DEVELOPMENT SERVICES (Edmonton Tower)
2nd Floor, 10111 – 104 Avenue NW
EDMONTON, AB T5J 0J4
PHONE: 311 or if outside of Edmonton 780-442-5311
EMAIL: developmentservices@edmonton.ca

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

SECTION 1 – DEVELOPMENT PERMIT INFORMATION **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.
- ☐ 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 #: _____ 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)

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 ❑

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SECTION 2 - APPLICATION REQUIREMENTS

Office Use Only

City File # _____

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 **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 for additional information on these permits.

Plan Requirements

All Plans MUST be to scale

1. Site Plan/Real Property Report

- □ A north arrow
- □ Corresponding street and avenue
- □ Dimensions of the site (property lines)
- □ Location of proposed and existing buildings/structures
- □ Location of existing and proposed accesses to the site
- □ Grade elevations (for additions)
- □ Identification of all caveats, covenants, easements

*Note: For information relating to **grade**, refer to Section 6.1.(33) and 52 of the Zoning Bylaw 12800.

2. Elevation Plans

- □ Showing all sides of the building (proposed and existing)
- □ 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)
- □ Exterior finishing materials and colors
- □ Showing all windows and doors

*Note: Elevation plans shall include height information for proposed buildings and structures. For information relating to **height** refer to Section 6.1. (36) and 52 of the Zoning Bylaw 12800.

3. Floor Plans

- □ The size of the building (dimensions and square footage)
- □ Dimensioned room layouts indicating uses and activities
- □ Location of walls, doorways and windows (include all sizes)

4. Construction Details

- □ Cross section showing all materials used for the structure
- □ Wall/floor/roof assembly details
- □ Foundation plans and construction specifications

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5. Section and Details: (provide on separate sheets, preferred macimum 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/ 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^2) 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

2018 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	$283 plus a Sanitary Sewer Trunk Charge fee of up to $721	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 (2018)	
$0 - $5,000	$ 108.00 + $4.50 (Safety Code Fee) = **$112.50**
$5,001 - $10,000	$ 155.00 + $6.20 (Safety Code Fee) = **$161.20**
$10,001 - $25,000	$ 267.00 + $10.68 (Safety Code Fee) = **$277.68**
$25,001 - $50,000	$ 495.00 + $19.80 (Safety Code Fee) = **$514.80**
$50,001 - $100,000	$ 960.00 + $38.40 (Safety Code Fee) = **$998.40**
OVER $100,000	$ 1869.00 + $74.76 (Safety Code Fee) = **$1943.76**

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.

ABC2014:B:9.36.
ENERGY EFFICIENCY
APPLICATION CHECKLIST

PROJECT ADDRESS : _____

☐ PRESCRIPTIVE PATH	☐ PRESCRIPTIVE WITH TRADE-OFF PATH	☐ PERFORMANCE PATH
Complete (1)A -OR- (1)B and (2) to (5) below	Complete (1)A -OR- (1)B and (2) to (5) below, and attach Trade-off Calculator results	Complete (5) only below, and attach Performance Report and mandatory Edmonton Summary form

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" (m2 K/W) (RSI)				PROPOSED ASSEMBLY including insulation type/R-value
ROOF					
Cathedral ceilings and flat roofs	5.02	☐ N/A	☐ equal or better	☐ less	
Ceilings under attic, including over attached garages	10.43	☐ N/A	☐ equal or better	☐ less	
ABOVE-GROUND WALLS					
Exterior wall	3.08	☐ N/A	☐ equal or better	☐ less	
Tall walls	3.08	☐ N/A	☐ equal or better	☐ less	
House-to-attached garage walls	2.92	☐ N/A	☐ equal or better	☐ less	
Other: kitchen cabinet wall(s)	3.08	☐ N/A	☐ equal or better	☐ less	
OTHER:	3.08	☐ N/A	☐ equal or better	☐ less	
RIM JOISTS					
Parallel to joists, or pony wall	3.08	☐ N/A	☐ equal or better	☐ less	
Perpendicular to joists	3.08	☐ N/A	☐ equal or better	☐ less	
ABOVE-GROUND FLOOR					
Exterior cantilever	5.02	☐ N/A	☐ equal or better	☐ less	
Over attached garage	4.86	☐ N/A	equal or better	less	

