

## How to Apply

- **Development Permit Application**
  - Right of Entry Form
  - Three (3) copies of site plan
  - Current Land Title (no more than 3 weeks old)
- **Building Permit**
  - Three (3) copies of suite construction drawings



## Required Permits

Secondary Suite	\$175
Building Permit	\$200 Plus 4% SCC fee Plus 10% Fire Fee
Plumbing Permit	Based on number of fixtures
Gas Permit	Based on number of outlets
Electrical Permit	Based on valuation of work

Printable copies of all permit application forms may be obtained from the City of Spruce Grove website.

[www.sprucegrove.org](http://www.sprucegrove.org)

## Where to Apply

### Office Location:

Planning and Development  
414 King Street  
Spruce Grove, Alberta

### Office Hours

Monday to Friday

8:30 a.m. to 4:30 p.m.



### Mailing Address:

City Hall  
315 Jespersen Avenue  
Spruce Grove, AB T7X 3E8

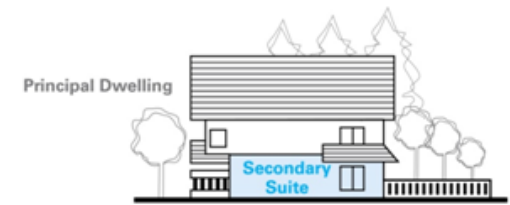
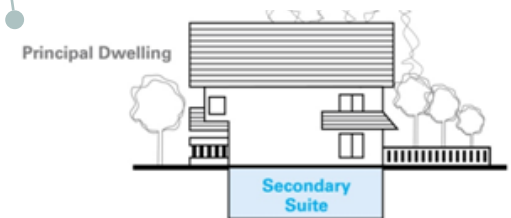
Phone: 780-962-7582

Fax: 780-962-1062

Revised March 2020



## Secondary Suites



*The Community of Choice!*

A Secondary Suite is a separate dwelling that is located within and is accessory to a single detached house. Development of a Secondary Suite must meet the requirements of the *City's Land Use Bylaw* as well as the *Alberta Building Code*. While Secondary Suites can be located on any floor of the dwelling, they are often located in the basement.

## Secondary Suites

Secondary Suites must satisfy the City's *Land Use Bylaw* definition for a Secondary Suite, including;

- Located within, and accessory to, a Principal Single Detached Dwelling
- Has cooking facilities, food preparation, sleeping and sanitary facilities which are physically separate from those of the Principal Dwelling within the structure
- Has a separate entrance from the entrance of the Principal Dwelling, either from a common indoor landing or directly from the side or rear of the structure

In the City of Spruce Grove, Secondary Suites are located within a single detached dwelling. The City has a separate Use Class for suites located in separate buildings on a lot, such as a Garage Suite or a Garden Suite. Please contact the Planning and Development Department if you are interested in providing a suite in a separate building.

## Land Use Bylaw Regulations

Secondary Suites must satisfy the City's *Land Use Bylaw's* Secondary Suite regulations.

- A Secondary Suite shall be operated as an Accessory Use only and shall not change the residential character of the Principal Dwelling
- A Secondary Suite shall be considered within the Principal Dwelling only
- The floor area shall not exceed the floor area of the first storey of the associated Principal Dwelling
- Minimum floor area of 30 m<sup>2</sup>
- Site shall not already contain a Group Care Facility, Limited Group Home, Home Occupation, Garden Suite or Garage Suite
- A minimum of one on-site parking stall shall be provided in addition to the required number of Parking Stalls for the Principal Dwelling

## Building Code Requirements

The *Alberta Building Code* outlines the following safety regulations when constructing a Secondary Suite.

- The minimum ceiling height for living spaces in a secondary suite is 1.95m
- A Secondary Suite must have a direct exit to the outdoors
- Each bedroom in a secondary suite must have at least one window for emergency escape during a fire
- Provide a smoke tight continuous barrier for walls and ceiling between a secondary suite and the main dwelling unit and around common exits by use of ½ inch drywall
- Homes containing a secondary suite must have interconnected smoke alarms installed to cover both dwellings and an alarm installed in each bedroom
- A common space service room for gas-fired water heaters and furnaces requires a continuous smoke-tight barrier on both sides of the walls and underside of the ceiling separating from both dwelling units with a minimum 1/2" (12.7mm) thick gypsum board. (tight fitting seal around all penetrations)
- New secondary suites shall be served by an independent heating and ventilation system
- New secondary suites shall provide protection from airborne noise. Insulation of min. 6" between floor joists and all stud spaces filled with sound absorbing material, and resilient channel installed on one side at 400mm or 600mm o.c. and minimum 1/2" thick gypsum board on ceiling and both sides of walls. or verification that the construction provides a minimum STC rating of 43 or a separate assembly and adjoining construction which together provides an ASTC rating of not less than 40.

## Questions?

**Call us at (780) 962-7582**