

## SECONDARY SUITES

### What Is a Secondary Suite?

A secondary suite is a separate living area contained within a single detached dwelling or an accessory building located on a parcel where the main residence is a detached dwelling. It functions as a self-contained living unit complete with a kitchen, bathroom and bedroom.



The image above shows an example of a secondary suite located in an accessory building.

### Do I Require a Development Permit?

All secondary suites require a development permit.

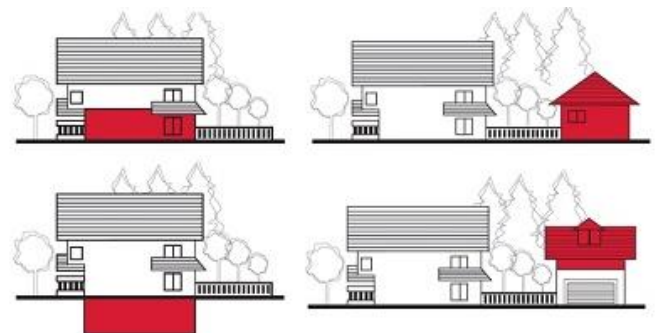
Minor alterations and repairs to previously approved secondary suites that do not include structural alterations do not require a development permit. This includes works such as replacing windows, doors or shingles.

### Do I Need Any Other Permits?

Additional safety code permits are required for the construction of a secondary suite.

### Secondary Suite Requirements

- A secondary suite may only be developed on a site that contains a single detached dwelling.
- A detached garage with a secondary suite located on the second floor may not be more than 7.5m (25 ft.) in height and may not exceed the height of the main residence.
- At least 1 on-site parking stall per secondary suite is required in addition to the required parking stalls for the main dwelling unit.
- A secondary suite may not have more than 2 bedrooms.
- A secondary suite contained within the main residence may not exceed the lesser of 83.6m<sup>2</sup> or 75% of the ground floor area of the main residence.
- The appearance of an accessory building containing a secondary suite shall be similar in appearance to that of the main residence.



The image above provides examples of the possible locations of secondary suites within a single detached dwelling or accessory building.

---

## What Are the Required Setbacks for a Secondary Suite?

A secondary suite shall be setback:

- 1.5m (5 ft.) from the side parcel boundaries and when on a corner parcel no closer to the street than the principal building;
- 1.5m (5 ft.) from the rear parcel boundary when there is a blank wall facing the boundary;
- 3.0m (10 ft.) from the rear parcel boundary when there is a window or doorway in the wall facing the boundary; and
- 2.5m (8 ft.) from the main residence and any accessory building.

## Can I Have More Than One Secondary Suite?

A secondary suite as an accessory building may be approved on the same parcel that contains a secondary suite within a detached dwelling. This will only be considered within Medium Density Residential (R3) Districts.

---

## More Questions?

Further information may be obtained by contacting the Development Services Department through the contact information below. For all requirements, restrictions and exemptions, please consult the Land Use Bylaw which may be downloaded from the Town of Ponoka website: <https://www.ponoka.ca>



CALL BEFORE YOU DIG

To have your utility lines located.

There is no cost for this service.

1-800-242-3447

---

Please note: This information sheet has no legal status and cannot be used as an official interpretation of the various bylaws, codes and regulations currently in effect. The Town of Ponoka accepts no responsibility for persons relying solely on this information.