

# Additional Dwelling Units (ADUs) & Secondary Suites

## This Application Package Includes:

1. Information Sheet
2. Application Checklists
3. Building and Development Permit Application
4. Landowner Authorization Form

Developments listed in *subsection 3.2 of Land Use Bylaw 05-2025* do not require a Development Permit. All other types of development require a Development Permit.

Building Permits are subject to the regulations within the *National Building Code* and *National Energy Code*. For code related information and inquiries, please reach out to our contracted agency Superior Safety Codes at 780-870-9020.

Planning Services recommends that all applicants engage in consultation prior to starting any development project. To discuss your development, please contact Planning Services at 780-874-3700, [permits@lloydminster.ca](mailto:permits@lloydminster.ca), or in person at the Lloydminster Operations Centre located at 6623 52 Street.

All development regulations can be found in *Land Use Bylaw 05-2025*.

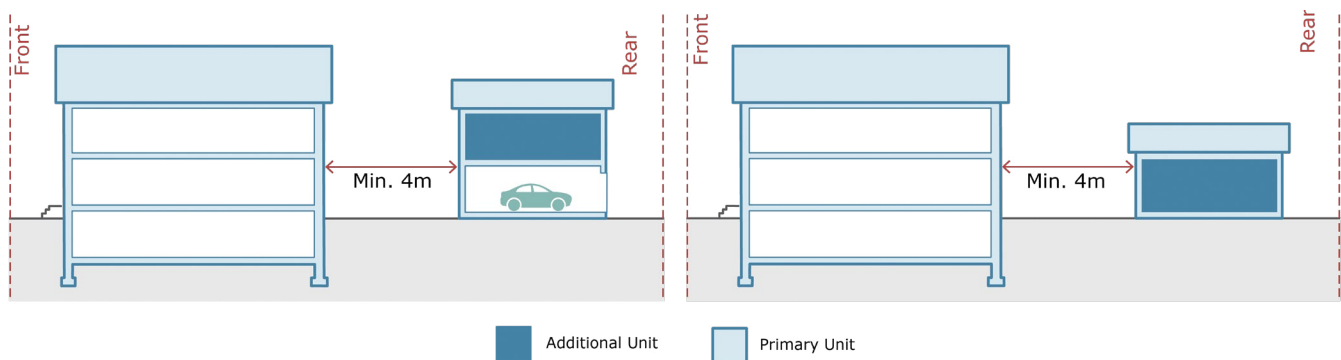
**Disclaimer:** This information is for reference only. Refer to the complete *Land Use Bylaw 05-2025* for all provisions. In the event of any discrepancy the provisions of *Land Use Bylaw 05-2025* shall take precedent.

# Information Sheet

## Additional Dwelling Units (ADUs) & Secondary Suites:

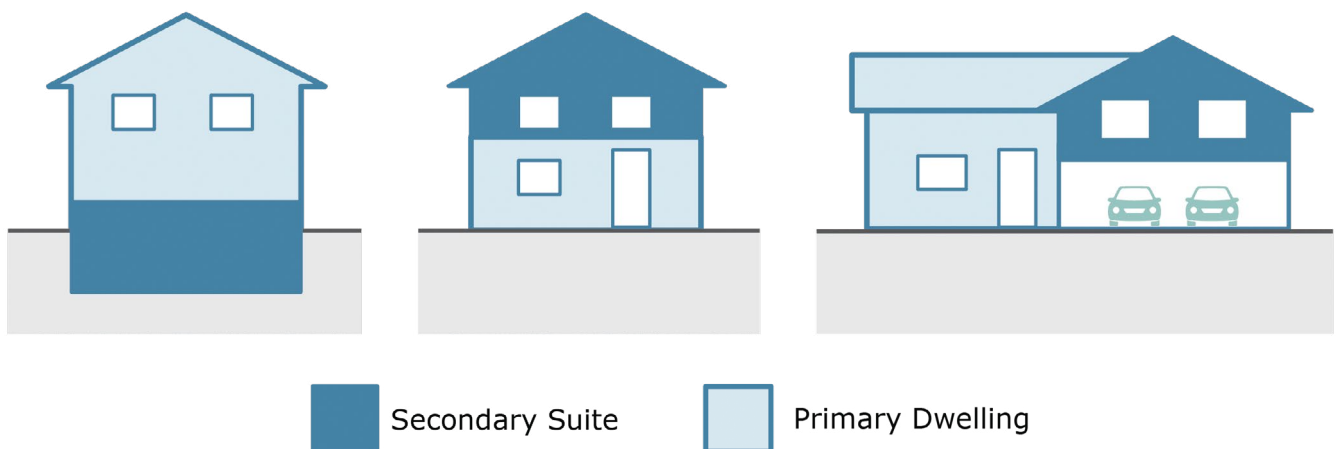
### What is an Additional Dwelling Unit (ADU)?

