



SECONDARY SUITES

(ALSO KNOWN AS BASEMENT SUITES)

WHERE TO APPLY

**Town of Drayton Valley
Box 6837, 5120 – 52 Street
Drayton Valley, Alberta T7A 1A1
Attention: Planning & Development Officer**

HOURS OF OPERATION

**Monday to Friday
8:30 a.m. to 4:30 p.m.**

**Saturday & Sunday
Closed**

PHONE & FAX

**Telephone: 514-2200
Facsimile: 542-5753**

***** ****

The Town of Drayton Valley is proud of its appearance and enthusiastically greets all those who wish to develop and contribute to the growth of the community. The Town encourages a high degree of participation to best accommodate the interest of both the private landowners and the public interest.



Thank you

The following requirements must be met in order for you application to be approved:

1. The “Building Permit Application” and “Application for Development Permit” forms must be completed and submitted to the Town of Drayton Valley. Blank copies of these documents are attached for your completion.
2. A Site Plan, showing off street parking must be submitted with the completion of your application showing an adequate number of off-street parking stalls (minimum of three stalls) of a minimum of 10’ x 20’ in dimension.
3. A layout of your suite (sample attached), showing the following:
 - location of windows and sizes
 - smoke detectors (state whether interconnected or not)
 - all exits
 - location of hot water tank and furnace (should be enclosed)

Secondary suite standards

Planning

The costs to develop a secondary suite will vary depending on the conditions of the home, the size and extent of the development and type of changes required to comply with minimum code requirements. Secondary suites are permitted only in specific single family homes in accordance with municipal zoning bylaws.

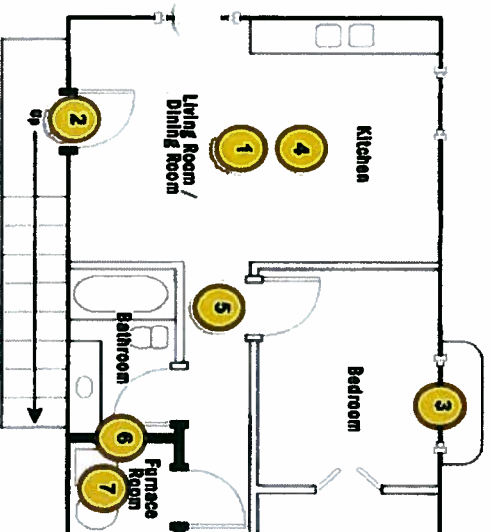
Before homeowners decide to proceed with renovating their homes to incorporate a new or upgraded secondary suite, they should approach their local municipal administration office. They should discuss their plan with a Development Officer or Building Safety Codes Officer and obtain the necessary information regarding permit requirements (e.g. building, gas and electrical work), zoning and other construction considerations.

For complete details, consult the Alberta Building Code and the Alberta Fire Code.

Basic Requirements

The following is an outline of the applicable building code requirements that need to be considered when developing a new or upgraded secondary suite. The Alberta Fire Code contains similar requirements that apply to the upgrading of existing suites by December 31, 2008.

If you need information on specific upgrades for an existing suite, please contact your local municipality. Municipalities decide whether to develop bylaws allowing secondary suites as well as which areas are zoned to permit secondary suite development.



1. The minimum ceiling height for living spaces in a secondary suite is 1.95 m.

This requirement is in line with current acceptable practice for unfinished basements. This height makes it feasible for most existing homes to be adapted for secondary suites. For existing secondary suites, the minimum ceiling height may be less than 1.95 m, subject to evaluation by a safety codes officer.

2. A secondary suite must have a direct exit to the outdoors.

This requirement is an essential safety feature to provide a primary means of evacuating occupants of the secondary suite in the event of fire or other emergency. It is acceptable to have an exit from a basement suite with stairs leading from the basement to a main floor vestibule with a doorway directly to the outside. However, the walls and ceiling for such exits must be provided with protection from the effects of fire to allow occupants adequate time to evacuate.

