



Secondary Suite Checklist

Foothills County

309 Macleod Trail, Box 5605, High River, AB T1V 1M7. Tel: 403-652-2341 Fax: 403-652-7880

THIS IS NOT A BUILDING PERMIT. Construction practices and standards of construction of any building or any structure authorized by this Development Permit must be in accordance with the Building and Safety Code Permits. An application must be made for all required Building and/or Safety Codes Permit.

Construction of Secondary Suites may not commence, nor can a Secondary Suite be occupied, prior to the issuance of all required Development, Building, and Safety Code approvals.

LANDOWNER/APPLICANT INFORMATION	
Name of Landowner(s) / Applicant(s)	
Legal Land Description: Plan _____ Block _____ Lot _____	
Quarter Section _____ Township _____ Range _____ Meridian _____	
Area of Lot (In Acre or Hectares)	
SECONDARY SUITE	
CHECK	
Is located within:	
Existing Principal Dwelling	
Proposed New Dwelling	
Existing Accessory Building	
Proposed New Accessory Building	
SUITE INFORMATION	
Secondary Suite existed before Bylaw 8/2019 was adopted: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Estimated date of Construction (if Secondary Suite existed prior to passage of Bylaw 8/2019):	
Total habitable area of principal dwelling (if suite is located within the dwelling or attached garage): _____	
<i>The habitable area for the purpose of determining Secondary Suite size is the sum of the floor areas of all livable space contained within the exterior walls of the structure including the basement. This does not include the garage area, or basement areas used exclusively for storage, or areas devoted exclusively to mechanical or electrical equipment servicing the building.</i>	
Total Gross Floor Area of Accessory Building (if suite within accessory building): _____	
<i>The Gross Floor Area is the total floor area of a building measured to the outside surface of the exterior walls, including covered patio or deck areas, or where buildings are separated by fire walls, to the centerline of the common fire wall and does not include basements or uncovered decks.</i>	
Total area of the Secondary Suite area (sq. ft.):	
Total number of Dwelling Units on the parcel (prior to making this application):	
Number of parking spaces for Secondary Suite:	
Describe availability of storage space accessible to the occupants of the Secondary Suite:	
WATER SOURCE	
<input type="checkbox"/>	Connection to Communal Water System (Provide letter of confirmation from system operator)
<input type="checkbox"/>	Share existing groundwater well (provide landowner declaration)
<input type="checkbox"/>	New groundwater well (provide landowner declaration)
<input type="checkbox"/>	Other (Water hauled in to site, well enhanced with cistern on site, etc. and provide landowner declaration)



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SEWAGE TREATMENT AND DISPOSAL

- Connection to Communal Sewage Collection System (Provide letter of confirmation from system operator)
- Connection to Existing Private Sewage Treatment System
(Provide letter from septic installer confirming adequate capacity of the existing system and show location on site plan)
- Expansion of Existing Private Sewage Treatment System
(Provide letter from septic installer confirming adequate capacity of the expanded system and show location on site plan)
- Construction of New Private Sewage Treatment System
(Provide letter from septic installer with details on capacity and show location on site plan)

ADDITIONAL INFORMATION REQUIRED

Specify other supporting material attached that forms part of this application (i.e. Site plan, Covenants, Servicing plans and supporting information.

Estimated Date of Commencement:

Estimated Date of Completion:

Describe how the potential for impact on neighbouring properties is minimized (i.e. location, design, screening/landscaping, etc.

911 ADDRESS INFORMATION

- I hereby acknowledge that I understand I may be required to obtain a new 911 address for safety and emergency purposes for the Secondary Suite developed on the property and agree to do so in accordance with the rules and requirements of the Foothills County to do so.

PRE-APPLICATION BUILDING AND SAFETY CODES INSPECTION

- I hereby acknowledge that I understand that I have the option to have a Building and Safety Codes Officer conduct a pre-development permit application inspection of the existing Secondary Suite for a fee of \$160.00 + 4% Safety Codes Fee. This inspection would allow for a certified Building Inspector to outline how well the existing un-permitted Secondary Suite meets the Alberta Building Code and would provide a better understanding of renovations or changes that may be required to bring the Secondary Suite into compliance with safety regulations.
- Pre-application inspection completed (Provide copy of the County's preliminary inspection report)
- Pre-application inspection not requested

SECONDARY SUITE REGISTRY

- I hereby consent to Foothills County publishing my legal description, municipal address and type of Secondary Suite approved on the property within the Secondary Suite Registry as public information. Applicant/Landowner names will not be disclosed on the Registry. This Registry is intended to allow prospective tenants, landowners, realtors, and other interested parties to search permitted Secondary Suites in the Municipality.

Signature of Landowner / Applicant

Date