

Fire Prevention Secondary Suite Application Process

Step 1 - Development Permit

[Apply for a Minor Development Permit](#) through Sustainable Development. This will provide the required approval for the zoning approval.



Step 2 - Property Evaluation

Contact Housing & Economic Sustainability at 780-442-6284 [begin_of_the_skype_highlighting](#) 780-442-6284 [end_of_the_skype_highlighting](#) or by email at SecondarySuites@edmonton.ca or Fire Prevention at 780-496-3628 [begin_of_the_skype_highlighting](#) 780-496-3628 [end_of_the_skype_highlighting](#) to arrange for an evaluation of your property.

A joint safety inspection by Safety Codes and Fire Codes Officers will be scheduled at this time.

Step 3 - Evaluation Letter

An evaluation letter will be provided indicating the upgrading requirements needed to bring the dwelling unit into compliance with the requirements of the Alberta Fire Code.

Step 4 - Building Permit

You will be required to apply for any further [building permits](#) through Sustainable Development.

You will be required to provide a copy of the Fire Prevention Branch's evaluation letter when applying for this permit.

Step 5 - Safety Reinspection

A safety reinspection will be conducted to confirm compliance with the requirements of the Alberta Fire Code.

The compliance time frame will usually be 3 months, depending on the amount of upgrading required.

Step 6 - Compliance Letter

A compliance letter will be issued to the owner of the property by the Fire Prevention Branch.

For more information:

Fire Prevention

Title Secondary Suite Fire Code Inquiries

Telephone 780-496-3628 begin_of_the_skype_highlighting 780-496-3628