



# **SECONDARY SUITES IN Foothills COUNTY INFORMATION GUIDE**

**January 2024**



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### **Appendix A – Development Permit Application**

- **Development Permit Application Form**
- **Secondary Suite Checklist and Declaration**
- **Calculation of Average Daily/Annual Water Requirement Worksheet**



## WHAT IS A SECONDARY SUITE?

A Secondary Suite is a subordinate dwelling unit located on a parcel, in addition to the principal dwelling unit, which constitutes a self-contained living accommodation unit comprised of kitchen facilities, sleeping amenities, washroom facilities consisting of a full bathroom including tub and/or shower fixture, and has a separate entrance and includes a door which can be physically closed or locked off from the remainder of the principal dwelling.

## WHAT TYPE OF SECONDARY SUITES ARE ALLOWED IN FOOTHILLS COUNTY?

There are two types of Secondary Suites contemplated in the County:

### 1. Secondary Suite, Principal

A Secondary Suite located within the principal dwelling unit, in an extension or addition to the principal dwelling, or above a garage attached to the principal dwelling in accordance with Section 10.26 of the Land Use Bylaw.

### 2. Secondary Suite, Detached

A Secondary Suite which is detached from and subordinate to, the principal dwelling located on the same parcel. A Secondary Suite, Detached may be a stand-alone suite or a suite within or attached to, an accessory building or detached garage on the same parcel as the principal dwelling and shall be constructed in accordance with all provisions under Section 10.26.

## WHERE AM I ALLOWED TO DEVELOP A SECONDARY SUITE?

The County allows for Secondary Suites only on most parcels where a residential use is contemplated with the exception of within the hamlets of Heritage Pointe and Priddis Greens.

- *Public engagement with the County residents showed they did support allowance for Secondary Suites in the Hamlets of Heritage Pointe and Priddis Greens at this time.*

Please refer to the land use districts within the Foothills County Land Use Bylaw to determine where a Secondary Suite is listed as a permitted or discretionary use.

Where Secondary Suite it not listed as a permitted or discretionary use under your land use district, you will require a land use amendment approval in advance of making application for a Development Permit Approval.

## WHAT SIZE OF SECONDARY SUITE CAN I BUILD?

The size allowance of a Secondary Suite varies dependent on the *type* of Secondary Suite and in some cases, *the parcel size* on which it is located.

1. A **SECONDARY SUITE, PRINCIPAL**, on all parcel sizes, must be smaller than the habitable area of the principal dwelling remaining less the area dedicated to the Secondary Suite, to a maximum of 1,400 sq. ft. in size.

Exceptions to this size restriction may be permitted where the Secondary Suite is:

- a. situated entirely within the basement of the principal dwelling and the building footprint of the basement is greater than 1,400 sq. ft. in size, in which case the Secondary Suite may consist of the entire basement area.
- b. Situated within the loft area above a garage attached to the principal dwelling and the building footprint of the garage is larger than 1,400 sq. ft. in size, provided the Secondary suite does not exceed the building footprint of the attached garage and the Secondary Suite remains smaller in size than the habitable area of the principal dwelling.



2. **SECONDARY SUITE, DETACHED** shall meet the following maximum size requirements dependent upon the *size of parcel* they are situated on:
  - a. on parcels 1 acre and larger in size, the Secondary Suite shall be smaller than the habitable area of the principal dwelling up to a maximum of 1,400 sq. ft. in size.
  - b. on parcels less than 1 acre in size, the Secondary Suite shall be smaller than the habitable area of the principal dwelling up to a maximum of 1,000 sq. ft. in size.

The following definitions may be helpful in determining sizes for Secondary Suites:

**HABITABLE AREA** means the sum of all floors of all livable space contained within the exterior walls of the structure including the basement, designated for human occupancy including areas for living, sleeping, eating or food preparation, or recreational purposes, but does not include the garage, areas used exclusively for storage, or areas devoted exclusively to mechanical or electrical equipment servicing the development.

**BUILDING FOOTPRINT** means the total ground coverage or impermeable surface of the building area, including any covered roof structures, cantilevers, eaves, attached and covered decks, garage space, carports, porticos, etc. The Building Footprint is used for assessing things such as lot coverage.

#### **SIZE VARIANCES FOR SECONDARY SUITES:**

The following maximum size variance may apply:

1. The Development Authority may allow a 10% variance to the allowable maximum size requirements of a Secondary Suite, where the Development Authority is of the opinion it will not materially interfere with or affect the use, enjoyment, or value of the neighbouring properties.
2. The Development Authority may allow up to a 25% variance to the allowable maximum size requirements of a Secondary Suite, where an application has been made for a change in use from an approved Dwelling, Temporary to a Secondary Suite, Detached, in accordance with Section 10.26.
3. The Development Authority may issue a Development Permit for an existing oversized Secondary Suites that is more than 25% greater than the size permitted under the current Land Use Bylaw, where the applicant is applying for approval to bring an existing suite into compliance, that was not previously allowed in Foothills County prior to the passing of said bylaw, within a two year time period from the date of adoption of Bylaw 68/2023 (insert date). **This will only apply to those Secondary Suites not permitted prior to amendments approved under Bylaw 68/2023 January 31, 2024.**

#### **OTHER IMPORTANT POINTS WHEN DETERMINING A SIZE OF SECONDARY SUITE**

1. A Secondary Suite not only has to meet the size requirements provision, but also be able to accommodate the development requirements under the land use district such as minimum setback distances, maximum lot coverage, maximum height requirements, the maximum dwelling density, and meet all requirements under Section 10.26 for Secondary Suites.
2. A Secondary Suite, Detached shall be considered as part of the total allowable number of accessory buildings and total accumulated area of accessory buildings in accordance with parcel size as identified in Table 4.2.1.7A of the Land Use Bylaw.

Where a Secondary Suite, Detached exceeds the maximum total number of buildings and/or total cumulative size of buildings allowed, based on parcel size in accordance with Table 4.2.1.7A of the Land Use Bylaw, the Development Authority reserves the right to refuse a Development Permit application for the Secondary Suite should, they feel the number of buildings and/or cumulative size of buildings on the parcel is excessive and may materially interfere with, or affect the use, enjoyment, or value of the neighbouring property.



## **OTHER PROVISIONS FOR SECONDARY SUITES IN FOOTHILLS COUNTY**

- A Secondary Suite shall be subordinate to a principal dwelling and shall only be located on a parcel where Secondary Suite, Principal or Secondary Suite, Detached is listed as a permitted or discretionary use under the appropriate land use district.
- A parcel shall be limited to one Secondary Suite.
- Occupancy shall be restricted to a maximum of two bedrooms per Secondary Suite.
- A Development Permit shall be obtained for all Secondary Suites in the County.
- Secondary Suite, Detached shall be considered as part of the total allowable number of accessory buildings and total accumulated area of accessory buildings in accordance with parcel size as identified in Table 4.2.1.7A of the Land Use Bylaw.
- Where a Secondary Suite is a Permitted Use under the applicable land use district but does not meet all other provisions under this bylaw, it shall be considered a Discretionary Use.
- All Secondary Suites shall have an approved Building Permit and shall comply with all applicable Building and Safety Code Requirements.
- All Secondary Suites shall comply with the Land Use and Development Requirements for the applicable land use district such as, but not limited to, height requirements, setback regulations, and lot coverage,
- Secondary Suites shall only be permitted on a site in accordance with the maximum dwelling unit density requirements under the applicable land use district or in accordance with Section 10.10.5 where the maximum dwelling unit density is not listed in the land use district.
- It is the landowner's responsibility to provide proof of adequate water servicing and sanitary sewer servicing for a Secondary Suite to the satisfaction of the Development Authority. ***See Servicing Requirements, further in the Secondary Suite Information Guide, for more detailed information on servicing.***
- Each Secondary Suite shall provide the following on-site parking spaces for Secondary Suites:
  - a. a minimum of one additional on-site parking space for a Secondary Suite up to a maximum 1,000 sq. ft. in size, in accordance with Section 9.19 of the Land Use Bylaw.
  - b. a minimum of two additional on-site parking spaces for a Secondary Suite larger than 1,000 sq. ft. in size, in accordance with Section 9.19 of the Land Use Bylaw.
- All Secondary Suites shall have their own distinct County address to facilitate accurate emergency response.
- All restrictive covenants existing on title shall be submitted with applications for Secondary Suites. Should a restrictive covenant disallow or restrict development of a Secondary Suite or additional dwelling unit, the application shall be considered a Discretionary Use under the land use district in which the Development Authority may refuse the Development Permit application.

**Please refer to Section 10.26 of the Land Use Bylaw for full details and requirements for developing a Secondary Suite in the Foothills County.**



## **CAN A MOBILE OR MANUFACTURED HOME BE USED AS A SECONDARY SUITE, DETACHED?**

1. A Manufactured Home (*Dwelling, Manufactured Home*) or Mobile Home (*Dwelling, Mobile Home*) may be approved by Development Permit as a Secondary Suite, Detached where:
  - a. The unit has been prefabricated, built or factory-constructed within ten (10) years of the date of the application.
  - b. The unit is placed upon an approved permanent foundation pursuant to the provisions of the building code.
  - c. The development is in compliance with all requirements of Section 10.26 for Secondary Suites.
  - d. It does not exceed the maximum dwelling density for the parcel.
  - e. The development meets all other development requirements as per the applicable land use district.
  - f. All applicable fire, building and safety codes requirements are met.
  - g. The Secondary Suite is finished in a manner that is visually compatible with the principal dwelling on the same lot and in keeping with the visual character of the area (consideration given to color/finish) to the satisfaction of the Development Authority.
  - h. A current report, completed by a certified engineer, is submitted for consideration with the application, confirming that the construction and condition of the unit meets all building code requirements, if deemed necessary by the Development Authority.
  - i. Site design features are submitted for consideration with the Development Permit application, including landscaping or screening proposed to provide privacy between the Secondary Suite and adjacent properties and dwellings, if deemed necessary by the Development Authority.
2. The Development Authority, in their discretion, may consider a development permit for a change of use from an existing Dwelling, Temporary to a Secondary Suite, Detached as a discretionary use, if the Dwelling, temporary has approvals under a previous Development Permit and can provide, to the satisfaction of the Development Authority, the following:
  - a. The unit is placed upon an approved permanent foundation pursuant to the provisions of the applicable building code as part of the change of use approval.
  - b. The unit must be prefabricated, built or factory-constructed more recently than September 2, 2007.
  - c. Must be in compliance with all requirements of Section 10.26 for Secondary Suites.
  - d. Does not exceed the maximum dwelling density and maximum height requirements and meets all other requirements as per the applicable land use district.
  - e. The unit is finished in a manner that is visually compatible with the principal dwelling on the same lot and in keeping with the visual character of the area (consideration given to color/finish).
  - f. A current Engineer's report is submitted for consideration with the application, confirming that the construction and condition of the unit meets all building code requirements, if deemed necessary by the Development Authority.
  - g. Site design features are submitted for consideration with the Development Permit application, including landscaping or screening proposed to provide privacy between the Secondary Suite and adjacent properties and dwellings, if deemed necessary by the Development Authority.
3. The Development Authority reserves the right to refuse a Development Permit for a prefabricated dwelling (Dwelling, Manufactured Home or Dwelling, Mobile Home) that is of poor appearance or condition.



## **SERVICING REQUIREMENTS FOR SECONDARY SUITES**

### **WASTEWATER/SEWAGE DISPOSAL**

The applicant must indicate how the wastewater/sewage from the Secondary Suite is to be managed. All Secondary Suites shall provide adequate sanitary sewer servicing to the satisfaction of the Development Authority consisting of either:

1. A private sewage treatment system that can adequately manage the additional waste; or a new system or additions to the existing system that has been adequately sized to accommodate the additional waste and the location is suitable and meets the current Safety Codes.
2. Where sewage disposal is connected to an approved piped communal collection system, a letter providing conformation from the sewage disposal operator that the system has adequate capacity to for the additional sewage and authorizing the approval to connect.

### **WATER SUPPLY**

#### **WATER LEGISLATION**

Legislation under the Water Act allows a person who owns or occupies land under which groundwater is sourced, the statutory right for use of up to 1250m<sup>3</sup> of water per year per household (750 imperial gallons per day) for the purposes of human consumption, sanitation, fire prevention and watering animals, gardens, lawns, and trees (a Secondary Suites constitutes as a household). Water licensing is required for all uses except for household purposes.

Further, in accordance with the Water Act and subsequent Albertan Environmental Protection, Ministerial Order 4/99, the maximum allowable number of households on a parcel of land, is limited to three.

Alberta Environment and Parks has published a document called “Water Wells That Last.” as a guide for private well owners in Alberta (<https://WaterWellsThatLastPublication>). It is recommended that you review this document if utilizing groundwater as a water supply for your property. A worksheet is included as part of this publication, which helps you to calculate your average daily and annual water requirements to determine your water needs for both existing and proposed uses on your property. This worksheet is available as part of the Secondary Suite Information Guide and completion is required as part of a completed Development Permit Application to aid in the understanding of the average water requirements to supply existing and proposed uses on your parcel.

1. It is the landowners’ responsibility to ensure that an adequate potable water supply is provided for and maintained for both existing and proposed development on your property, including a Secondary Suite. It is also the landowner’s responsibility to remain within the allowable water rights for a property at all times.
2. Confirmation that the Secondary Suite is connected to a suitable groundwater source on the property, connected to a cistern or water storage tank for water that is hauled into the site from a municipally treated water source, or connected to a piped communal water distribution system, is required.
3. Where there is no piped municipal or communal water system available for water supply to a Secondary Suite, installation of a water cistern, in support of the water supply, is encouraged and recommended.
4. As part of the Development Permit Application, the landowner shall identify the proposed source of water for the Secondary Suite (for example a piped municipal or communal water supply, a groundwater source, a cistern or water storage system, or a combination of the above).



5. The following information is required pertaining to water supply for the Secondary Suite as part of the completed Development Permit application:
  - a. If a piped municipal or communal water supply is being used, the following is required:
    - i. a letter shall be submitted to the Development Authority providing confirmation from the supplier of the piped water system indicating that there is adequate water available to service the additional use of the proposed Secondary Suite on the subject parcel.
    - ii. Where a separate water connection/or line extension may be required, confirmation from the utility corporation/supplier of the piped water system, that the line has been installed, connected, and where applicable appropriate meters installed to their satisfaction, shall be submitted to the Development Authority.

*In some areas such as the Foothills County Hamlets, the water connection may need to be assessed on a case by case basis to ensure there is sufficient line size to accommodate the additional use for the site prior to approval. Separate water meter devices may be required for Secondary Suites at the discretion of the utility provider.*

- b. Where groundwater is the water source used to supply water to the Secondary Suite, the following is required:
  - i. Information on the source groundwater well servicing the Secondary Suite (new well drilled specifically for this use, connection to an existing water well on the site).
  - ii. A list of the existing and proposed uses on site utilizing groundwater on the parcel (for example the # of households (including Secondary Suites) connected to groundwater, livestock, irrigation, other uses such as Home-Based Businesses).
  - iii. Calculation of the Average Daily / Annual Water Requirements Worksheet for the source groundwater well on the parcel (60 gallons per day per person, livestock watering, irrigation). A worksheet for calculating average daily and annual water requirements is available in the Secondary Suite Information Guide.
  - iv. A copy of the most current water well report indicating the number of imperial gallons per minute the well yields and information on any other supplemental water sources such as cisterns that are used in conjunction with the water well.
  - v. Where a proposed secondary suite is to be serviced utilizing ground water, the Development Authority (Development Officer, Council, or Development Appeal Board) may require submission of additional testing on the groundwater well, (including but not limited to a new pump test, new pump test and hydrologist report, or any other test determined appropriate) to confirm that the groundwater source is adequate for the existing and proposed use on site, prior to approval of a Secondary Suite where:
    - a. no well report is available upon submission of an application to provide data on the ability of the well to support the additional use in conjunction with the existing uses on site.
    - b. the well reports submitted with the application are older and may be considered out of date due to the increased development of the area or increased number of uses on the site.
    - c. the well report shows a yield less than recommended to meet the average needs per household based on existing and proposed uses for the parcel (a Secondary Suites constitutes as an additional household). (See *Water Wells that Last*)
    - d. the well yield does not seem to meet the required water needs based on the "Calculation of the Average Daily / Annual Water Requirements Worksheet" provided with the application.



- c. Where water is hauled to the site as the primary water source or a cistern is being utilized for water storage and/or supply on site, the following information is required:
  - i. Information on the current water storage system and capacity,
  - ii. Confirmation that the system will provide adequate quantity for the proposed use, whether the cistern or storage system is to be connected to a new or existing groundwater supply, or if water is hauled in from a municipally treated water source. (if so, where is it hauled from). Please contact your local public health department for information, or refer to [Public Health Guidelines For Non-Municipal Drinking Water July 2021 \(alberta.ca\)](#) for information on potable water sources for cisterns.
  - iii. A Water Management Plan indicating how the landowner proposes to ensure that adequate potable water supply is maintained for the Secondary Suite at all times.

Where there is no piped municipal or communal water system available for water supply to a Secondary Suite, installation of a water cistern, in support of the water supply, is encouraged and recommended.

6. A declaration shall be completed with the Development Permit application demonstrating that the landowner(s) understands:
  - a. it is the landowner's responsibility to ensure that an adequate quantity of potable water supply is provided and maintained for existing and proposed uses on your property, including for the Secondary Suite.
  - b. It is the Landowner's responsibility to comply with the maximum 1250m<sup>3</sup> per year (750 imperial gallons per day) per household allowance under the Water Act (a Secondary Suites constitutes as an additional household).
  - c. It is the Landowner's responsibility to ensure that the water quality is with the Guidelines for Canadian Drinking Water Quality ([Canadian Drinking Water Guidelines - Canada.ca](#)) and the Alberta Health Services Criteria ([Sample Your Water/Alberta Health Services](#)) to ensure that the water quality is suitable.

### **CAN I BRING AN EXISTING UN-PERMITTED SUITE INTO COMPLIANCE?**

Council has granted some flexibility to allow for residents to bring existing unpermitted suites into compliance with the new regulations if done so within a specific time frame. A two-year grace period, from the date of passage of Bylaw 68/2023 (January 31, 2024), has been provided for landowners that want to apply to bring existing un-permitted suites on their property into compliance in cases where they were not allowed prior to the passage of Bylaw 68.2023. After the two-year deadline (January 31, 2026) any properties with Secondary Suites that do not have a Development Permit approval to bring their Secondary Suite into compliance with the Bylaws may be subject to enforcement.

You may wish to have the Building and Safety Codes Officer conduct a pre- application inspection of the Secondary Suite. Pre-application inspections for Secondary Suites are offered for:

- \$160 + 4% Safety Codes Fee. These inspections will allow a certified Building Inspector to outline how well the existing unit meets the Alberta Building Code and will enable you to gain a greater understanding of renovations or changes that may be required to bring the Secondary Suite into compliance with safety regulations. (*Please refer to current Fee Bylaw Schedule B – Safety Codes Services Fees for up-to-date fees on the County Website.*)

Should you decide to proceed with bringing an existing suite into compliance, you will be required to get a Development Permit and subsequent building and safety codes approvals prior to further construction and/or occupancy of the Secondary Suite.



## WHAT PERMITS ARE REQUIRED TO BUILD A SECONDARY SUITE

All Secondary Suites require a Development Permit approval and subsequent Building Permit and Safety Codes approvals prior to commencement of construction and/or occupancy. A Secondary Suites is not deemed approved until all conditions of Development, Building, and Safety Code approvals have been met.

## WHAT IS THE PROCESS TO GET APPROVAL FOR A SECONDARY SUITE

### 1. Check to see if a Secondary Suite is a use allowed in your land use district.

Before you can apply for any approvals of a Secondary Suite on your property, the use must be listed as a permitted or discretionary use in the applicable land use district for your property.

The Development Authority may only approve an application for a Secondary Suite on your property if Secondary Suite is listed as a permitted or discretionary use in the appropriate land use district.

**Permitted Use** - Where a Secondary Suite is a permitted use and the application conforms to all other provisions of the Land Use Bylaw, the application must be approved by the Development Authority (with or without conditions) and there is no right of appeal by area landowners. However, any time an application for a Secondary Suite that is a permitted use requires a variance to any other provision under the Land Use Bylaw, it will be considered a discretionary use.

**Discretionary Use** - Where an application for a Secondary Suites is listed as a discretionary use, the Development Authority uses their discretion to approve the application with conditions or refuse the application. Where the Development Authority determines that the application will not unreasonably interfere with the amenities of the neighborhood or the use, enjoyment and value of neighboring properties, the Development Authority may approve the application for Development Permit subject to a number of conditions such as, but not limited to, obtaining a Building Permit and all necessary Safety Codes Approvals. The applicant or affected landowners are given the right to appeal the Development Permit approval within 21 days following the date of the decision if they have concerns with the application.

If this use is not listed in your applicable land use district, you will be required to apply for a Redesignation or Land Use Bylaw amendment to allow for this use on your property, prior to making application for a Development Permit.

