

## 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 (if applicable);
- 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*).
  - ✓ A marked area for three parking spaces
- Exterior photographs of the existing dwelling (all sides);
- Building plans for any proposed changes to the elevations;
- The foundation plan;
- Floor plans for each level of the home. Indicate the size and use of rooms, as well as the window size for proposed bedrooms; and
- Application fees (see current fee schedule).

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

- Energy efficiency checklist/requirements for;
- Alberta New Home Warranty and 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.

## 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.



## Secondary Suites



STRATHCONA  
COUNTY

## Secondary suites

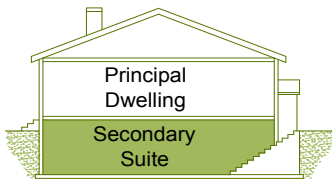
Secondary suites offer an innovative, cost-effective way to increase the amount of affordable housing and the number of housing options in Strathcona County.

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

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

### A secondary suite is:

- Within a home, such as a basement suite or new addition to an existing house.



### Secondary suite maximum size:

- Cannot exceed 40% of the gross floor area of the main house.
- Gross floor area is defined as the floor area contained within the exterior and basement walls. *\*This does not include basement areas used exclusively 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, please contact Planning and Development Services at 780-464-8080.**

1. Check with us to ensure secondary suites are allowed in your neighbourhood, acreage or farm.
2. A maximum of one suite per house is allowed.

### Parking requirements

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

### Design requirements

- The suite cannot alter the design and character of the surrounding residential neighbourhood.
- The principal dwelling must continue to appear as such.
- Manufactured homes or suites not connected to a house cannot be considered as a secondary suite, but may be considered as a family care, garden suite or secondary dwelling depending on the parcel size and circumstances.

### 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 the basement suite and the main house 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 must be provided through the main house.
- The minimum ceiling height is 6.4 feet (1.95 metres).

### Permits

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