



Before you apply:

- Visit Calgary.ca/suites to find more information on rules, requirements and to estimate your fee
- For help with your drawings visit Calgary.ca/drawingstandards for tips and examples
- Do not include personal information on plans
- If you do not have or are not planning to have cooking facilities, use the [Basement Permit Checklist](#)

Existing Secondary Suite Criteria

1. Does the existing suite include a bathroom, cooking facilities and sleeping/living facilities?	<input type="radio"/> Yes <input type="radio"/> No
2. Is the suite accessible from outside without passing through the main dwelling unit? (A shared stairwell is acceptable but each unit must have a private entrance.)	<input type="radio"/> Yes <input type="radio"/> No
3. Was the existing suite built <u>prior to</u> March 12, 2018 ?	<input type="radio"/> Yes <input type="radio"/> No

If you answered no any of the questions above, your suite is not considered existing, use the [New Secondary Suite Permit Checklist](#). If you answered yes to all, continue to question 4.

4. Is the existing suite located in a detached garage?

- No. Proceed to question 5
 Yes. Your suite is not considered an existing suite, use the [New Backyard Suite Permit Checklist](#)

5. Is there more than one suite on the property or in the building?

- No. Proceed to application below
 Yes. Contact the [Planning Services Centre](#) for further assistance.

Building Safety Approval (Building Permit) and/or Land Use Approval (Development Permit)

- Use the property information tool to determine your land use district and then review the section “Step 1: Review the rules and fees” found at [legalize an existing suite](#). If the tool advises a development permit is required, select Planning Approval when applying online. If you do not require planning approval select building safety approval. All suites require a building permit.
- If you require assistance with this section, please contact our [Planning Services Centre](#).

Please select one of the options below:

Option 1: Reduced Application Requirements

Required Documents

- A. Completed [Application Form](#) (Do not fill out if applying online)
- B. Completed [Owner Declaration](#)
- C. Completed [Existing Secondary Suite Information Sheet](#)
- D. Colour Photographs , showing:
 - The entryway into the suite, from the outside
 - The entryway into the suite, from the inside including the stairwell into the suite
 - The suite kitchen (please ensure all cooking appliances are visible)

- The suite bathroom
- The parking area
- The outdoor amenity space area / yard
- The mechanical / furnace room showing the ceiling
- Each window in a bedroom / sleeping area (include a photo from the inside and the outside)

Note: the photos must be combined into one file to submit online

Option 2: Full plans

Required Documents

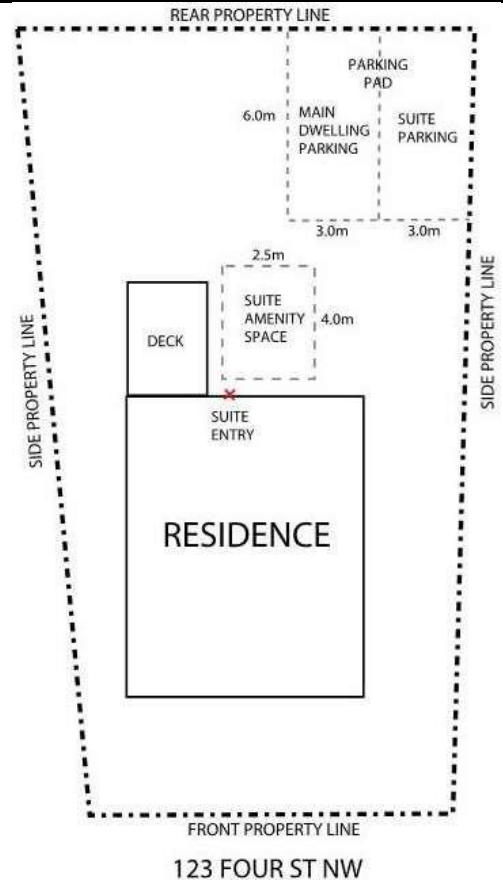
- A. Completed [Application Form](#) (Do not fill out if applying online)
- B. Completed [Owner Declaration](#)

Required Plans

1 One (1) copy of a Site Plan

Your Site Plan should include the following:

- 1 Address
- 2 Property lines
- 3 Outline of the home
- 4 Location and dimension of all parking stalls on the parcel and label stalls to be used for the secondary suite
- 5 Location and dimensions of outdoor amenity space for the secondary suite
- 6 Location of the suite entry marked by an 'X'



Tip: You can modify a Real Property Report (RPR) to use as your Site Plan

2 One (1) copy of Floor Plans – sample drawings can be found [here](#)

Your Floor Plans should include the following:

- 1 Address
- 2 Layout of each floor of the house, dimension each room
- 5 Label the purpose of each room (kitchen, bathroom, bedroom, etc.)
- 6 Size, type and operation of windows
- 7 Area of secondary suite

3 One (1) copy of Elevations – sample drawings can be found [here](#)

Your Elevations should include the following:

- 1 Dimensions of all sides of the house
 - 2 All windows, door and exterior stairs location on each elevation and dimensions
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The Development Authority or Safety Code Officer may require additional materials considered necessary to properly evaluate the proposed development (as stated in Part 2, Section 26(3) of Land Use Bylaw 1P2007, Section 6(1) of Bylaw 64M94 and Alberta Building Code 2014)

NOTE: *Land Use Bylaw 1P2007 Part 2, Division 3, Section 23 states: A development permit is required for every development unless it is otherwise exempted. Your building permit plans must match the approved plans by the development authority. If insufficient information has been provided, a request for information will be sent out. A permit application may be refused if that information is not provided within 90 days of the request. Refunds will be processed as per our current [fee schedule](#).*