A direct exit from a basement suite may also be provided by cutting through the foundation for a door to the outside and steps leading to ground level.

3. Each bedroom in a secondary suite must have at least one window for emergency escape during a fire.

Windows in bedrooms are intended to provide occupants with an alternate exit during a fire emergency. A secondary suite may contain a number of bedrooms, and each bedroom must have at least one window with an unobstructed opening size of not less than 0.35 m² and no dimension less than 380 mm. In existing secondary suites, bedroom windows that do not meet this requirement will have to be modified. Tenants must also be able to access the window and any protective enclosure (such as security bars) from the inside, without the use of keys or tools to get to the outside.

4. Provide fire protected walls and ceiling between a secondary suite and the main dwelling unit and around common exits by the use of ½-inch drywall.

This requirement is intended to provide fire protection between suites to allow occupants of either unit time to evacuate before fire spreads between units. When the exit from a basement suite goes through a main floor vestibule to the outdoors, adequate fire protection to the exit walls and ceiling is necessary for occupants to evacuate safely.

5. Homes containing a secondary suite must have interconnected smoke alarms installed to cover both dwellings.

Interconnected smoke alarms provide early warning to occupants when a fire starts in the other suite. Smoke alarms located in both the main dwelling and a secondary suite must be hard-wired into an electrical circuit and interconnected so they will all operate in unison.

Alberta's Safety System

Alberta Municipal Affairs and Housing works in partnership with the Safety Codes Council, municipalities, corporations, agencies, and other organizations to deliver effective community-focused public safety programs and services to Albertans.

Questions or more information:

Alberta Municipal Affairs and Housing

Safety Services Branch
16th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4

Phone toll-free: 1-888-421-6929

Fax: 780-427-9896

E-mail: safety.services@gov.ab.ca

www.municipalaffairs.alberta.ca/cp_index.cfm

Safety Codes Council

Suite 800, 10707 - 100 Avenue
Edmonton, Alberta T5J 3M1

Toll-free within Alberta:

Phone: 1-888-413-0099

Fax: 1-888-424-5134

www.safetycodes.ab.ca

Please place your agency or municipality contact information in the space below.

These brochures may be updated periodically. They have no legal status and cannot be used as an official interpretation of the various bylaws, codes and regulations currently in effect.

6. Gas-fired furnaces and water heaters need to be enclosed in a room with fire protected walls and ceiling by the use of ½-inch drywall.

Allowing the location of the above appliances in an open living area is a dangerous practice because of possible fire (equipment malfunction) and health (carbon monoxide poisoning from the escape of flue-gas) hazards associated with such equipment. A furnace room needs to be provided with ½-inch drywall applied to both sides of the walls and the ceiling to prevent fire spread to the living areas.

7. New secondary suites shall be served by an independent heating and ventilation system.

For pre-existing secondary suites, the use of a single heating and ventilation system to serve both the main dwelling and the secondary suite is acceptable under the Alberta Fire Code. In new construction, independent heating and ventilation systems are required. Previous fire studies have demonstrated smoke migration between a secondary suite and the main dwelling can occur quickly when a common ductwork system serves both areas. Undesirable air contaminants (e.g. cigarette smoke or cooking fumes) are also transmitted more quickly if free air exchange between the suites is permitted through common ductwork.

Homeowners are encouraged to investigate heating options with local heating services companies to minimize costs.

Safety Tips

Secondary suite standards

A secondary suite is a self-contained living unit with its own kitchen, bathroom and a separate exit created in a single-family home. Secondary suites can be an important affordable housing option, provided the suites are constructed safely.

Specific construction standards for secondary suites provide landlords with clear guidelines for safe construction of such units, and tenants and their families will have greater confidence in the safety of their homes.

Province-wide standards for the construction of secondary suites are now included in the Alberta Building Code. The standards set out specifications for ceiling heights, windows, fire protection, interconnected smoke alarms, dedicated heating and ventilation systems, and separate exits. For pre-existing secondary suites (construction completed prior to December 31, 2006), the Alberta Fire Code contains similar requirements for the upgrading of such units to an acceptable level of safety.

