
Secondary Suite Development - Building Permit Application Checklist

Note: All applications must provide sufficient information to show that the proposed work will conform to the National Building Code-Alberta Edition and whether or not it may affect adjacent properties.

Please submit the following:

- Permit Application
 - Signature
 - Mailing Address
 - Contact Number
 - Email Address
 - Payment Method
 - Blue Sign/Fire Number, Civic Address, Legal Description and/or Land Location
 - Project Value
 - Detailed Description of Work
- Development Permit (*if required by the Municipality. Check with your local jurisdiction*).
- Site plan showing any new window locations relative to the property line.
- Design information demonstrating independent heating and ventilation systems.
- Floor Plan(s) with dimensions drawn to scale of all levels being developed showing wall height (*minimum ceiling height of 1.95m*), room space and uses, doors, size and location of windows, window-wells, smoke alarms and CO detectors, stairs, furnace room, etcetera.
- Provide details if structural work is being completed (*such as an addition of bearing walls or moving / adjusting teleposts*)
- Professional Involvement documentation (*where applicable*)
- Additional Information as required

NOTEWORTHY ITEMS

- ★ A secondary suite is a self-contained dwelling unit that is part of a house containing not more than two dwelling units (including the secondary suite) and any common spaces such as common storage, common service rooms, common laundry facilities, or common areas used for exit.
- ★ Each bedroom in a secondary suite must have at least one egress window for emergency escape during a fire.
- ★ Gas-fired furnaces and water heaters need to be enclosed in a room with fire protected walls and ceiling by the use of ½" drywall.
- ★ A separate and direct entrance to the suite is required.
- ★ ½" drywall required to separate the secondary suite from the main house or other suites, acting as a smoke barrier.
- ★ Interconnected smoke alarms and carbon monoxide alarms are to be connected and installed so that the activation of one smoke alarm causes all smoke alarms within the home and suite to sound.
- ★ The secondary suite requires an independent heating and ventilation system.
- ★ Doors in smoke-tight barriers to be solid core wood (1 ¾" thick) and have a self closing device.
- ★ Soundproofing required between main residence and secondary suite when developed at the time of new construction of home.
- ★ Before proceeding with a new or upgraded secondary suite, discuss your plan with your local Development Officer and Building Safety Codes Officer to obtain necessary information regarding the permit and project requirements or considerations.
- ★ For more information see the Safety Tip Brochures provided by the Safety Codes Council at www.safetycodes.ab.ca/permits-inspections/safety-tips/