
DEVELOPMENT PERMIT ~ ACCESSORY SUITE APPLICATION COMPLETION CHECKLIST

We will be happy to begin processing your application once we have received the following documents by email to Planning@cochrane.ca.

APPLICATION FORM

The form is to be completed in full and signed by the registered owner(s) of the land and/or the person authorized to act on his/her/their behalf.

APPLICATION FEE

The application fee for an accessory suite is \$475.00 + \$150.00 (GST exempt). This does not include the fees for a Variance to the Land Use Bylaw or Building Permit applications.

COPIES OF CURRENT CERTIFICATE OF TITLE AND REGISTERED INSTRUMENTS

- A current copy of the Certificate of Title, including relevant encumbrances, searched and dated within 30 days of the application submission.
- Relevant registered instruments (documents/encumbrances), such as caveats, restrictive covenants and/or utility right-of-ways/easements will need to be provided. Please contact planning staff to determine which instruments will be required as part of the application.
- Copies of titles/registered instruments can be obtained digitally by the Town of Cochrane for \$15 per title/instrument.

LETTER OF AUTHORIZATION

Signature(s) of all registered owner(s) on the application form; or, if an Agent has been retained, a letter of authorization signed by the registered owner(s) authorizing the proposed development.

SITE PLANS AND FLOOR PLANS

Plans required by the Development Officer will include, but may not be limited to, site plans showing parking areas and walkways, floor plans of proposed suite (including accesses and windows) and existing floorplans of the principal building. All plans must be provided in PDF format, be legible and include dimensions in metric, directional arrows and page numbers.

SUPPORTING INFORMATION

The Development Officer may request additional information about the site, including photos of the interior and exterior of the residence/suite. Please contact staff for more information.

REQUIRED BUILDING AND OTHER PERMITS

In addition to your Development Permit you will need a Building Permit. Below is a summary of the building code requirements, please contact the Safety Codes Department for more information.

TOWN OF COCHRANE

101 RancheHouse Rd.
Cochrane, AB T4C 2K8
P: 403-851-2500 F: 403-932-6032
www.cochrane.ca



Secondary Suites

Submission requirements:

1. Completed permit application forms (Building, Electrical and Plumbing) and Fire Safety Plan. If the owner is not planning to live in the home, the Electrical and Plumbing Permits must be obtained by a licensed contractor.
2. Floor plan/layout indicating area of development, use of each room, showing all dimensions, and window/door locations.
3. Copy of the Approved Development Permit or Notice of Decision.

Basic building code requirements:

- Each bedroom or combination bedroom window shall provide an unobstructed opening of not less than 0.35m² (3.8 ft² OR 547 in²) with no dimension of the opening less than 380mm (15"). The required opening shall be maintained in an emergency without the need for additional support (awning type windows that must be latched or propped open do not comply). If the bedroom window opens into a window well, a clearance of 760mm (30") must be maintained in front of the window.
- Smoke alarm must be installed in each bedroom, and in a location between the remainder of the basement and the bedroom. If the bedroom is served by a hallway the alarm is to be located in the hallway. Carbon monoxide (CO) alarms can be installed in each bedroom or outside each bedroom within 5m (16.4') of each bedroom door, measured following corridors and doorways. Additional smoke alarms may be required.
- Handrails/Guardrails shall be installed at all stairs with 3 or more riser and must be continually graspable along their entire length with no obstruction on or above them to break a handhold expect at newel posts.
- The furnace room/mechanical room door must be at least 810mm (32") wide.
- The suite must have its own ventilation system and independent thermostatic control. (Separate furnace OR Baseboard heaters c/w HRV (Heat Recovery Ventilator))
- A smoke tight barrier must be achieved using min 12.7mm (½") drywall throughout (No exposed wood, includes the mechanical room).
- Where noise may be transmitted through ceilings and walls, they shall be filled with insulation, installed resilient channel on one side spaced 400mm (16") or 600mm (24") on centre and have 12.7mm (½") drywall on ceilings and both sides of walls OR a wall assembly with an STC of 43 OR ASTC of 40.
- Any door that penetrates the required smoke tight barrier must be solid core 45mm (1¾") thick and must be self-closing.
- Kitchen exhaust fan must be vented directly outside.
- Other building code requirements will apply.

**** If you have any questions, please contact 403-851-2572 or email safety.codes@cochrane.ca ****