

SUBMISSION CHECKLIST

Secondary Suite

Please complete the application form(s) to the best of your ability. If we have questions about your submission, we will contact you during the initial review. For further assistance, contact Planning & Development at 780-992-6198

This type of project will require two types of permits which can be applied for at the same time or separately.

Part 1 - Development Permit Submission

- ☐ **Development Permit application form**
 - Please ensure you are or have owner authorization to apply for the permits.
 - Completed and signed.
- ☐ **One (1) site plan**
 - A complete site plan will show the location and dimensions of the parking stalls provided on site for both the garage suite and the principal dwelling; as per Land Use Bylaw C23-20 Table 13a - *In addition to the parking requirements for the principal dwelling unit, 1 stall per suite and can be tandem.*
 - Parking size requirements as defined in Section 13.6.5. of the Land Use Bylaw - *For single detached, semi-detached housing, and secondary suites, parking stall dimensions for stalls not inside a garage or carport and not on a parking pad intended to accommodate a future garage shall be 2.75m in width by 5.8m in depth.*
- ☐ **One (1) floor plan drawing** - This does not have to be to scale and a hand drawing will be accepted provide the following information is included and clearly marked out:
 - Location of separate entrance
 - Floor layout
 - Room identification
 - Room measurements
 - Window locations

Part 2 - Building Permit Submission - This can be completed at the same time as part 1 or at a later date.

- ☐ **An approved Development Permit**
 - Including all approved documents and drawings. *If you apply for the building permit at the same time as your development permit these documents will be forwarded to us by the development team.*
- ☐ **Building permit application form**
 - Completed and signed.
 - After your building permit is approved, subcontractors can apply for electrical, plumbing, or gas permits. Contractors need a business license to work in Fort Saskatchewan, which can be applied for with their permit applications.
- ☐ **Fire safety plan**
 - Only necessary if the construction value of your project is over \$5000.

Incomplete submissions will not be processed



CITY OF
FORT SASKATCHEWAN

RESIDENTIAL DEVELOPMENT PERMIT APPLICATION
SECONDARY SUITE

Planning & Development
10002 105 St Fort Saskatchewan AB T8L 2C5
780.992.6198 Fortplanning@fortsask.ca

OFFICE USE ONLY

Application Number: _____ Land Use District: _____
Lot: _____ Block: _____ Plan: _____ Tax Roll: _____
Long Legal (if Applicable): _____

Project Address

Municipal Address: _____

Applicant Information—All correspondence will be provided to the applicants email.

Applicant: _____ Email: _____
Contact Name: _____ Phone: _____
Address: _____ City: _____ Postal Code: _____

Property Owner Information—Fill out if the property owner is not the Applicant.

Property Owner: _____ Email: _____
Contact Name: _____ Phone: _____
Address: _____ City: _____ Postal Code: _____

Proposed Development

Total Area _____ Construction Value _____

Additional Comments: _____

Include with your permit application:

____ Site Plan: A complete site plan will show the location and dimensions of the parking stalls provided on site for both the garage suite and the principal dwelling; as per Land Use Bylaw C23-20 Table 13a—***In addition to the parking requirements for the principal dwelling unit, 1 stall per suite and can be tandem.***

Parking size requirements as defined in Section 13.6.5. of the Land Use Bylaw—***For single detached, semi-detached housing, and secondary suites, parking stall dimensions for stalls not inside a garage or carport and not on a parking pad intended to accommodate a future garage shall be 2.75m in width by 5.8m in depth.***

____ Drawings: Include measurements indicating interior improvements. Also include location of separate entrance, floor layout, room identification, window locations and kitchen.

IMPORTANT NOTICE: This Application does not permit you to commence any development until such time as the Development Authority has issued a Development Permit. If a decision has not been issued within 40 days of the date of this Application being deemed complete, the applicant may file an appeal to the Subdivision and Development Appeal Board (SDAB).

