



CURRENT PLANNING  
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# 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

POSSE Project No. \_\_\_\_\_

**Project Address:** (Provide at least one of the following)

PROJECT ADDRESS (MUNICIPAL): \_\_\_\_\_

OR LEGAL DESCRIPTION PLAN: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

### Applicant Information

Posse Customer ID for Applicant: (if known) \_\_\_\_\_

APPLICANT / CONTACT: \_\_\_\_\_

APPLICANT IS THE: Owner of the property  Contractor hired by the owner  Owner's representative  Other; \_\_\_\_\_

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

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

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

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

### 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: \_\_\_\_\_

\_\_\_\_\_  
Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Other Misc Building Permit Required? Yes  No  Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_

If Yes – Permit to be entered by CSR? Yes  No

**Permit fees must be paid at time of application.** Permit Fees may vary depending on the scope of the construction. If applying in person, payment options are: cash, debit, cheque or credit card. **If applying by mail, it is recommended that payment be done by credit card to avoid delays in issuing permits.**

**Credit Card, check one:** Visa  MasterCard  American Express

Card Number: \_\_\_\_\_ Expiry date: \_\_\_\_/\_\_\_\_

Cardholder Name: \_\_\_\_\_

## APPLICATION REQUIREMENTS

**POSSE Project #** \_\_\_\_\_

### 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

#### 3 complete sets of drawings including

- 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

#### 2) Subcontractor listing

Subcontractors	POSSE 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.**

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

The personal information on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. The information will be used to process your application(s) and your name and address of where the development/use is being proposed may be included on reports that are available to the public. If you have any questions on the collection and use of this information, please contact the City of Edmonton Call Centre at 311.

#### \*\*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><i>*Note: For information relating to <b>grade</b>, please refer to Section 6.1.(33) and 52 of the Zoning Bylaw 12800</i></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"/> the building height (distances from peak to mid roofline and to main floor)</li> <li><input type="checkbox"/> exterior finishing materials and colors</li> <li><input type="checkbox"/> showing all windows and doors</li> </ul> <p><i>*Note: Elevation plans shall include height information for proposed buildings and structures. For information relating to <b>height</b> please refer to Section 6.1. (36) and 52 of the Zoning Bylaw 12800 for further information.</i></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>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> </ul>

## 2012 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	\$270 plus a Sanitary Sewer Trunk Charge fee of up to \$531	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 (2012)	
\$0 - \$5,000	\$ 88.00 + \$4.50 (Safety Code Fee) = <b>\$92.50</b>
\$5,001 - \$10,000	\$ 128.00 + \$5.12 (Safety Code Fee) = <b>\$133.12</b>
\$10,001 - \$25,000	\$ 250.00 + \$10.00 (Safety Code Fee) = <b>\$260.00</b>
\$25,001 - \$50,000	\$ 465.00 + \$18.60 (Safety Code Fee) = <b>\$483.60</b>
\$50,001 - \$100,000	\$ 903.00 + \$36.12 (Safety Code Fee) = <b>\$939.12</b>
OVER \$100,000	\$ 1760.00 + \$70.40 (Safety Code Fee) = <b>\$1830.40</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