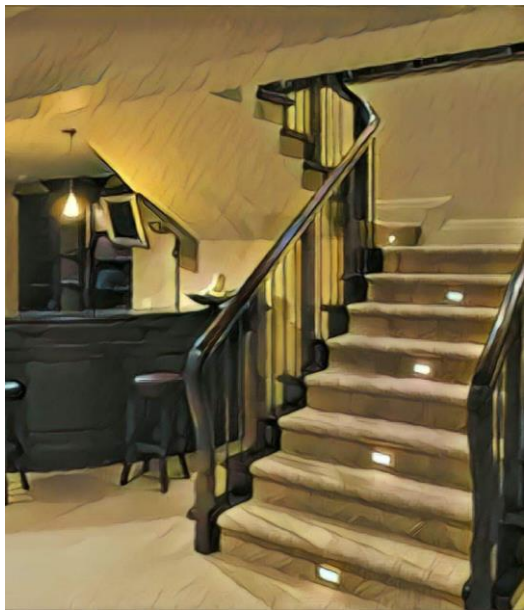


Internal Suites

Land Use Bylaw Requirements & Application Checklist

January 2025

Internal Suites

The City of St. Albert regulates internal suites, including basement suites, in residential areas, as per Land Use Bylaw 18/2024, section 3.69, “Secondary Suite (Internal)”. Property owners who wish to build an internal suite are required to obtain a development permit. Only one internal suite is permitted on a lot with a single-detached house, semi-detached house, or duplex house in the SLR, LLR, or FBR Districts. In the LDR District, two suites are permitted on a lot with a single-detached house, as long as one suite is an internal suite.

An internal suite or basement suite is permitted in a single-detached home, semi-detached home, or duplex home. Secondary suites are not permitted in townhouse product.

An internal suite is a secondary dwelling unit, located within a detached house, semi-detached house, or duplex home. It is accessory to the principal dwelling unit, and contains cooking, washroom, living, and sleeping facilities which are separate from those of the principal dwelling on the site.

Bylaw Requirements

A separate entry for the suite, either from a common landing or from the exterior, is required. If the entry is from the exterior, it shall be located on the side or rear of the principal dwelling unit.

An internal suite shall not be:

- Less than 30 sq. m. in area.
- Subject to separation from the principal dwelling by registration of a condominium or subdivision plan so as to create a separate legal title for the suite.
- Considered in the calculation of densities as outlined in statutory plans.

Parking Requirements

- No additional on-site parking stalls are required if there is only one suite on site.
- One additional on-site parking stall is required when two secondary suites are on site in the LDR District.
- Note: parking requirements for secondary suites are in addition to the required parking for the principal dwelling unit.

Application Checklist

An application for a development permit will only be accepted once the application is deemed complete. A complete application includes the following:

- ❑ **Applicable fee.**
- ❑ **Completed development permit and building permit application forms.**
- ❑ **Owner’s authorization form** (if the applicant is not the owner).
- ❑ **Certified Copy of Title and copies of any registered instruments that may affect development** (Caveats, Easements, Restrictive Covenants, etc.)
- ❑ **Two Copies of a Site Plan, in metric, showing:**
  - The entire lot.

- Property lines with dimensions.
- Location of the house on the lot with dimensions from the property lines.
- Location and dimensions of all parking spaces on the lot. Identify internal suite parking space, if required.
- Location of exterior entrance to the suite.

❑ **Two copies of floor plan drawings that show:**

- The floor areas of the basement and main dwelling.
- Types and sizes of the bedroom windows.
- Locations of electrically connected smoke alarms.
- Exit door(s) and required bedroom exit window(s).
- Wall and ceiling construction materials and details.
- Locations and labeling of all rooms within the suite.
- Additional information may be requested upon review.

Please note that the Development Authority may require additional information to process your application.

Filing an Appeal

If your development permit application has been approved with a variance, the City must notify affected parties within a specified radius of the approval. Property owners affected by the decision have the right to appeal within 21 days of the receipt of the decision. A decision may also be appealed by the applicant if the Development Authority fails to issue a permit within 40 days, refuses the permit, or the applicant does not agree with the decision of the Development Authority.

Note: The information contained herein only applies to provisions as set out in the City of St. Albert Land Use Bylaw. Compliance with the Alberta Building Code is subject to a separate review process. It is the responsibility of the applicant to comply with any other regulation, code, or legislation not covered under the Land Use Bylaw.

Additional fees apply to file an appeal, encroachment agreements and building permit applications. The applicant does not have a right of appeal if the Development Authority fails to issue a Development Permit within 40 days if the applicant or owner has signed an extension agreement in accordance with section 684 of the **Municipal Government Act**.

For additional information or to apply, please contact:

Planning & Development

City of St. Albert
2nd floor, 5 St. Anne Street
St. Albert, AB T8N 3Z9

Phone: 780-459-1642
Email: development@stalbert.ca

Hours: Monday-Friday, 8 a.m. to 5 p.m.

www.stalbert.ca/dev/planning/