Applicant Signature _____ Date: _____
Owner Signature (if not the applicant) _____ Date: _____

This personal information is being collected and used under the authority of Section 4(c) of the Protection of Privacy Act for the purpose of this Development Permit. If you have questions about the collection, contact the Access to Information Coordinator for the City of Fort Saskatchewan at 780-992-6200.



CITY OF
FORT SASKATCHEWAN

BUILDING PERMIT

New Residential Housing or Secondary Suite

780-992-6207 or inspectors@fortsask.ca

Project Address:

Applicant Information:

Applicant Name/Business: _____

Email: _____

Address: _____

Phone: _____

City & Postal Code: _____

Contractor Permit? Yes ☐ No ☐

Property Owner Information:

Same as above: ☐

Owner Name: _____

Email: _____

Address: _____

Phone: _____

City & Postal Code: _____

Project Information

Work related to this permit shall not commence prior to permit approval and issuance

Description of Work: _____

Developed areas (SF or M²): Main Flr: _____ Second Flr: _____ Basement: _____ Garage: _____ Deck: _____

Construction value: \$ _____ Additional Comments: _____

I (am) (represent) * the owner of the land and (will be) (represent) * the owner of the building for which I am submitting this permit application.
I have read and understand the statements printed on the reverse side of this form. I agree to conform to all applicable laws in this jurisdiction.

APPLICANT SIGNATURE: _____ **DATE:** _____

This personal information is being collected and used under the Safety Codes Act and the authority of Section 4(c) of the Protection of Privacy Act for the purpose of issuing permits, safety codes compliance verification, monitoring, property assessment purposes, and may be used or provided for statistical data. The name of the permit holder and the nature of the permit is available to the public upon request. If you have questions about the collection, contact the Access to Information Coordinator for the City of Fort Saskatchewan at 780-992-6200.

OFFICE USE ONLY

Application Number: PR _____

Base Fee: _____

Development Permit: _____

SCC (\$4.50 or 4%): _____

Fire Plan: _____

Tax Roll - Lot - Block - Plan

Total: _____

PERMIT APPROVAL

Conditions attached if applicable

Issued By: _____

Designation No.: _____

Issuers Signature: _____

Date Issued: _____

Permit Number Issued:

Contact: inspectors@fortsask.ca or 780-992-6207 to arrange inspection



CITY OF
FORT SASKATCHEWAN

BUILDING PERMIT INFORMATION

For questions about your permit or inspections, please contact:

780-992-6207 or inspectors@fortsask.ca

- This permit is valid for one year as long as work begins within 90 days of issuance and isn't paused or abandoned for more than 120 days once started.
- The owner of the building is fully responsible for carrying out the work or having the work carried out in accordance with the requirements of the Safety Codes Act and pursuant regulations.
- This permit does not cover zoning or development; separate permits are needed for that work.
- Building permits will include a plan review that contains important building code information and additional conditions related to your project.
- You will receive an emailed list of required inspections and instructions on how to schedule them with your approved permit. After a site visit, a Safety Codes Officer may ask for extra inspections beyond the initial list. If you're unsure about needed inspections, contact us by email or phone at the top of this page. Please have your project address and permit number ready.
- If you need an extension, you may apply before the permit expires. Only one extension is allowed per permit. To request an application form, contact us by email or phone at the top of this page, and have your project address and permit number ready.
- Any amendments or revisions to the approved scope of work must be submitted to the City of Fort Saskatchewan in writing for review. If approved fees may apply.
- A Safety Codes Officer may suspend or revoke a permit if it was issued by mistake, based on incorrect information, if conditions were violated, or if fees are unpaid.
- The applicant grants permission for necessary inspections to be conducted with the signing of this form.
- Full and safe access to the site and building must be provided and maintained.
- Re-inspections due to no access, unsafe access, not being ready for inspection or deficiencies are subject to re-inspection fees, as determined by the fees and charges bylaw, and must be paid prior to the next inspection being scheduled.
- Should a permit be cancelled, the holder of the permit must submit a written request to the City of Fort Saskatchewan. The City of Fort Saskatchewan will refund as follows:
 - i.) To the permit holder, if there has not been an inspection - holdback of 50% or \$70.00, which ever is greater. Safety Code and Fire Safety Fees and Non-Refundable
 - ii.) To the permit holder if there has been an inspection - No refunds



