

SECONDARY SUITE APPLICATION

Before starting any construction work associated with your secondary suite, you will need both a Development Permit and Building Permit from the City of Edmonton.

During Development and Building Permit review, our staff will review your application submission and point out anything that does not comply with current regulations. Staff will try to work with you to resolve these issues so that a permit can be issued.

You must submit the following with your secondary suite application:

- A site plan, Real Property Report (RPR), or survey accurately drawn to scale showing:
 - The entire lot, legal description of the property, property lines and identification and dimensions of setbacks of all buildings from the property line
 - Location of secondary suite, main suite and all parking spaces

- A floor plan at a scale of ¼" = 1'0" or metric equivalent accurately drawn to scale that shows:
 - The entire floor area of the level where the secondary suite is located (area calculation)
 - Floor plans of the rest of the house to see the size of the secondary suite relative to the size of the house, and its location to the main dwelling
 - Fire separation walls and floors between the suite and main dwelling
 - Use and sizes of rooms, stairs and hallways
 - Sizes of doors and windows including exit door(s) and bedroom exit window
 - Location of smoke alarms and primary exhaust fan
 - Wall construction details
 - Location of heating sources and primary exhaust fan

REVIEW

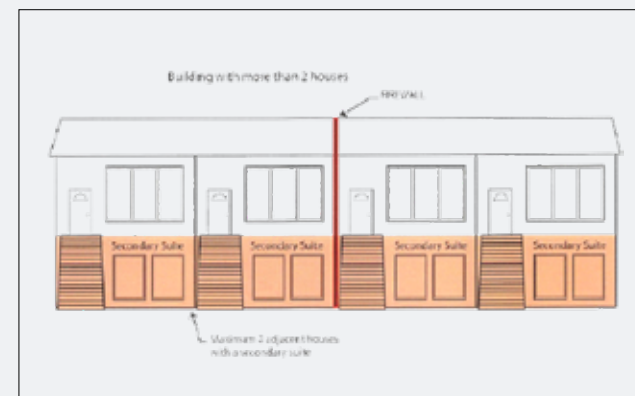
After your application is submitted, it will be reviewed to ensure that it complies with Zoning Bylaw 12800 and with the Alberta Building Code or the Alberta Fire Code, depending on the construction date.

Other required permits include: heating and ventilation, plumbing and gas, and electrical.

For a semi-detached house, a party wall constructed between the two principal dwellings and their associated secondary suites is sufficient to meet code requirements. However, a row house requires a firewall separating every two principal dwellings with secondary suites.

Party Wall: means a wall jointly owned and jointly used by 2 parties under easement agreement or by law, and erected at or upon a line separating 2 parcels of land each of which is, or is capable of being, a separate real-estate entity.

Firewall: means a type of fire separation of noncombustible construction that subdivides a building or separates adjoining buildings to resist the spread of fire and that has a fire-resistance rating as prescribed in this Code and has the structural ability to remain intact under fire conditions for the required fire-rated time.



SECONDARY SUITES



REGULATIONS

Regulations for secondary suites are intended to balance the needs of the homeowner with health and safety requirements that apply to all housing.

EXCEPTIONS

Secondary suites are not permitted in apartments, boarding/lodging housing or a home with a major home based business.

FUNDING FOR QUALIFIED HOMEOWNERS

The City offers grant funding, which can cover up to half the cost of upgrading an existing secondary suite or developing a new suite to a maximum of \$20,000. In exchange for the grant funding, homeowners must enter into an agreement to rent the suite out at a below market rate for five years. For more information or to apply for grant funding, visit edmonton.ca/secondariesuites.

DEFINITION

A secondary suite is a separate dwelling located inside a single detached, semi-detached, duplex or row house with its own cooking, sleeping and bathroom facilities, and utilities.

Secondary suites have a separate entrance from the rest of the house and can be created through the conversion or development of a basement or other interior space.

BENEFITS

Secondary suites can help homeowners with mortgage payments and contribute to more affordable housing options for renters in Edmonton.



CONTACT:

EDMONTON SERVICE CENTRE

2nd Floor, 10111 104 Avenue NW
Edmonton, Alberta T5J 0J4
8:00 a.m. – 4:30 p.m. Monday - Friday

CREATING A SECONDARY SUITE

Most single detached, semi-detached, duplex, and row houses, or properties zoned for these types of housing are permitted to have a secondary suite.

To find out if a secondary suite may be allowed in your home, go to maps.edmonton.ca, select 'Zoning', and search your property address. Click on your "Current Zone" under the "General" tab.

- If secondary suites are listed under "Permitted Uses" or "Discretionary Uses," you **may be allowed** a secondary suite.
- If secondary suites are not listed, you are **not allowed** a secondary suite.