For new construction, the requirements under the Alberta Building Code came into effect December 31, 2006. For pre-existing secondary suites, all the necessary upgrades are to be incorporated by December 31, 2008.

Alberta



4. SECTION 4 – REQUIRED MATERIALS

The following documentation must be attached to your Development Permit Application prior to submission of your Development Permit; otherwise the application **will not be accepted**. Every application for a Development Permit shall, unless otherwise directed by the Development Officer, be accompanied by the following:

- **SITE PLAN** showing the following information: Property boundary and lot dimensions, scale of plan, legal description, location and dimensions of buildings or structures, required side yards and setbacks shown, abutting streets, avenues, and lanes shown, all easements shown, dimensioned layout of parking areas, entrances, and exits, fencing, screening and garbage areas, one site plan copy 8.5” x 11”, distance of proposed building(s) from road and closest side property line.
- **DETAILED CONSTRUCTION PLANS** containing the following: Floor plans, elevations (views of each side of the building), building, cross section, wall sections, specifications, any other pertinent details of construction.
- **DRAINAGE SITE PLANS** showing the following information: Property boundary and the direction and flow of storm water from the property into the municipal system.
- **SERVICING PLAN (COMMERCIAL DEVELOPMENTS)** showing the following information: Property boundary and the locations of and connections to municipal services.
- **LANDSCAPING PLAN (COMMERCIAL DEVELOPMENTS)** showing the following information: Property boundary and the landscaping of the lands. Details such as types of foliage, trees and ground cover are required.
- **FOR COMMERCIAL DEVELOPMENTS, ALL PLANS SHOULD BE SUBMITTED IN ELECTRONIC FORMAT, IN ADDITION TO THE PAPER COPIES PROVIDED TO THE TOWN.**

In addition to the above, and pursuant to the Town of Drayton Valley Land Use Bylaw, the Development Authority may require further information, drawings or documents as may be needed to determine any aspect to the proposed development, or such other material as may be required for presentation to the Municipal Planning Commission. Applicants are advised that failure to provide all of the required information will result in the application **NOT BEING PROCESSED UNTIL** all required information and fees are submitted.

NOTES:

- This is not a Building Permit (must be obtained separately).
- **If you commence work on the development prior to the issuance of the Development Permit, you do so at your own risk. Any work that must be removed or is not in compliance with the permit will be at your expense. If you do commence work on the development prior to receiving the Development Permit, so long as you diligently pursue the issuance of the Development Permit, it is the Town’s intention not to consider the issue of a stop order for 60 days following the date the application for the permit was received by the Town, unless the permit is refused prior to that date.**
- Any development carried out prior to obtaining a Development Permit Decision signed by an authorized Development Officer of the Town of Drayton Valley and prior to the appeal expiry date is at the applicant’s own risk.
- Any development carried out prior to submission of the complete Application for Development Permit and the required materials shall be charged at double the cost had the application been made prior to commencement of construction.
- The information on this form is collected under the authority of Paragraph 32c of The Alberta Freedom of Information and Protection of Privacy Act, RSA, 2000, Ch. F-18.5, and shall only be used for the purpose for which it was collected.

The Applicant has read and acknowledged the above information, as indicated by his/her initials below.

Applicant Initials



DRAYTON VALLEY
'Pulling Together'



BUILDING PERMIT APPLICATION

Town of Drayton Valley
Planning & Development Department
5120 – 52nd Street, Box 6837
Drayton Valley, AB T7A 1A1
Phone: (780) 514-2200 Fax: (780) 542-5753
www.draytonvalley.ca

OFFICE USE ONLY

PERMIT #: _____

TAX ROLL #: _____

ZONING: _____

APP FEE: _____

RECEIPT #: _____

All Sections Must Be Completed In FULL ~PLEASE PRINT~

Applicant's Name : _____ Date: _____

Street Address of Project: _____

Plan: _____ Block: _____ Lot(s): _____ **or** ___1/4 Sec ___Twp ___Rge ___W5th

Building Cost \$ _____

Building Type	Type of Work	Building Use	Building Area in Sq. Ft.
<input type="checkbox"/> Dwelling Unit	<input type="checkbox"/> New Construction	<input type="checkbox"/> Farm	Number of Stories _____
<input type="checkbox"/> Detached Garage	<input type="checkbox"/> Relocation	<input type="checkbox"/> Single Family	Main Area _____
<input type="checkbox"/> Accessory Building (110 sq.ft.+)	<input type="checkbox"/> Addition	<input type="checkbox"/> Multi Residential	2 nd Floor _____
<input type="checkbox"/> Basement Development	<input type="checkbox"/> Renovation	<input type="checkbox"/> Industrial	Basement _____
<input type="checkbox"/> Deck (2' above grade +)	<input type="checkbox"/> Demolition	<input type="checkbox"/> Institutional	Garage _____
<input type="checkbox"/> Wood Burning Stove/fireplace	<input type="checkbox"/> Manufactured Home*	<input type="checkbox"/> Commercial	Total Area _____
<input type="checkbox"/> Foundation Type _____	<input type="checkbox"/> Modular Home*		Deck _____
	*CSA# _____		

Applicant's Full Name: _____

Contact No.: _____
(Home) (Cell) (Work) (Fax)

Mailing Address: _____

Email: _____

Landowner's Full Name (if different from Applicant): _____

Contact No.: _____
(Home) (Fax)

Mailing Address: _____

Email: _____

Contractor's Full Name: _____

Contact No.: _____
(Home) (Cell) (Work) (Fax)

Mailing Address: _____

Email: _____

Engineer's Full Name: _____

Contact No.: _____
(Home) (Cell) (Work) (Fax)

Mailing Address: _____

Email: _____

Supporting Documents Attached Blueprints/Drawings (3 Paper Copies or Electronic Copy (ie. PDF, autocad))

Subject to this application being approved, the undersigned acknowledges responsibility for all work associated with the project, including any damage to any Public Utilities or local improvements including but not limited to curb stops, water shut off valves, curbs, sidewalks, road ways, lanes, etc. The applicant shall be responsible for the prevention and/or clean up of any spillage, littering or garbage associated with the development. No ground water of any kind including weeping tile, roof down spouts, or site drainage shall be allowed to enter the sanitary sewer system. I agree to conform to the Safety Codes Act of Alberta, Applicable Codes, Municipal Bylaws, and Regulations. I/We hereby make this application under the provisions of the current Building Permit Bylaw for the Town of Drayton Valley for a Building Permit in accordance with the plans and supporting information submitted herewith and which forms part of this application.

Applicant's Signature: _____ Date: _____

**BUILDING PERMIT
(OFFICE USE ONLY)**

SPECIFICATIONS: Lot Size: _____ Building Area: _____ Classification: _____
 No. of Storeys: _____ Frame: _____ Foundation: _____
 Walls: _____ Floors: _____ Roof: _____

Approved subject to the following conditions: _____

Refused for the following reasons: _____

_____	_____	_____	_____
Safety Codes Officer (Print Name)	Safety Codes Officer (Signature)	Safety Codes Officer Designation Number	Date Issued

- PLEASE NOTE:**
1. All buildings shall comply with the Alberta Building Code.
 2. The applicant may appeal the conditions of this permit within 15 days of the date of issuance of the Building Permit.
 3. This Building Permit expires by limitation and becomes null and void if the work authorized by such permit is not commenced within sixty (60) days from the date of issuance of said permit or if the work authorized by such permit is suspended or abandoned for a period of one hundred and twenty (120) days at any time after work is commenced.
 4. No building shall be used or occupied until an Occupancy Permit (Permit Services Report) has been issued.

The information on this form is collected under the authority of Paragraph 33c. of the *Alberta Freedom of Information and Protection of Privacy Act, RSA, 2000, Ch. F-25*, and shall only be used for the purpose for which it is collected.