Fire Safety Codes Officer Review

Post plan with a copy of the approval letter issued by the Safety Codes Officer

City of Fort Saskatchewan Fire Department

Return Fire Plan to: The Planning and Development Department

Small Buildings

CONSTRUCTION, DEMOLITION AND/OR RENOVATION SITE EVACUATION PLAN

Post on Construction Site

Estimated Start and End Date: _____

Job Type: Construction (new / addition) ☐ Demolition ☐ Renovation ☐

Job Description: _____

Civic Address: _____

Legal Land Description:

Plan _____ Block _____ Lot _____

Applicant Name: _____

Applicant phone number: _____

Applicant email address: _____

Emergency Contact person/phone number: _____

Muster Point: _____

Requirements for Adjacent Property Protection

Provide an outline of what option(s) are to be used for the protection of adjacent property as per National Fire Code - Alberta Edition 2019 Sentence 5.6.1.2.

*Adjacent Property Protection product used: _____

(eg. exterior fire retardant sheeting, fire retardant tarps.)

*Not applicable to internal residential renovations

NOTE: This personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA) and will be used in relation to this Construction, Demolition and/or Renovation Site Evacuation Plan to process the Application and may be used to provide statistical data. It will be treated in accordance with the privacy protection provisions of Part 2 of the FOIPPA Act. If you have any questions about the collection, contact the FOIP Coordinator for the City of Fort Saskatchewan at 780-992-6580.

FIRE EMERGENCY

Upon Discovery of Fire:

- Leave fire area immediately.
- Close all doors behind you turn off equipment if safe to do so.
- Notify occupants verbally or sound horn or activate fire alarm system.
- Call the Fire Department **9-1-1** (from a safe location).
- Use nearest exit, do not use man lifts or elevators.
- Try to extinguish a very small fire only
- Go to mustering point, stay there until instructed to do otherwise
- A supervisor must await the arrival of the Fire Department at the main access point.

Upon Hearing of a Fire Condition:

- Turn off equipment.
- Use nearest exit, do not use man lifts.
- Close doors behind you where practical.
- Go to mustering point, be accounted for
- Do not leave the mustering point until instructed to do so.
- Designates must account for all people expected to be on site.

Emergency Numbers Fire, Ambulance, RCMP 9-1-1

POWER (Fortis): 780-310-9473

WATER: 780-992-6248 (Mon–Fri 8am to 4:30pm)
780-439-7574 (After Hours)

GAS (ATCO): 780-420-5585

CONSTRUCTION FIRE SAFETY GUIDELINES

The primary purpose of these guidelines is to protect life and property. These guidelines are aimed mainly at contractors managing smaller work sites. Most issues at construction sites can be dealt with using simple precautions.

Street address of the site is to be posted and **clearly visible at all times** for all emergency response personnel including police, fire and ambulance. Address numbers should be affixed in a visible location at a level of about 2 m from the ground, or taped to the inside of a front facing window. The address must be in conformance with City of Fort Saskatchewan Bylaw #C1-21 and visible from the access lane.

Smoking shall not be permitted in areas where conditions are hazardous or potential of ignition exists.

Fire Department Access is to be maintained at ALL times from start to completion of construction. Blocking or obstruction of access roads or hydrants with construction materials, equipment or excavation materials is not permitted.

