



LUD _____
PST _____

Building Permit Complete Application Requirement List

Development Permit Exempt Secondary Suite

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible, and precise. To achieve this level of customer service, only complete applications which **include plans prepared to professional drafting standards** will be accepted. Plans/drawings must conform to the Alberta Building Code. Drawings stamped with “not for construction”, “preliminary”, or “for permit purposes only” are not acceptable.

NOTE: Building and Development Permit applications must be submitted without personal information on any plans. Omitting this information will protect builders and tenants by reducing the risk of any personal information being wrongfully displayed, while also following the Province of Alberta’s FOIP Act. Failure to follow this requirement may result in an incomplete application. If you consider the information to be personal, do not put it on the plans.

completed by applicant	office use only	Required Items
		Prerequisites, where applicable:
<input type="radio"/>	<input type="radio"/>	1. To be exempt from a Development Permit, the secondary suite must be a permitted use in your district and not requiring relaxations.
<input type="radio"/>	<input type="radio"/>	2. Secondary suites require a unique municipal address for any of the following:
<input type="checkbox"/>	<input type="checkbox"/>	separate utility services;
<input type="checkbox"/>	<input type="checkbox"/>	separate mail delivery; and
<input type="checkbox"/>	<input type="checkbox"/>	participation in the City of Calgary Secondary Suites Registry .
		Please email site plan and floor plan(s) to addressing@calgary.ca prior to submitting your building permit application. Contact Addressing at 403-268-8127 with questions.
<input type="radio"/>	<input type="radio"/>	3. Fee (Fee Schedule).
		Permit Documents:
<input type="radio"/>	<input type="radio"/>	4. Completed Residential Improvement Project Application
<input type="radio"/>	<input type="radio"/>	5. Completed Building Permit Fee Calculation – Alterations
<input type="radio"/>	<input type="radio"/>	6. Completed Form ‘C’ Exterior Wall Claddings (Part 9 Buildings) (if exterior changes)
		Architectural Documents:
<input type="radio"/>	<input type="radio"/>	7. Two (2) copies of a dimensioned Site Plan , including: <i>(preferred scale, Metric 1:200 or Engineer 1" = 20' 0")</i>
<input type="checkbox"/>	<input type="checkbox"/>	north arrow
<input type="checkbox"/>	<input type="checkbox"/>	municipal address
<input type="checkbox"/>	<input type="checkbox"/>	property lines
<input type="checkbox"/>	<input type="checkbox"/>	adjacent City streets, lanes, sidewalks, curbs, curb cuts, and any abutting City public pathways

<input type="checkbox"/>	<input type="checkbox"/>	site area
<input type="checkbox"/>	<input type="checkbox"/>	front, side, and rear yard dimensions
<input type="checkbox"/>	<input type="checkbox"/>	right-of-way setbacks, easements, and utility rights-of-way (if any exist)
<input type="checkbox"/>	<input type="checkbox"/>	foundation outline of dwelling, cantilevers, decks, and other projections
<input type="checkbox"/>	<input type="checkbox"/>	retaining walls
<input type="checkbox"/>	<input type="checkbox"/>	length of driveways, measured from back of sidewalk (where there is no sidewalk, from back of curb)
<input type="checkbox"/>	<input type="checkbox"/>	location of window wells (length and width)
<input type="checkbox"/>	<input type="checkbox"/>	air conditioning equipment
<input type="checkbox"/>	<input type="checkbox"/>	exterior stairs
<input type="checkbox"/>	<input type="checkbox"/>	indicate private amenity space of suite
<input type="checkbox"/>	<input type="checkbox"/>	location of all parking stalls on parcel
<input type="checkbox"/>	<input type="checkbox"/>	location of suite outdoor amenity space
<input type="radio"/>	<input type="radio"/>	8. Two (2) copies of Elevation Drawings, including: <i>(preferred scale, Imperial 1/4" = 1'0" or Metric 1:50; minimum acceptable scale, 3/16" = 1'0")</i>
<input type="checkbox"/>	<input type="checkbox"/>	windows
<input type="checkbox"/>	<input type="checkbox"/>	exterior stairs
<input type="radio"/>	<input type="radio"/>	9. Two (2) copies of Cross-sections, including: <i>(preferred scale, Imperial 1/4" = 1'0" or Metric 1:50; minimum acceptable scale, 3/16" = 1'0")</i>
<input type="checkbox"/>	<input type="checkbox"/>	ceiling heights of rooms and spaces
<input type="checkbox"/>	<input type="checkbox"/>	construction of walls, including damp-proofing
<input type="checkbox"/>	<input type="checkbox"/>	construction details and fire separations
<input type="radio"/>	<input type="radio"/>	10. Two (2) sets of Floor Plans, including: <i>(preferred scale, Imperial 1/4" = 1'0" or Metric 1:50; minimum acceptable scale, 3/16" = 1'0")</i>
<input type="checkbox"/>	<input type="checkbox"/>	suite area, including all suite accessed areas
<input type="checkbox"/>	<input type="checkbox"/>	layouts of all floor levels in the house, showing dimensions and the use of the existing and proposed rooms
<input type="checkbox"/>	<input type="checkbox"/>	size of all structural members (e.g. beams and columns) within suites
<input type="checkbox"/>	<input type="checkbox"/>	size of windows
<input type="checkbox"/>	<input type="checkbox"/>	all interior door widths
<input type="checkbox"/>	<input type="checkbox"/>	provisions made for ventilation
<input type="checkbox"/>	<input type="checkbox"/>	existing facilities from each floor area
<input type="checkbox"/>	<input type="checkbox"/>	location and rating of fire separations
<input type="checkbox"/>	<input type="checkbox"/>	location of smoke alarms
<input type="checkbox"/>	<input type="checkbox"/>	sufficient detail of the proposed heating systems to ensure conformance with Code
		Engineering Documents:
<input type="radio"/>	<input type="radio"/>	11. If applicable, two (2) copies of a completed Form 'A' Manufactured Stone used in Exterior Wall Cladding Systems (NOTE: This form requires an engineer's stamp).
		Additional Documents:
<input type="radio"/>	<input type="radio"/>	12. Floodway, Flood Fringe, and Overland Flow Areas: If the secondary suite falls within a Floodway, Flood Fringe, or Overland Flow area, please provide the following information on the site plans (view the Floodway, Flood Fringe, and Overland Flow Maps to see if the secondary suite falls within one of the areas):
<input type="checkbox"/>	<input type="checkbox"/>	sewer shut off valve
<input type="checkbox"/>	<input type="checkbox"/>	geodetic height of building's main floor
<input type="checkbox"/>	<input type="checkbox"/>	geodetic height of electrical and mechanical equipment



13. Building Permit Declaration:

If your suite existed prior to the date of this application, please complete the following declaration:

I hereby declare that the suite located in the building on the noted parcel below is existing and has been in use since: _____ / _____
Month Year

Parcel Address: _____

Property Owner Name: _____ Date: _____

Owner Signature: _____

Applicant's Signature

Date

(confirming that all required information has been provided and is correct)

Screened by

Date

Planning Services Technician

Date

Safety Codes Officer

Requirements lists are updated periodically. Please ensure you have the most recent edition.

Phone: 403-268-5311

Web: calgary.ca

In Person:

3rd floor, Calgary Municipal Building

800 Macleod Trail SE, Calgary, Alberta

8:00 a.m. to 4:30 p.m. Monday – Friday

Mail:

The City of Calgary

Planning & Development (#8108)

800 Macleod Trail SE, Calgary, Alberta T2P 2M5