



CURRENT PLANNING
 5th FLOOR, 10250 - 101 STREET NW
 EDMONTON, AB T5J 3P4
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Garden or Garage Suite Housing Application

SECTION 1 – DEVELOPMENT PERMIT INFORMATION

Office Use Only

POSSE Project No. _____

Project Address: (Provide at least one of the following) – Please note: it can not be an intersection

PROJECT ADDRESS (MUNICIPAL): _____

LEGAL DESCRIPTION PLAN: _____ BLOCK: _____ LOT: _____

Has a secondary dwelling (Garden Suite or Garage Suite) existed on this lot previously? Yes No

If yes, what year was the Garden or Garage Suite built? _____

Is this application for a: Garden Suite Garage Suite Existing Suite For definitions – see page 4 of form

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: (in addition to the garage or garden suite dwelling check applicable proposed construction)

attached garage attached carport covered deck uncovered deck veranda fireplace
 balcony exterior hot tub demolition of existing garage or garden suite Other: _____

****Please go to Page 2 to complete "SECTION 2 & 3" (Building Permit Information)****

For Office Use Only:

Permit Required? Yes No Create Sub-job from Project No. _____

New Sanitary Sewer Trunk Charge Required? Yes \$ _____ No Lot Grading Required? Yes No

Zoning: _____ Overlay: _____ Development Fees to be charged: \$ _____

This project is: Discretionary Use Permitted Use Demolition

Development Permit Description: _____

Reviewed By: _____ Date: _____

Print Name

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: _____

SECTION 2 – BUILDING PERMIT INFORMATION:

POSSE Project # _____

1) # of new gas meters? _____

2) What is the construction value for the garage or garden suite? \$ _____

(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)

3) Square Footage for the garage or garden suite? _____ sq ft.

4) Subcontractor List

Subcontractors	POSSE Customer ID #	Business Name & Address
Building (if different from applicant)		
Heating & Ventilation		
Plumbing & Gas		
Sewer		
Electrical – Wiring		
Electrical – Underground		

SECTION 3 – DEVELOPMENT/BUILDING PERMIT SUBMISSION REQUIREMENTS: *See page 3 for additional information*

Three (3) complete sets of drawings that include the following: (Minimum scale: metric 1:100 / imperial 1/8")

CHECK OFF INFORMATION SUBMITTED WITH THIS APPLICATION

****Incomplete submissions can not be processed****

- plot plan or site plan with grade elevations (at the four corners of site) and main floor geodetic elevation
- floor and elevation plans (include a basement floor plan if also applying for a basement development)
- cross sections and specifications details
- foundation plans/beams / columns/column loading / pad details / type of concrete to be used
- grade beam and/or pile foundation details for attached garage, veranda, covered deck, etc.
- foundation lateral support details (include site-specific engineered foundation / window / stairwell bracing or reinforcing details)
- engineered roof truss layout and supplier letter, or stick built roof layout (include bearing details & load transfer points)
- engineered floor joist/truss and engineered beam layout and supplier letter(s)
- tall wall framing details of specific wall / window / door framing details (engineered or per Standata 06-BCI-018)
- structural details not covered under ABC 2006 – Division B – Part 9 (engineer stamped drawings / details)
- applicable fees

Signature of Applicant : _____ **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 SUBMISSION REQUIREMENT DETAILS

To **minimize delays in processing your application**, the application form must be completed and accompanied by the required plans/information for your project. Additional information may be required as considered necessary, to demonstrate compliance with applicable Edmonton Bylaws and Alberta Building Code, to enable the permit to be issued. Incomplete submissions can not be processed. **NOTE: Faxed or emailed applications will not be accepted.**

Plot Plan or Site Plan to show the following

- north arrow, scale and date of preparation
- municipal address and legal description
- dimensions of the site (property lines)
- dimensions and location of all proposed and existing structures including cantilevers and overhangs and distances to property lines
- dimensions/location of existing and proposed accesses to the site
- elevations of finished grades, bottom of footings, top of foundation wall, finished main floor

Floor Plans to show the following – minimum scale- metric 1:100 imperial 1/8”

- dimensions of the proposed structure
- all levels and square footage of each level
- dimensions and layout, location of walls; doors; and windows (include sizes) and use of all rooms/areas

Building Elevations and Sections to show the following

- all sides of the house
- building height
- finished ground level
- exterior finishing materials
- materials and assemblies of materials forming floors, walls, roofs, decks etc.

Manufactured structural component information required to be submitted (see Standata 06-BCI-015)

- Supplier letters* for roof trusses, floor joists, and/or structural beams & columns
- Layouts* for:
 - a) roof
 - b) floor joists of simple or continuous spans

Note: Where continuous spans are incorporated into the design, the layout schematic should also show all joist and/or beam reactions and all construction details that are covered in the manufacturer's product guide

- Manufacturer's design drawings* for all manufactured structural components not covered by (a) or (b) above
- Beam calculations* where loads are being transferred to the beam other than through uniform loading covered by ABC 2006 - Division B - Part 9.
- Design of *engineered columns* where loads exceed 8000 lbs, including pad footing details

Aspects of building that may require professional or engineer involvement (stamped design/engineer letter etc)

- | | |
|--|---|
| <input type="checkbox"/> foundation construction not in Code (PWF, ICF, etc.) | <input type="checkbox"/> exterior walls exceeding Code height limits |
| <input type="checkbox"/> foundation design where geotechnical information indicates it is required | <input type="checkbox"/> dimension lumber joists exceeding Code table limits |
| <input type="checkbox"/> foundation lateral bracing for wall length, height or backfill condition | <input type="checkbox"/> cantilevered joists not in Code |
| <input type="checkbox"/> grade beams & piles not per Standata 90-DR-092 | <input type="checkbox"/> masonry supported on wood frame |
| <input type="checkbox"/> structural concrete (slabs, brackets, etc) | <input type="checkbox"/> concrete topping on wood floor system |
| <input type="checkbox"/> retaining walls connected to building or required for building integrity | <input type="checkbox"/> construction with uncommon housing materials (steel, precast concrete, straw bale, SIP, ICF, etc.) |
| <input type="checkbox"/> complex roof or floor (stick framed or engineered) | <input type="checkbox"/> installation of renewable energy devices (solar collectors etc) |
| <input type="checkbox"/> flush connections for built up beams | <input type="checkbox"/> exterior cladding systems not in Code |
| | <input type="checkbox"/> hydronic heating systems |
| | <input type="checkbox"/> spray foam products and installation |

NEW GARDEN OR GARAGE SUITE APPLICATION

Definitions from Edmonton Zoning Bylaw 12800:

Garden Suite means a single-storey Accessory Dwelling, which is located in a building separate from the principal Use which is Single Detached Housing. A Garden Suite has cooking facilities, food preparation, sleeping and sanitary facilities which are separate from those of the principal Dwelling located on the Site. This Use Class does not include Secondary Suite or Garage Suites.

Garage Suite means an Accessory Dwelling located above a detached Garage (above Grade); or a single-storey Accessory Dwelling attached to the side or rear of, a detached Garage (at Grade). A Garage Suite is Accessory to a building in which the principal Use is Single Detached Housing. A Garage Suite has cooking facilities, food preparation, sleeping and sanitary facilities which are separate from those of the principal Dwelling located on the Site. A Garage Suite has an entrance separate from the vehicle entrance to the detached Garage, either from a common indoor landing or directly from the exterior of the structure. This Use Class does not include Secondary Suites or Garden Suites.