An ADU is a self-contained detached dwelling unit which is accessory to the principal dwelling unit on a residential lot with a single-detached dwelling. This may be a separate stand-alone building or attached to or above an accessory building. This use may include a garage suite or a garden suite.



### What is a Secondary Suite?

A secondary suite is a self-contained dwelling unit, such as a basement suite or within an attached garage that is located within a principal dwelling (either a single-detached dwelling or a two-unit dwelling), where the dwelling units are registered under the same land title. secondary suites may include shared spaces with the primary dwelling but may also be entirely separate from the primary dwelling.



## Information on Building Additional Dwelling Units and Secondary Suites:

- ADUs and secondary suites require a Development Permit and a Building Permit.
- The proposed development must be listed as either a permitted or a discretionary use in the applicable district to be built.
- ADUs and secondary suites must conform to all regulations within *Land Use Bylaw 05-2025*:
  - *Subsection 13.3 of Land Use Bylaw 05-2025* contains general provisions regarding ADUs
  - *Subsection 13.40 of Land Use Bylaw 05-2025* contains general provisions regarding secondary suites.

## Application Information:

- The Building and Development Permit application process and submission requirements can be found in *subsections 3.3-3.5 of Land Use Bylaw 05-2025*.
- All permit fees are indicated in the City's *Fees and Charges Bylaw* as amended.
- If you apply for a Building and Development Permit during or after construction completion or commencement without first obtaining development approval, you may be charged double the permit fees.
- If your Building and Development Permit Application is refused or you do not agree with conditions of your approval you can appeal the decision to the Subdivision and Development Appeal Board within twenty-one (21) days of the decision being rendered. This only applies to the development portion of the application.

## Additional Information:

- Remember to Call Before You Dig! Contact Utility Safety Partners for properties in Alberta or 1st Call for properties in Saskatchewan to locate utility and service locations prior to construction.
- The City does not mark property lines. If you do not know where your property line is, Planning Services recommends having a property survey completed by a registered land surveyor. All costs associated with this service are at your expense.
- As part of the Building Permit Application, plans submitted must meet requirements within the *National Building Code*, and *National Energy Code* as adopted by Saskatchewan.
- Building Permits are issued by Superior Safety Codes. For building permit information and submission requirements please contact their office at 780-870-9020.
- Applicants need to obtain Plumbing, Gas and Electrical Permits where necessary.

# Application Checklists

## Additional Dwelling Units (ADUs)

### Applications for ADUs may require the following:

- ☐ Site plan in accordance with *subsection 3.3 of Land Use Bylaw 05-2025*.
- ☐ Completed application form
- ☐ Landowner authorization
- ☐ Drawings with elevations
- ☐ Site plan

Additionally, consultation is recommended prior to starting any development project. To discuss your development, please contact Planning Services at 780-874-3700, [permits@lloydminster.ca](mailto:permits@lloydminster.ca), or in person at the Lloydminster Operations Centre located at 6623 52 Street.

Additional information may be required by the Development Authority or contracted agency.

## Secondary Suites

### Applications for secondary suites may require the following:

- ☐ Floor plan
- ☐ Parking stalls to be provided

### A floor plan should include the following:

- ☐ Size of rooms
- ☐ Identification of each room
- ☐ Main floor size
- ☐ Parking stalls provided

Additionally, consultation is recommended prior to starting any development project. To discuss your development, please contact Planning Services at 780-874-3700, [permits@lloydminster.ca](mailto:permits@lloydminster.ca), or in person at the Lloydminster Operations Centre located at 6623 52 Street.

Additional information may be required by the Development Authority or contracted agency.