*This process requires approval by Council further to a public hearing and can add approximately four to six months to your process. Please refer to the municipal website for more information on the process for making a redesignation or Land Use Bylaw amendment application.*

**Refer to the following chart for land use districts that include a Secondary Suite as a permitted or discretionary use.**



### SECONDARY SUITE LAND USE CHART

LAND USE DISTRICT	PERMITTED	DISCRETIONARY
Agricultural District Agricultural Business District	Secondary Suite, Principal Secondary Suite, Detached	
Country Residential District	Secondary Suite, Principal	Secondary Suite, Detached
Cluster Residential District Country Estate Residential District	Secondary Suite, Principal	Secondary Suite, Detached
Residential Community District <i>(except for Hamlet of Heritage Pointe and Hamlet of Priddis Greens)</i>		Secondary Suite, Principal Secondary Suite, Detached
Rural Business District		Secondary Suite, Principal Secondary Suite, Detached
Direct Control District #1 Direct Control District #29 Direct Control District #32		Secondary Suite, Principal Secondary Suite, Detached
Direct Control District #3 Direct Control District #14 Direct Control District #22 Direct Control District #25 Direct Control District #26 Direct Control District #27 Direct Control District #35		Secondary Suite, Principal Secondary Suite, Detached
Direct Control District #36	Secondary Suite, Principal Secondary Suite, Detached	

**2. Apply for a Development Permit Approval:**

Before you start any construction work associated with your Secondary Suite, you will need a Development Permit approval from Foothills County.

Contact the Planning Department at the County office or refer to the Foothills County website at [www.foothillscountyab.ca](http://www.foothillscountyab.ca) for application forms and/or more information on the Development permit process and applications.

**3. Obtain all Building Permit and Safety Code Approvals:**

A building permit will be required for all Secondary Suites and may be applied for once a Development Permit has been issued. The building permit process ensures the Secondary Suite meets the requirements of the Alberta Building Code and Safety Codes Act and Regulations. You may contact the Building and Safety Codes Department at the County office for application forms and/or more information.

**4. The Secondary Suite Registry**

Once you have all the applicable Development, Building, and Safety Code approvals in place, you may be placed on the Secondary Suite registry on the County website. This registry can be found on the Foothills County website at [www.foothillscountyab.ca](http://www.foothillscountyab.ca).

***A Secondary Suite shall not be deemed approved until all applicable Development, Building, and Safety Code conditions have been met and approved for occupancy. At that time, the Secondary Suite may be placed on the Secondary Suite Registry.***



## **DEVELOPMENT PERMIT APPLICATION REQUIREMENTS:**

The Development Permit Application must be accompanied with the following information:

- Completed Development Permit Application form.
- Completed Secondary Suites Checklist
- Completed Declaration of Understanding
- Completed Calculation of the Average Daily/Annual Water Requirement Worksheet
- Payment of required fees
- Completed Abandoned Well Site Form
- A site plan (can be hand drawn) showing:
  - Property boundaries of the entire parcel with North at the top of the page.
  - Identify and show all existing and proposed structures with measurements of the structures and the distance from the property boundaries in feet or meters.
  - Show all existing wells, septic tanks, disposal fields, dugouts on the parcel and storage areas.
- Identify the number of Dwelling Units situated on the parcel and provide the necessary information pertaining to any Development Permits for Dwellings Units that are approved by Development Permit, such as temporary dwellings or dwellings approved in addition to the allowable principal dwellings.
- Details on the Secondary Suite including:
  - Size of the Secondary Suite (m<sup>2</sup> or ft.<sup>2</sup>)
  - The total square footage of habitable area of the residence or total gross floor area of an accessory building which the Secondary Suite is situated within.
  - What portion of the existing or proposed building the Secondary Suite is situated within.
- Servicing provisions (water and wastewater) to service the Secondary Suite and accompanied information relevant to servicing type.
- Access and parking provisions for the Secondary Suite.
- Outdoor space allocated for the proposed Secondary Suite (if any).
- Access locations to and from the lot including roads and highways to be used.
- Information pertaining to all non-financial caveats and covenants registered on title. These may include architectural controls, utility easements, etc. Copies shall be supplied to the County where possible.

## **DEVELOPMENT PERMIT CONSIDERATIONS:**

In considering a Development Permit application for a Secondary Suite, the Development Authority may consider factors such as:

- a. Any significant adverse impacts on the adjacent properties and dwellings (for example: drainage, fire protection, access, etc.).
- b. Adequate water and wastewater services to sustain the existing and proposed additional use on the site with no interference with other properties in the area.
- c. The architectural character of the Secondary Suite, including:
  - i. In the case of a Secondary Suite, Principal, the use of design strategies that minimize structural changes to the exterior of the principal dwelling, so that it maintains the appearance of a single dwelling; and
  - ii. In the case of a Secondary Suite, Detached, the suite, should be constructed and finished in a manner that is visually compatible with the principal dwelling on the same lot and in keeping with the visual character of the area (consideration given to size/scale, location, and/or color/finish).



