



**Before you apply:**

- Visit [Calgary.ca/Backyardsuites](http://Calgary.ca/Backyardsuites) to find more information about [fees](#), [timelines](#) and more.
- Review our [Digital document criteria](#) prior to submitting your application.
- Please do not include personal information on plans

**SECTION 1: Application Requirements for Development Approval (Development Permit)**

**Supporting Documents**

- A. Completed [Application Form](#) (Do not fill out if applying online)
- B. Completed [Abandoned Wells Declaration](#)
- C. Completed [Public Tree Disclosure Statement](#)
- D. Completed [Site Contamination Statement](#)
- E. **Colour photographs** of the existing site and surrounding area

**Plans**

- F. One (1) copy of a **Site Plan**

Your site plan should include the following:

- 1 Address
- 2 Property lines
- 3 Names of adjacent city streets
- 4 Outline and dimensions of the home and any other buildings on the property
- 5 Distance from the property lines to the house
- 6 Location of all parking stalls on the parcel and label stall to be used for the secondary suite
- 7 Location and dimensions of outdoor amenity space for the suite
- 8 Location of imaginary property line between suite and rear of house used to determine percentage of unprotected openings
- 9 Size and species of remaining and proposed trees

- G. One (1) copy of **Floor Plans**

Your **floor plans** should include the following:

- 1 Address
- 2 Layout of all floors, showing room dimensions
- 3 Label the purpose of each room (kitchen, bathroom, bedroom, etc)
- 4 Size, type and operation of windows
- 5 Area of the backyard suite

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## H. One (1) copy of Elevations

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Your elevations should include the following:

- 1 Dimensions of all sides of the backyard suite
- 2 Dimensions of all windows, doors and exterior stairs
- 3 Spatial separation calculations on all elevations of the backyard suite and the elevation of the existing house that will face the backyard suite

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## SECTION 2: Application Requirements for Building Safety Approval (Building Permit)

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### Supporting Documents

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- A. Completed [Application Form](#) (Do not fill out if applying online)
- B. Completed [ABC 2014 Section 9.36 \(Energy Efficiency\) Project Summary Form](#)
- C. Proof of registration from the Government of Alberta's New Home Buyer Program.  
Tip: [Click here](#) for information about when Alberta New Home Warranty is required

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### Plans

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- D. One (1) copy of a Site Plan. Your Site plan should include items 1-9 under Section 1: F (Site Plan)
  - E. One (1) copy of a Plans. Your plans should include items 1-8 under Section 1:G (Floor Plans) and items 1-3 under Section 1:H (Elevations), as well as the following:
    - 1 Foundation plans (preserved wood foundation or pile and grade beam to be signed and sealed by Professional Engineer)
    - 2 Structural cross sections
    - 3 Indicate performance grades and "U" values for all exterior windows, doors, and skylights (NAFS – North American Fenestration Standard / Specification for windows, doors and skylights)
    - 4 Location and fire resistance rating (FRR) of all fire separations and supporting structure
    - 5 Sound transmission class (STC) rating for walls and floors separating the dwelling unit from the garage
    - 6 Location of smoke alarms and carbon monoxide alarms
    - 7 Wall, floor, roof construction details and RSI calculations
    - 8 Wall and column footings – size and thickness
    - 9 Furnace location and location of combustion air and fresh intakes
    - 10 Indicate separate heating source if providing heat to the garage
    - 11 Show rough-in for a radon subfloor depressurization system (on foundation plan inlet – outlet), if the floor slab is within any part of the living space (e.g. bottom of stair connecting garage with suite above)
  - F. One (1) copy of the manufacturer's floor joist layouts, manufacturer's roof layouts and the beam runs (beam loading calculations)
  - G. One (1) copy of engineering documents (where applicable)  
Tip: Engineer documents as required (ie. Lateral Support, Tall Wall)  
Tip: If using manufactured stone, a professional engineer is required to complete [Form 'A' Manufactured Stone used in Exterior Wall Cladding System](#)
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### SECTION 3: Applicant's Declaration

By submitting this application to The City of Calgary (the "City"), I understand and acknowledge that, as part of the City's process in reviewing, evaluating, and processing this application, the City will be required to circulate hard or electronic copies of my application materials to members of City Administration, members of the public who may be affected by the application's approval, and to relevant Community Associations' Boards of Directors, including their Planning Committees. The City will also make my application materials available online for public viewing through its website, [www.calgary.ca](http://www.calgary.ca). I hereby consent to the City's copying of these application materials, solely for the purposes of such circulation, dissemination and online viewing as aforesaid, provided that those parties to whom the copies are circulated or made available online are made aware that their use of the copies is specific and limited to providing input on my application and that any further reproduction and distribution of the plans is strictly prohibited.

If you do not want to make your application materials available online for public viewing you must send an email to [planninghelp@calgary.ca](mailto:planninghelp@calgary.ca) within 48 hours of submitting your application and we will consider your request. If your request is accepted our website will reflect that the applicant has chosen not to have their application materials online for public viewing.

The personal information on this form is being collected under the authority of The Calgary Building Permit Bylaw 64M94 (Section 5) and amendments thereto, as well as section 33(c) of the [FOIP Act](#). This information is being collected for the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services. It may also be used to conduct ongoing evaluations of services received from Planning & Development. **The name of the applicant and the nature of the permit will be available to the public through general inquiries, paid subscription reports for permit data and resources found online, as authorized by the FOIP Act.** You may direct questions about the collection, use or disclosure of your personal information by the City of Calgary at 800 Macleod Trail SE Calgary, Alberta in relation to this program by contacting the FOIP Program Administrator for Planning and Development through telephone at 403-268-5480 or by writing to PO Box 2100, Station M, Calgary, AB T2P 2M5.

**NOTE:** This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

**Note:** 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 the Alberta Building Code 2014)

**Need help or have questions? Contact the [Planning Services Centre](#).**

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