.7.(4), NOTE on plans
Skylights (max USI)	1.60	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or higher performing	<input type="checkbox"/> lower performing	9.36.2.6.(4), include shaft ETR/detail
Attic/access hatches (min nom RSI = 2.6)	1.60	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or higher performing	<input type="checkbox"/> lower performing	9.36.2.7.(8), NOTE on plans
Garage overhead doors (min nom RSI = 1.1)	1.60	<input type="checkbox"/> N/A	<input type="checkbox"/> equal or higher performing	<input type="checkbox"/> lower performing	9.36.2.7.(7), NOTE on plans

3

CHECK HVAC components/capacity/standard/ minimum performance; or write 9.36.3.10. selection(s) in space below

COMPONENT/EQUIPMENT	HEATING/COOLING CAPACITY	STANDARD	MIN PERFORMANCE	
Gas-fired forced air furnace	< 65.9kW [222,000Btu/h]	CAN/CSA-P.2	≥ AFUE 92%	<input type="checkbox"/> YES
Gas-fired boiler	≤ 88kW[300kBtu/h]	CAN/CSA-P.2	≥ AFUE 90%	<input type="checkbox"/> YES
Electric tank Electric tankless	≤ 73.2kW if SWH-based ≤ 87.9kW if boiler-based	CAN/CSA-P.9	TPF = 0.65	<input type="checkbox"/> YES
Other:				<input type="checkbox"/> YES

4

CHECK Service Water Heating components/input/standard/performance; or write 9.36.4.2. selection in space below

	HEATING/COOLING CAPACITY	STANDARD	MIN PERFORMANCE	
Gas-fired hot water tank	<< 22kW [75,000Btu/h]	CAN/CSA-P.2	≥ AFUE 92%	<input type="checkbox"/> YES
Gas-fired tankless	> 73.2kW [250,000Btu/h]	CSA 4.3 etc	Et ≥ 80%	<input type="checkbox"/> YES
	≤ 73.2kW [250,000Btu/h]	CAN/CSA-P.7	EF ≥ F0.8	
Electric tank	≤ 50-270L [13-71usg]	CAN/CSA-C191	SL ≤ 35 + 0.20V (top) SL ≤ 40 + 0.20V (bottom)	<input type="checkbox"/> YES
Electric tankless	–	–	approaching 100%	<input type="checkbox"/> YES
Other:				<input type="checkbox"/> YES

5

INDICATE the following, as applicable

PRIMARY WALL AIR BARRIER LOCATION/MATERIAL: Interior poly with spray foam at rim joists and cantilevers <input type="checkbox"/> Interior poly with exterior flexible wrap at rim joists and cantilevers <input type="checkbox"/> Interior poly with sealants/tapes at floor, window, wall and ceiling intersections <input type="checkbox"/> Exterior flexible air barrier system with all joints and edges sealed <input type="checkbox"/> Exterior rigid air barrier system with all joints and edges sealed <input type="checkbox"/> Other: (specify) _____ <input type="checkbox"/>	PRIMARY CEILING BELOW ATTIC/VAULT/FLAT ROOF AIR BARRIER: Interior poly <input type="checkbox"/> Other: (specify) _____ <input type="checkbox"/>	
Intake duct has "fail-open" motorized damper—except where disallowed by other regulation or where system operates continuously? [9.36.3.3.]	YES	
Discharge duct has motorized damper, or gravity/spring-operated backflow damper installed? [9.36.3.3.]	YES	
Min 12mm thick pipe insulation for minimum 2m from inlet and outlet of water heater?	YES	
Min 12mm thick pipe insulation for all piping on recirculating service hot water system 9.36.4.4 (1)	N/A	YES
HRV conforms CAN/CSA-C439 "Rating the Performance of Heat/Energy-Recovery Ventilators" sensible HR efficiency $\geq 60\%$ @0°C and $\geq 55\%$ @-25°C ?	N/A	YES
A Blower Door Test Report will be submitted after construction and prior to occupancy inspection for energy code compliance	NO	YES