Follow the process below to:

- **Legalize an existing suite without permits**
- **Create a new suite in an existing home**
- **Create a new suite in a new home**

DISCLAIMER

While this will give you an indication of your property's zone and applicable regulations, some inaccuracies may occur. To get the confirmation of your zone, please submit a [Zoning Confirmation Application Form](#).



APPLICATION CONSIDERATIONS

There are certain elements of a secondary suite that require careful consideration. Keep the list below in mind while designing your suite and you may be able to reduce costs, and construction time, as well as improve space and efficiency.

REQUIREMENTS

Specific requirements for each of the elements listed below can be found in the Alberta Building Code and Alberta Fire Code.

Suite Entrance

The entrance must provide a safe exit directly outdoors during the event of a fire or other emergency. You may also want to consider the entrance location so that it does not disrupt privacy of the main unit.

Height of Rooms and Spaces

A minimum ceiling height must be met for living spaces in a secondary suite.

Bedroom Windows

Windows in bedrooms must provide occupants with an alternate exit during a fire emergency. Windows must be unobstructed and meet the minimum size requirements.

Fire Separations

The secondary suite must be separated from the main dwelling by walls, floors and ceilings that have a minimum required fire resistance rating. If there is a fire, this allows occupants of both units time to evacuate before fire spreads between units.

Gas-fired furnaces and water heaters must be enclosed in a room with fire protected walls and ceilings to prevent the spread of fire to living areas and reduce hazards to health (such as carbon monoxide poisoning).

Independent Heating and Ventilation System

Independent ductwork systems help to reduce smoke migration and the spread of undesirable air contaminants (e.g. cigarette smoke or cooking fumes).

Interconnected Smoke Alarms

Smoke alarms must be linked so that they cover both dwellings and provide early warning to occupants if a fire starts in the other suite.

Parking Requirements

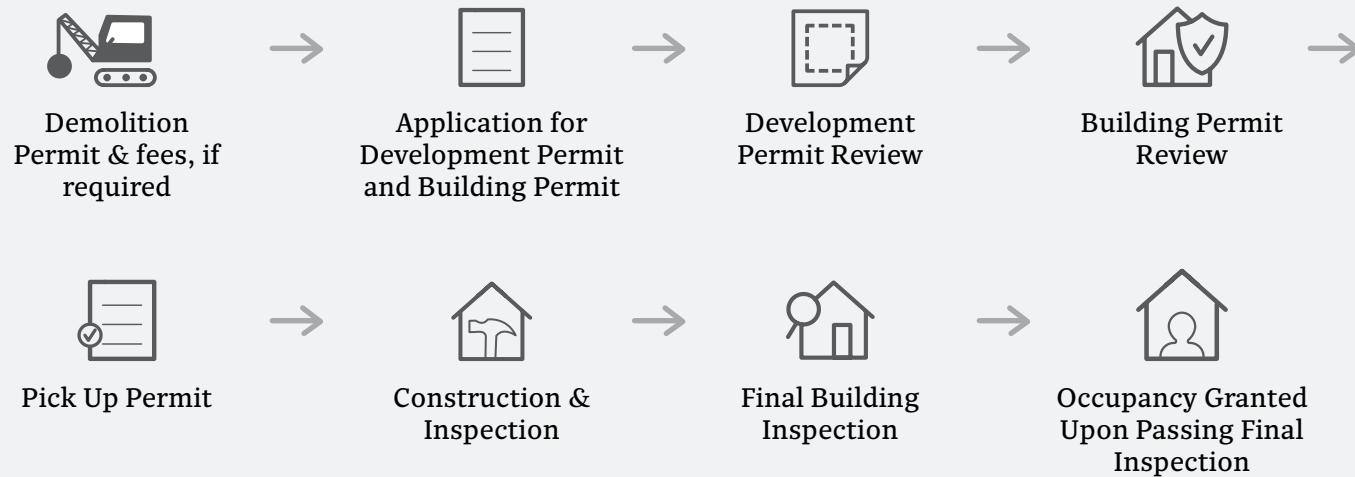
Minimum parking requirements for secondary suites help to reduce on-street parking congestion.

Before homeowners renovate their homes to incorporate a new or upgraded secondary suite, they should discuss their plan with a Development Officer or Building Safety Codes Officer to obtain the necessary information regarding permit requirements (e.g. building, gas and electrical work), zoning and other construction considerations.



PLEASE NOTE

If your suite was built on or before December 31, 2006, your house may be subject to building regulations of the Alberta Fire Code. These regulations recognize that older homes were built under different construction standards and are intended to provide flexibility to make secondary suites possible in older homes without compromising safety.



If you have a **suite with or without permits that you would like to remove**, the following process will apply:

