

## Secondary Suite Program Application

Applicant Information		
Applicant Name		Home Phone
		(    )       -
Mailing Address		Cell Phone
		(    )       -
City	Province	Postal Code
Email		
<b>Please Note:</b> If you are not the owner of the property, owner authorization is required.		

Property Information	
Civic Address	
Legal Land Description	
Year House Was Built	

***I hereby declare that the information provided in this application is complete and correct, and as the applicant, I acknowledge that I have read and understand the entire Secondary Suite Program Application including the attached "Schedule A". I further accept and agree to the terms and conditions of the Secondary Suite Program.***

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete and return this form along with all required documentation to:**

Planning and Development Services  
City Hall, 1084 Central Avenue  
Prince Albert SK S6V 7P3  
Phone: 306-953-4370  
Fax: 306-953-4380  
Email: [pds@citypa.com](mailto:pds@citypa.com)

The City of Prince Albert is committed to protecting your privacy. Personal information collected on this form is in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)* and will only be used for the purpose for which it was collected. Personal information will not be shared or used for any other purpose without your express consent pursuant to *LAFOIP* and the City of Prince Albert's policies. Please contact The City Clerk's Office, 1084 Central Avenue, Prince Albert SK, via email [cityclerk@citypa.com](mailto:cityclerk@citypa.com) or call 306-953-4305 for questions about the access, use, and disclosure of your personal information.

This Section to be completed by Administration	
Date Approved	Resolution #
Building Permit #	Date of Final Inspection

## **Secondary Suite Program Application “Schedule A”**

### **Application Submission Check-list**

Before submitting your application, please review, complete and ensure you have included all the documents listed below. These documents are required as part of the application. Incomplete applications will not be accepted. Please note, further information pertaining to required renovations, which may include copies of quotes or receipts may be requested to help support your application.

1. Application Form.

### **Program Information and Conditions**

The purpose of the Secondary Suite Program is to provide applicants with financial assistance for renovations to an existing secondary suite that does not conform to the relevant safety standards. The Secondary Suite Program is an initiative that originates from the Housing Reserve Policy and is funded by the Housing Reserve. This program came into effect on February 25, 2019 and is not retroactive.

#### Information

1. Properties that are in tax arrears will not be eligible for this program.
2. Properties that are under Order through a bylaw, act or other legislation will not be eligible for this program.
3. Eligible construction costs are limited to those costs associated with the work or materials required to ensure the secondary suite meets the minimum safety requirements. Costs associated with cosmetic upgrades are not to be included. Any costs for construction completed prior applying are not to be included.
4. The funding provided may cover up to 50% of construction costs, to a maximum of \$2500.
5. Successful applicants cannot apply for any other housing programs offered by The City of Prince Albert for this project.

#### Conditions

1. All funds will be released to the applicant once a final inspection has been completed and approved by a City Building Official. Copies of all receipts related

to the project will need to be submitted to Planning and Development Services for review.

### General Procedure

1. As a part of the application process, an initial inspection shall be completed by a City of Prince Albert Building Official and Fire Inspector to determine what upgrades may be required. The fee for the initial inspection is \$100.
2. Completed applications will be reviewed by Administration prior to being forwarded to the City Manager for approval in principle. If approved by the City Manager, the application will be forwarded to City Council for consideration.
3. If approved by City Council, a Building Permit may be required prior to any construction starting. If required, the applicant is responsible for paying the Building Permit Application fee; however, this fee can be included as part of the "construction costs".