Construction Heaters shall be connected so as to minimize danger of mechanical damage and upset and be installed on a solid level base. Temporary heaters must be placed at least 5 m from combustible tarpaulins or similar coverings. Tarps must be securely fastened to prevent wind from blowing where they could upset the heater or be set on fire.

Piping, tubing, hose and fittings shall be supported, secured and protected from damage and strain. Propane regulators shall be properly fastened within the protective cover.

Outdoor Refuse Containers shall be kept at least 3 meters from a combustible building and any building overhang or opening. Combustible waste materials in and around buildings shall not be permitted to accumulate in quantities or locations that will constitute a fire hazard. Burning of waste material at construction sites is **NOT PERMITTED**.

Hot works shall be performed only by personnel trained in the safe use of hot work equipment. A fire watch shall be provided for a period of not less than 60 minutes after its completion. At least one 4-A:40-B:C portable extinguisher and a pail of water shall be provided in the hot work area.

If fire breaks out the alarm should be raised as soon as the person discovers it and should be heard by everyone working on the site. **Immediately Dial 911. Provide the operator with a street address and a description of the emergency.**

For further information call: 780 998-4858

I have read and understand the requirements of the fire plan,

Name (print): _____ **Signature:** _____ **Date:** _____



City Of Fort Saskatchewan Fire Department

Fire Station 1 – 10099 93 Ave., Fort Saskatchewan, AB, T8L-1N5

Phone: 780.998.4858 Email: fsfd@fortsask.ca

PROTECTION OF ADJACENT PROPERTIES REQUIRED DURING CONSTRUCTION SINGLE ATTACHED AND DETACHED HOMES— ALBERTA FIRE CODE 2023

To meet the requirements of the Alberta Fire Code 2023, Sentence 5.6.1.2.(1), protection of adjacent properties during construction must be considered. The options listed below are based on the assumption that the site supervisor has implemented fire prevention initiatives to reduce the risk of fire. A Fire Safety Codes Officer may visit the construction site to evaluate the method of protection of adjacent properties. Acceptable methods of protection may be achieved by application of the following measures:

1. Install sheathing with a factory applied fire resistant coating on the exterior surface of all side yard walls and gables located less than 20 m from a building or adjacent properties that have potential of hosting a structure. The sheathing criteria are as follows;
 - a. sheathing must be listed, or the manufacturer must have the authority to mark indicating that the material complies with CAN/ULC-S102 (Standard Method of Test for Surface Burning Characteristics of Building Materials and Assemblies) having a flame spread rating of < 25. Confirmation of listing or authority to mark is required. (Listed or authority to mark means the mark of a third-party certified body accredited by the Standards Council of Canada)
 - b. The wall assembly with the sheathing must also have a fire resistance rating, minimum of 15 minutes tested to a CAN/ULC-S101 (Standard Methods of Fire Endurance Tests of Building Construction and Materials) standard. The Pilot Scale test (6ft. 0in. x 4ft. 0in. sample) is acceptable for meeting this requirement. The Pilot Scale test shall also have an ongoing follow up program to ensure continued consistency with the test sample. The Authority Having Jurisdiction recognizes the Pilot Scale test will not qualify for the authorization to mark or listing as required with CAN/ULCS102 (Standard Method of Test for Surface Burning Characteristics of Building Materials and Assemblies) test.
2. Install fire resistant panels/sheathing that meet the CAN/ULC standards as above on all vertical surfaces adjacent to a side yard property line.