# Building and Development Permit Application

## Applicant Information

Name:	Contact Name:	Contact Phone:
Contact Address:	Contact Email:	
City:	Postal Code:	Date (MM/DD/YY):

What is this application for? ☐ Building Permit ☐ Development Permit ☐ Both

Are you the landowner? ☐ Yes ☐ No

If you selected No, has the attached Landowner Authorization Form been completed? ☐ Yes ☐ No

## Development Information

Address of Property:	Lot:	Block:	Plan:
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### Nature of Development

☐ Residential ☐ Industrial ☐ Commercial ☐ Institutional ☐ Multi-family/hotel/mixed use: No. of Units: \_\_\_\_\_

### Proposed Development (select all that apply)

☐ New Construction ☐ Interior Renovation ☐ Addition ☐ Foundation  
☐ Accessory Building ☐ New Dwelling ☐ Detached Garage ☐ Secondary Suite  
☐ Additional Dwelling Unit ☐ Deck, Covered ☐ Deck, Uncovered ☐ Stripping and Grading Only  
☐ Use Approval, Type of Use: \_\_\_\_\_ ☐ Other: \_\_\_\_\_  
☐ Home Based Business, ☐ Major or ☐ Minor, Type of Business: \_\_\_\_\_

### Construction Information

Value of Construction: \$ \_\_\_\_\_ No. of Stories: \_\_\_\_\_ Main Floor Area: \_\_\_\_\_ 2nd Floor Area: \_\_\_\_\_  
Basement Area: \_\_\_\_\_ ☐ Developed ☐ Undeveloped Garage Area: \_\_\_\_\_ ☐ Developed ☐ Undeveloped

Describe the work and/or intended use of the building:

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I hereby declare (select one) ☐ I am ☐ I represent the owner of the property on which the work identified in this application will be conducted in accordance to the plans submitted, and upon approval will adhere to the conditions/terms of the Notice of Decision and Land Use Bylaw 05-2016. I/We will notify the Development Authority of any proposed changes to the plans submitted within this application.

By signing below, you confirm that all information submitted in this form is true and accurate.

\_\_\_\_\_  
Signature of Applicant Date of Application

**Important Notice:** This application does not permit you to commence construction until such time a development permit has been issued by the development authority and all other permits (if required) are approved. If a decision has not been issued within 40 days of the date the application is deemed complete, you have the right to file an appeal to the subdivision and development appeal board. Appeals to the subdivision and development appeal board. Appeals to the Subdivision and Development Appeal Board can also be filed in regard to permit refusals and/or conditions within 21 days of a decision.

**Collection and Use of Personal Information:** The personal information being collected on this form is for the purposes of processing and acting upon this application in accordance with the Municipal Government Act and is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP). The City will not share your personal information for purposes outside of those stated without your permission in writing, unless there is a specific exemption stated in the Municipal Government Act.

### CITY USE ONLY

Application No.: \_\_\_\_\_  
Permit No.: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_  
Tax Roll No.: \_\_\_\_\_  
Land Use District: \_\_\_\_\_  
Permitted or Discretionary: \_\_\_\_\_



# Landowner Authorization Form

## Landowner Information

Name(s):	Contact Name:	Contact Phone:
Contact Address:		Contact Email:
City:	Postal Code:	Date (MM/DD/YY):

To Whom it May Concern,

With regards to \_\_\_\_\_  
property address

please be advised that I, \_\_\_\_\_  
full name

- ☐ am the owner of the above mentioned property and that I authorize
- ☐ am an officer or director of the owner(s) of the above mentioned property and that I am authorized by the owner to authorize

\_\_\_\_\_ and/or its \_\_\_\_\_  
agent or company name applicant, consultant, contractor (if applicable)

to apply for any and all \_\_\_\_\_  
permit type

for the above mentioned property.

I further agree to immediately notify the City of Lloydminster, in writing, of any changes regarding the above information.

\_\_\_\_\_ date signed \_\_\_\_\_ signature of landowner

\_\_\_\_\_  
name of landowner (printed)

**Collection and Use of Personal Information:** The personal information being collected on this form is for the purposes of processing and acting upon this application in accordance with the *Municipal Government Act* and is protected by the privacy provisions of the *Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. The City will not share your personal information for purposes outside of those stated without your permission in writing, unless there is a specific exemption stated in the *Municipal Government Act*.