ASSEMBLY LOCATION	MINIMUM "ETR" (m2 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	☐ N/A	☐ equal or better	☐ less	
Foundation-level above-ground wall portions where average exposure ≥ 0.6 m	3.08	☐ N/A	☐ equal or better	☐ less	
UNHEATED FLOOR Above frost line	1.96	☐ N/A	☐ equal or better	☐ less	
ANY HEATED FLOOR In ground contact	2.84	☐ N/A	☐ equal or better	☐ less	
SLAB ON GRADE with integral footing	3.72	☐ N/A	☐ equal or better	☐ 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" (m2 K/W) (RSI)				PROPOSED ASSEMBLY including insulation type/R-value
ROOF					
Cathedral ceilings and flat roofs	5.02	☐ N/A	☐ equal or better	☐ less	
Ceilings under attic, including over attached garages	8.67	☐ N/A	☐ equal or better	☐ less	
ABOVE-GROUND WALLS					
Exterior wall	2.97	☐ N/A	☐ equal or better	☐ less	
Tall walls	2.97	☐ N/A	☐ equal or better	☐ less	
House-to-attached garage walls	2.81	☐ N/A	☐ equal or better	☐ less	
Other: kitchen cabinet wall(s)	2.97	☐ N/A	☐ equal or better	☐ less	
OTHER:	2.97	☐ N/A	☐ equal or better	☐ less	
RIM JOISTS					
Parallel to joists, or pony wall	2.97	☐ N/A	☐ equal or better	☐ less	
Perpendicular to joists	2.97	☐ N/A	☐ equal or better	☐ less	
ABOVE-GROUND FLOOR					
Exterior cantilever	5.02	☐ N/A	☐ equal or better	☐ less	
Over attached garage	4.86	☐ N/A	☐ equal or better	☐ less	
BELOW-GRADE WALLS					
Frostwalls, above-ground wall portions where average exposure < 0.6m	2.98	☐ N/A	☐ equal or better	☐ less	
Foundation-level above-ground wall portions where average exposure ≥ 0.6 m	2.97	☐ N/A	☐ equal or better	☐ less	
UNHEATED FLOOR above frost line	1.96	☐ N/A	☐ equal or better	☐ less	
ANY HEATED FLOOR In ground contact	2.84	☐ N/A	☐ equal or better	☐ less	
SLAB on GRADE	2.84	☐ N/A	☐ equal or better	☐ less	

2

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

FENESTRATION & DOOR COMPONENTS	MAXIMUM "U" value (W/m2 K)				
Windows (max USI)	1.60	☐ N/A	☐ equal or higher performing	☐ lower performing	***9.36.2.7.A alternative: min ER=25***
Exterior doors (max USI)	1.60	☐ N/A	☐ equal or higher performing	☐ lower performing	***9.36.2.7.A***
Single exterior door exception (max USI)	1.60	☐ N/A	☐ equal or higher performing	☐ lower performing	***9.36.2.7.(5), NOTE on plans***
Glass block; max area: 1.85 m2 (max USI)	1.60	☐ N/A	☐ equal or higher performing	☐ lower performing	***9.36.2.7.(4), NOTE on plans***
Skylights (max USI)	1.60	☐ N/A	☐ equal or higher performing	☐ lower performing	***9.36.2.6.(4), include shaft ETR/detail***
Attic/access hatches (min nom RSI = 2.6)	1.60	☐ N/A	☐ equal or higher performing	lower performing	***9.36.2.7.(8), NOTE on plans***
Garage overhead doors (min nom RSI = 1.1)	1.60	☐ N/A	☐ equal or higher performing	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%	☐ YES
Gas-fired boiler	≤ 88kW[300kBtu/h]	CAN/CSA-P.2	≥ AFUE 90%	☐ YES
Electric tank Electric tankless	≤ 73.2kW if SWH-based ≤ 87.9kW if boiler-based	CAN/CSA-P.9	TPF = 0.65	☐ YES
Other:				☐ 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%	☐ YES
Gas-fired tankless	> 73.2kW [250,000Btu/h]	CSA 4.3 etc	Et ≥ 80%	☐ YES
	≤ 73.2kW [250,000Btu/h]	CAN/CSA-P.7	EF ≥ F0.8	
Electric tank	≤ 50-270L [13-71 usg]	CAN/CSA-C191	SL ≤ 35 + 0.20V (top) SL ≤ 40 + 0.20V (bottom)	☐ YES
Electric tankless	–	–	approaching 100%	☐ YES
Other:				☐ YES

5

INDICATE the following, as applicable

PRIMARY WALL AIR BARRIER LOCATION/MATERIAL:		PRIMARY CEILING BELOW ATTIC/VAULT/FLAT ROOF AIR BARRIER:	
Interior poly with spray foam at rim joists and cantilevers	☐	Interior poly	☐
Interior poly with exterior flexible wrap at rim joists and cantilevers	☐	Other: (specify) _____	☐
Interior poly with sealants/tapes at floor, window, wall and ceiling intersections	☐		
Exterior flexible air barrier system with all joints and edges sealed	☐		
Exterior rigid air barrier system with all joints and edges sealed	☐		
Other: (specify) _____	☐		

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 ≥60%@0°C and ≥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