



## Secondary Suite

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

### SECTION 1 – DEVELOPMENT PERMIT INFORMATION

Office Use Only

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

#### 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-noted property to apply for this Development Permit and Building 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.
- All drawings, documents, details, specifications and supporting information contained in this application, including any Energy Performance Compliance requirements of ABC2014:B:9.36 or NECB2011 pertain to the project that is the subject of this application.

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

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

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

INSPECTION RESULTS TO BE MAILED TO THIS EMAIL? YES  NO

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

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

#### Description of Work:

Please choose one of the following:

- New Secondary Suite
- Renovations to an existing suite that already has the appropriate permits issued previously
- Existing Secondary Suite that is built without permit(s)

What Year was the Secondary Suite built : \_\_\_\_\_

#### House Description:

Please choose one of the following as the principal dwelling

- Single-detached House
- Semi-detached House
- Duplex
- Row House

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 Office Use Only:

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**

Office Use Only  
 City File # \_\_\_\_\_

**1 complete set of drawings including \*\*Plan Requirements\*\***

- 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	City 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"/> 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)</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> <li><input type="checkbox"/> If more than 2 principle units in the building, then firewall required.</li> </ul>

**5. Section and Details: ( provide on separate sheets, preferred maximum 11"x17")**

- Provide fully-labeled sections of all assemblies forming floors, walls, roofs, decks, etc. Show effective thermal resistance (ETR) calculations, in Metric RSI (*plus Imperial R, if desired for trades*) for proposed opaque assemblies for above ground AND below grade/in-ground-contact. Show the source of assembly or component thermal resistance values (eg: ABC2014:DivB:A-9.36.2.; [www.cwc.ca/resources/wall-thermal-design/](http://www.cwc.ca/resources/wall-thermal-design/); ASHRAE Handbook; etc. If desired, use the conversion factor: RSI x 5.678 = Imperial R value
- Include **ALL** assemblies detailing 9.36 thermal insulation details, as well as air barrier construction as required according to the option chosen in 9.36.2.9.(1), which indicates that air leakage shall be controlled by establishing a continuous air barrier system in accordance with 9.25.3. and 9.36.2.9.(2)-(6), --AND--
  - a) in accordance with 9.36.2.10 details —thus satisfying prescriptive air barrier requirements --OR--
  - b) with installation of CAN/ULC-S742 approved Type A4 air barrier system(s) (provide details for all assemblies) --OR--
  - c) results in an air leakage rate--demonstrated by blower door test before final inspection--to not exceed 0.20L/(s\*m<sup>2</sup>) when tested to ASTM E2357.
- Any other details as required.

**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

**2019 PERMIT FEES**

(Payment must be submitted with the application)

Type of Construction	Development Permit	Building Permit	Safety Code Fee	Fire Inspection Fee
Secondary Suite built within an Existing House	\$288 plus a Sanitary Sewer Trunk Charge fee of up to \$735	Use Construction Value table below.	4% of building permit fee (\$4.50 min. up to \$560)	\$135 Only if suite was built before December 31, 2006

**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 (2019)	
\$0 - \$5,000	\$ 110.00 + \$4.50 (Safety Code Fee) = <b>\$114.50</b>
\$5,001 - \$10,000	\$ 157.00 + \$6.28 (Safety Code Fee) = <b>\$163.28</b>
\$10,001 - \$25,000	\$ 271.00 + \$10.84 (Safety Code Fee) = <b>\$281.84</b>
\$25,001 - \$50,000	\$ 503.00 + \$20.12 (Safety Code Fee) = <b>\$523.12</b>
\$50,001 - \$100,000	\$ 975.00 + \$39.00 (Safety Code Fee) = <b>\$1014.00</b>
OVER \$100,000	\$ 1899.00 + \$75.96 (Safety Code Fee) = <b>\$1974.96</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 Edmonton Service Centre at 780-442-5054.