

## What do I need to submit?

To apply for a development and building permit, please submit the following information to Planning and Development Services:

- The completed development and building permit application forms, including land owner signature;
- A current copy of title, obtained within the last 30 days;
- An abandoned well declaration form, for buildings larger than 47 square metres;
- A site plan which includes:
  - ✓ All structures on the property and the proposed development
  - ✓ Distances to the property lines from the proposed development
  - ✓ Dimensions of the property
  - ✓ Dimensions of the proposed development
  - ✓ Easements, utility right-of-ways (*a site plan prepared by an Alberta land surveyor may be required*).
- All appropriate building plans (to scale) including floor plans, elevation drawings, cross section with specifications and the foundation plan; and
- Application fees (see current fee schedule)

**In addition to the above, more information may be required, such as:**

- Energy efficiency checklist/requirements;
- Alberta New Home Warranty and Alberta builder license;
- Engineer sealed drawings;
- Alberta Transportation approval; and
- A construction site fire safety plan (small building)

## Did you know?

Not all submitted drawings have to be professionally drawn, but they must include all the required information and be legible to the satisfaction of the Development/Safety Codes Officer.

A Development/Safety Codes Officer may require additional information or professional drawings to be completed based on your specific project.

Other regulations apply, including setbacks from pipelines and water courses. Contact us for more information.

Garden suites cannot be located over an easement or right-of-way.

You are responsible to comply with all other bylaws, easements, restricted covenants, conservation easements and provincial/federal statutes and regulations.

## Contact us

Strathcona County  
Planning and Development Services

Main Floor, County Hall  
2001 Sherwood Drive  
Sherwood Park, Alberta T8A 3W7  
[www.strathcona.ca](http://www.strathcona.ca)  
Phone: 780-464-8080  
Fax: 780-464-8142

Office Hours:  
Monday to Friday 8:30 a.m. - 4:30 p.m.

Please note this brochure has no legal status and cannot be used as an official interpretation of the various regulations currently in effect. Users are advised to contact Planning and Development Services for more information. Strathcona County accepts no responsibility for persons relying solely on this information.



## Garden Suites



## Garden suites

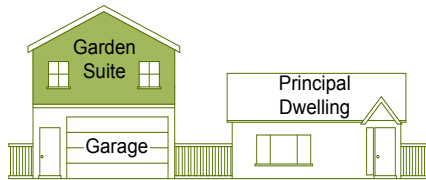
Garden suites offer an innovative, cost-effective way to increase the amount of affordable housing and the number of housing options in Strathcona County.

This innovative housing option helps meet the lifestyle and social needs of County residents, particularly for those looking for rental housing.

Garden suites cannot be located where there is already a family care dwelling, group home, care centre or bed and breakfast establishment. Only one garden suite may be considered per lot.

### A garden suite is:

- A one storey building with no garage component
- A suite located above or to the rear of an accessory structure.



### Garden suite maximum sizes

- The garden suite cannot exceed 40% of the gross floor area of the main house, or be over 100 square metres (1076 square feet).
- In RE, RCM and RCH zonings, the gross floor area of the garden suite cannot exceed 40% of the main house or be over 68 sq. m (732 sq. ft).
- Each zoning district may have maximum site coverage regulations. Contact us to find out.
- Gross floor area is defined as the floor area contained within the exterior and basement walls. *This does not include basement areas used for storage or service to the building, parking areas below grade, and areas devoted exclusively to mechanical or electrical equipment servicing the development.*

## Before you start

**Before you begin work or submit permit applications, contact Planning and Development Services at 780-464-8080.**

### Parking requirements

A minimum of three on-site parking stalls (two for the principal dwelling and one for the secondary suite) are required.

### Development Regulations

- Garden suites are listed as a permitted use in AG - agriculture general, RA - rural residential/agriculture, RS - small holdings and RCL - low density country residential zonings (still requiring permits). They are listed as a discretionary use in the RCM - medium density country residential, RCH - high density country residential and RE - estate residential zonings.
- Garden suites cannot be closer to the front property line than the existing principal dwelling or be located over an easement or right-of-way.
- Setbacks to the property lines are specific to each zoning. Please contact us for this information.
- The exterior shall appear similar in design, colour and material to the house.
- If a garden suite is developed in a detached garage, it must continue to appear as a garage.
- A garden suite cannot be a manufactured home, secondary suite or an additional dwelling.

### Construction/renovation specifications

- Bedrooms must contain at least one window with a minimum unobstructed opening of 3.77 sq. ft. in area and no height or width less than 15 inches.

- Smoke alarms must be installed on each storey, including the basement, and be mounted on or near the ceiling.
- Smoke alarms must be located in each bedroom and in any hallway servicing a bedroom.
- Smoke alarms must be **wired and interconnected** so the activation of one alarm will cause all alarms within the building to sound.
- Carbon monoxide alarms are required in each bedroom OR within 5 metres of the bedroom door.
- An exit can either lead directly to the exterior or have stairs leading from the basement to a main floor entry with a doorway to the outside.
- Walls and ceilings must be fire protected using half-inch drywall (smoke tight) between a suite and the accessory as well as around common areas and exits.
- Electrical, plumbing and gas work must be done by a certified professional (e.g. Master/Journeyman).
- **Heating and ventilation** for all suites must be independent from the main house. There are a number of ways this can be done. Please contact us for more information.
- Gas furnaces and water heaters must be enclosed in a room with half-inch drywall (smoke tight) on the walls and ceiling.
- **Water and sewer** can either be provided through the main house or be on their own system. Please contact us to ensure the proposed system is adequate.
- The minimum ceiling height is 6.4 feet (1.95 metres).
- The garden suite must be at least 1.2 metres away from the dwelling or additional fire rated material may be required.

### Permits

A development and a building permit is required for a garden suite. Depending on your project and upon its approval, you may also require additional permits such as electrical, plumbing and gas.