



SSRA Architectural Change Request

Instructions & Requirements

Member & City Approvals Required (Incomplete applications will not be reviewed)

Before starting any exterior project, you may need approval from:

1. **Summerside Residents Association (SSRA)** – ensures your project meets community architectural guidelines and neighbourhood standards.
2. **City of Edmonton** – ensures compliance with municipal bylaws, zoning, and building codes.

Approval Process

Step 1. Complete the SSRA Architectural Change Request Form (Page 2).

Step 2. Gather required documents:

- Working drawings (3/16" or 1/8" scale)
- Two plot plans at 1:300 scale
- Material/colour samples (if requested)
- Any applicable forms (Lot Inspection Report, Housing Start Information, Acknowledgement of Structured Wiring, Residents Association Summary).

Step 3. Submit your complete package to SSRA (allow 5 business days for review).

Step 4. If required, apply for City of Edmonton permits after SSRA approval.

Step 5. Begin work only after written approval from both SSRA and the City.

City of Edmonton – Permit Triggers

Development and/or Building Permit may be required if:

- Structure is over **10 m² (107 sq. ft.)**
- It is **attached to your home**
- It has **walls or an enclosed roof**
- It is located within **setback distances** from property lines
- It changes **the lot grading or drainage**

Workflow: Member Completes Form → SSRA Approval → City Permit (if required) → Construction Begins

Contact Info

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