

Town of Rocky Mountain House

# Secondary Residences



Information Bulletin  
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How do I create a secondary residence on my property?

## Summary



### **Secondary Residence** as defined in the Land Use Bylaw

An accessory self-contained Dwelling Unit within the same building or on the same parcel as the principal dwelling, and which is occupied on a permanent basis. Typical examples include basement suites, garage suites, garden suites, couch houses and in-law suites.

### There are two types of Secondary Residences: Class 1 and Class 2:

#### **Class 1** as defined in the Land Use Bylaw

A Dwelling Unit located within the principal building, when the principal use of the parcel is a Detached Dwelling (i.e. basement suite).

#### **Class 2** as defined in the Land Use Bylaw

A Dwelling Unit located in the principal building when the principal use of the parcel is a Duplex or Row House Building, or on a second story integral to a detached garage, or as an Accessory Building, when the principal use of the parcel is a Detached Dwelling, Duplex or Row House Building (i.e. garden suite, garage suite).

### Developing either a Class 1 or Class 2 Secondary Residence requires:

#### **A development permit**

ensures that your secondary residence is meeting the Town of Rocky Mountain House's [Land Use Bylaw](#) requirements (parking, setbacks, site coverage).

#### **A building permit**

ensures that your project is meeting provincial building code requirements for secondary residences.

#### **A separate gas, electrical or plumbing permit**

may be required depending on the renovation work you're doing. These are issued through [IJD Inspections Ltd.](#)

For more information on Secondary Residences, also known as Secondary Suites, please see the Secondary Suites Brochure provided by Alberta Safety Codes Council. The information can be found at [https://ebs.safetycodes.ab.ca/documents/webdocs/PI/safety-tips\\_secondary-suites\\_april2021.pdf](https://ebs.safetycodes.ab.ca/documents/webdocs/PI/safety-tips_secondary-suites_april2021.pdf)



## Contact Us

Planning & Community Development Department

Email: [PlanningDept@trmh.ca](mailto:PlanningDept@trmh.ca)

Phone: 403-847-5260

[www.rockymtnhouse.com](http://www.rockymtnhouse.com)

# Regulations



Under the Town of Rocky Mountain House Land Use Bylaw, Secondary Residences - Class 1 and Class 2 must comply with the following regulations:

## 1. Size Restrictions

- The maximum gross floor area for a Secondary Residence is 90.0 sq. m (968.8 sq. ft).

## 2. Setback Requirements for a Secondary Residence - Class 2 in an Accessory Building

- Side Boundaries: At least 1.25 m (4.1 ft) from the side parcel boundaries. On a corner parcel, it cannot be closer to the street than the Principal Building.
- Rear Boundary:
  - At least 1.5 m (4.9 ft) if the wall facing the boundary is blank.
  - At least 3.0 m (9.8 ft) if there is a window or door facing the boundary.
- Distance from Other Buildings: At least 2.5 m (8.2 ft) from the Principal Building or any other Accessory Buildings on the parcel.

## 3. Height Restrictions

- A Secondary Residence - Class 2, including one built above a detached garage, cannot exceed 7.5 m (24.6 ft) in height.
- It must not be taller than the Principal Building.

## 4. Parking Requirements

- Each Dwelling Unit must have one dedicated on-site parking space (e.g., if a house has a basement suite, it requires two on-site parking spaces).
- Parking spaces must be 9 ft x 18 ft each.
- Street parking does not count toward the requirement.

## 5. Utility Services

- The Development Authority may require separate municipal utility services for a Secondary Residence or a way to suspend service without disrupting service to the Principal Building.

## 6. Design & Appearance

- When the Secondary Residence is developed as a separate building or addition to the Principal Building, it must have a design and appearance that complements the Principal Building, as determined by the Development Authority.



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## Process & Timeline



### Please Note

1	Submit <u>development permit</u> and <u>building permit</u> applications.	<p>The paperwork required will be:</p> <ul style="list-style-type: none"> <li>• A completed development permit and building permit application form signed by the registered landowner.</li> <li>• A recent copy of title for the parcel the development will be located on.</li> <li>• A site plan of the parcel that shows the entrance to the secondary residence and location of on-site parking.</li> <li>• Floor plan drawing of the suite inside the detached dwelling, duplex, row house, garage, etc. Floor plan drawing must include the entrance/exit to the suite, bedrooms, windows, washrooms, kitchen, laundry, furnace and hot water heater.</li> <li>• Location of carbon monoxide detectors and smoke alarms.</li> <li>• Elevation plans and construction details of any new structure.</li> </ul>
2	Pay applicable fees.	<ul style="list-style-type: none"> <li>• As per the Fees, Rates and Charges Bylaw. Please visit the Town's Fees, Rates and Charges Bylaw at <a href="http://www.rockymtnhouse.com/p/bylaws">www.rockymtnhouse.com/p/bylaws</a>.</li> </ul>
3	Permit approval process.	<ul style="list-style-type: none"> <li>• Development permit applications can take approximately 1-3 weeks to approve.</li> <li>• An incomplete application may delay the permit approval process. Please ensure the required information is submitted.</li> <li>• All development permits are subject to a 21-day appeal period from adjacent landowners and affected parties.</li> <li>• Building permits can take an additional 1-2 weeks, so it's important to get your documentation in early.</li> </ul>

## Development Officer Tips



**Check your property's zoning in advance to ensure that a Secondary Residence - Class 1 or Class 2 is a listed use.** All development permits are subject to a 21-day appeal period and for discretionary use permits, a sign is posted at the location of the development for 21 days. The development authority may send letters to adjacent landowners making them aware of the development.

**Before starting any work, check with a building inspector in advance.** Secondary suite renovations can be costly projects and meeting with a building inspector at your location can ensure there are no surprises that pop up during the renovations. IJD Inspections can be contacted at [info@ijd.ca](mailto:info@ijd.ca) or 403-346-6533.

**Contact the Planning & Community Development Department at any time.**

Planning & Community Development is happy to assist in explaining the various permit requirements and how they relate to your project.



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