

DECLARATION OF USE – SECONDARY SUITE/ACCESSORY DWELLING UNIT

Please complete and sign this form, as part of a residential addition or renovation where the construction includes an area with provisions like those as defined for a Secondary Suite and Accessory Dwelling Unit

National Building Code – Current Alberta Edition Definitions

Secondary suite means a self-contained dwelling unit located in a building or portion of a building of only residential occupancy that contains only one other dwelling unit and common spaces, and where both dwelling units constitute a single real estate entity.

Dwelling unit means a suite operated as a housekeeping unit, used or intended to be used by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities.

Oxford Dictionary Definition

Self-contained means independent; of living accommodation complete in itself.

Land Use Bylaw Definition

"Dwelling" or **"Dwelling Unit"** a building or portion of a building consisting of one or more rooms operated or intended to be operated as a permanent residence for a household, containing cooking, sleeping and sanitary facilities only for that unit. All Dwellings or Dwelling Units, except Dwelling, Tiny, shall have a permanent foundation.

"Accessory Dwelling Unit" means a subordinate Dwelling Unit that may be located within a principal building or an accessory building. An Accessory Dwelling Unit that is external to the principal building shall be on a permanent foundation and has a minimum gross floor area (GFA) of 37.1 m2 (399.34 ft2).

Building Location Information

Building Address	
Owner Name	Phone Number
	Email

Questionnaire

Has a Development Permit been applied for, or issued for an Accessory Dwelling Unit or Secondary Suite? DP #:	YES	NO
Will the space be used as a Secondary Suite? (aka "granny flat", "in-law suite" or any similarly termed or intended self- contained accommodation is deemed equivalent)	YES	NO
Will the space contain a cooking facility? (Such as a kitchen)	YES	NO
Will the area contain a hood fan or rough in for a hood fan?	YES	NO
Will the area contain any cooking appliance(s)? (Any one or more of the following such as a stove, range, hot plate, toaster oven, microwave etc.)	YES	NO

Will the area contain a 220V outlet?	YES	NO
Will the area contain a sink?	YES	NO
Will the area contain a fridge?	YES	NO
Will the area contain a sleeping space?	YES	NO
Will the area contain sanitary facilities? (Such as a toilet, sink, tub, shower)	YES	NO
Will the area be separated from the remainder of the house area? (Separation by a wall or doorway)	YES	NO
Will the area have separate access to the exterior through an exterior door? (Not requiring passage through the main house area)	YES	NO
Will the space have a separate means of heating and ventilation? (Separate furnace or HRV specific to this area only)	YES	NO
Is the space located within the primary dwelling?	YES	NO
Is the space located within a separate building? (Accessory building)	YES	NO

Note: It is the intended use of a space and the facilities provided, and NOT the occupant(s) (i.e. renter(s), family member(s) or other(s) etc.), which determines when a space should be classified as a secondary suite or accessory dwelling unit.

Provide a detailed description of what the space will be used for

Signature of Owner (1)

Date

Signature of Owner (2)

Date