OR

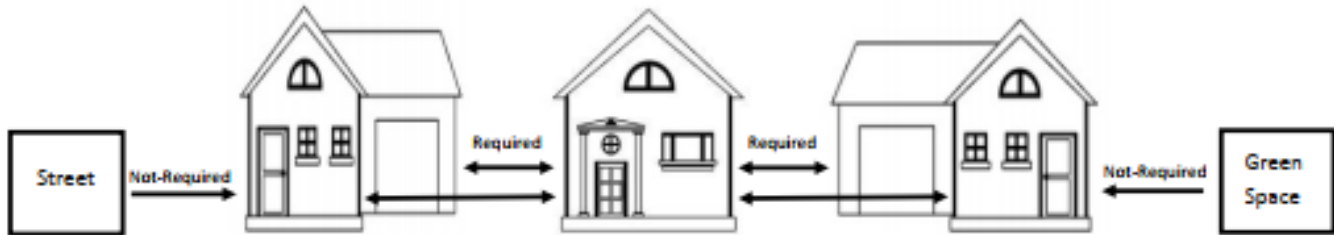
1. For redevelopment or infill projects where a building is removed and replaced by a new structure the fire resistant treatment shall face inside the building or be inherently fire resistant as indicated in item #2.

Note; All products or methods used to achieve the adjacent property protection must not contradict requirements of the National Building Code - 2023 Alberta Edition.

This information is being provided for the construction industry in an effort to reduce the risk of fire exposure to buildings adjacent to new construction. It is the sole responsibility of the owner or representatives of the owner to be aware of all regulations within the jurisdiction and to carry out or make provisions to adhere to the various codes and standards applicable to their project or business



Adjacent Property Protection Guidelines



Single Attached & Detached Homes

Always require Adjacent Property Protection on all walls and gables that face another structure or potential future structure even if that wall is a jut in from the main exterior wall, APP is required, see diagram above.

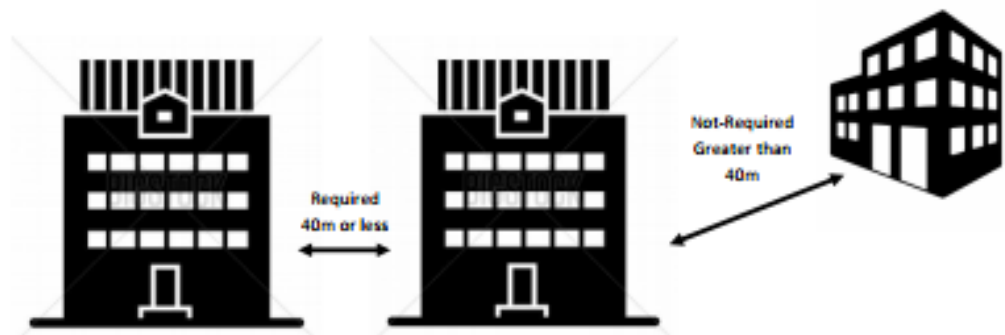
The only time Adjacent Property Protection is not required is if there is a street or green space on that side of the structure



Row Housing & Semi-Detached Homes

Always require Adjacent Property Protection if any structure or potential future structure is within 20 meters

This includes any walls or gables on the side of the structure that are within the 20 meter distance of another structure



Structures less than 4 stories

Always require Adjacent Property Protection if any other structure or potential future structure is within 40 meters

This includes any walls or gables on the side of the structure that are within the 40 meter distance of another structure



City Of Fort Saskatchewan Fire Department

Fire Station 1 – 10099 93 Ave., Fort Saskatchewan, AB, T8L-1N5

Phone: 780.998.4858 Email: fsfd@fortsask.ca

ADJACENT PROPERTY PROTECTION FLOW CHART

Type of Structure	Adjacent Property Protection		
	Minimum Distance to another Structure or POTENTIAL Structure	Required	Sides Requiring Protection
Single Family	No Minimum Distance *Always Required		Side(s) Adjacent to Structure(s)
Duplex Style	No Minimum Distance *Always Required		Side(s) Adjacent to Structure(s)
Row / Town Housing	20 meters	Yes	All Sides
3 Stories or Less	40 meters	Yes	All Sides
4 Stories and More	Refer to NFPA 80a	Yes	All Sides

***Note:**

If a Single Family or Duplex Style structure is located beside a street or green space, then Adjacent Property Protection is not required on the side facing said street or green space.