- iii. The availability of an indoor storage area located on the property for use of the residents of the Secondary Suite to minimize visual impact to neighbouring properties.
- d. Site design features, including:
  - i. The need for landscaping or screening to provide privacy between the Secondary Suite and adjacent properties and dwellings.
  - ii. The need for adequate space to accommodate on-site parking and loading for use by residents of the Secondary Suite.
- e. Such other considerations as the Development Authority may deem to be relevant.

### **BUILDING AND SAFETY CODE INFORMATION:**

A Building Permit will be required for all Secondary Suites and may be applied for once a Development Permit has been issued. The Building Permit process ensures that the suite meets the requirements of the Alberta Building Code and Safety Codes Act and Regulations.

### **BUILDING PERMIT AND SAFETY CODE APPLICATION REQUIREMENTS:**

*The Building Permit Application* must be accompanied with the following information:

- Copy of the issued approved Development Permit.
- A detailed site plan (can be hand drawn) showing:
  - Property boundaries of the entire parcel with North at the top of the page.
  - Location of the Secondary Suite on the site (information from the Development Permit).
- Details on the Secondary Suite including:
  - Size of the Secondary Suite (m<sup>2</sup> or ft.<sup>2</sup>)
  - The total square footage and footprint of the residence or accessory building the Secondary Suite is situated within.
  - Identify what portion of the existing or proposed building the Secondary Suite is situated within.
- Applications for electrical, plumbing, gas, and private sewage must be submitted at the same time as the Building Permit application.

Please refer to the Private Sewage Treatment System for Additions/Renovations information sheet for more information on requirements when renovating or constructing additions on site that require private sewage disposal. You may contact the Building and Safety Codes Department at the County office for application forms and/or more information.

### **WHAT HAPPENS IF I DON'T GET APPROVALS FOR MY SECONDARY SUITE?**

If you have not brought an existing Secondary Suite into compliance within the required grace period or you fail to get approvals for a new Secondary Suite, enforcement measures will be undertaken, and you will be required to complete one or all of following:

1. Apply for legalizing the suite through obtaining a Development Permit
  - a. Application fee will be double (2X original application fee)
  - b. Building and safety code fees may also be double (2X original application fee).
2. Pay non-compliance fine or penalties for proceeding without the appropriate municipal approvals.
3. Remove the Secondary Suite from the property.

(All legal fees incurred by the Foothills County to complete enforcement may be responsibility of the Landowner)



## **HOW DO I APPLY FOR ADDITIONAL 911 EMERGENCY MUNICIPAL ADDRESSING?**

Every Secondary Suite will require a 911 emergency address that is separate from the principal building on the site. Further to all final approvals of your Suite, you will need to contact the GIS Department at the County office to apply for the appropriate addressing.

Information on 911 emergency municipal addressing can be found on our website at [www.foothillscountyab.ca](http://www.foothillscountyab.ca).

Please be advised that changes to 911 emergency municipal addresses may result in changes to the existing Canada Post mail address(es) on the property.

## **WHAT IS THE FoothILLS COUNTY SECONDARY SUITE REGISTRY?**

The County has created a Secondary Suite Registry that will identify all Secondary Suites that have received the appropriate municipal approvals. Once you have obtained all the applicable approvals for your Secondary Suite, you may be placed on the Secondary Suite Registry posted on the County website. This will allow all prospective tenants, landowners, realtors, and other interested parties to search permitted Secondary Suites located in the County.

No personal information (names or telephone numbers) will be posted on the registry. Only the legal description, municipal address, parcel size, land use, Development Permit #, and type of Secondary Suite will be posted on the registry.

If you wish, you can be excluded from the County's Secondary Suite Registry upon request.

## **WHERE DO I FIND MORE INFORMATION ABOUT SECONDARY SUITES?**

Provisions can be found in the Land Use Bylaw under Section 10.26 Secondary Suites .

You may refer to the "Secondary Suites" and the "Land Use Bylaw" links on our Foothills County website at [www.foothillscountyab.ca](http://www.foothillscountyab.ca) or contact our Planning Department at the County office for more information.