

## Before You Apply

### SECTION 1: Application resources

- 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.
- Remove all personal information on plans.

## Prepare Your Application

### SECTION 2: Application requirements for building safety approval (Building Permit)

#### Supporting Documents

- Submit a Completed [Section 9.36 \(Energy Efficiency\) Project Summary Form](#)
- Provide proof of registration, authorization or letter issued by the Residential Protection Program.



Visit <https://www.alberta.ca/new-home-warranty-overview.aspx> to determine which of these you need.

#### Fees

- Pay the **Building Permit Fee** – see the [Fee Schedule](#)

#### Plans

- Attach a copy of your **Site Plan**

Your **Site Plan** must 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

- Attach a copy of your **Elevations**

Your **Elevations** must include the following:

- 9** Dimensions of all sides of the backyard suite
- 10** Dimensions of all windows, doors and exterior stairs
- 11** Spatial separation calculations on all elevations of the backyard suite and the elevation of the existing house that will face the backyard suite

- Attach a copy of your Floor Plans

Your **Floor Plans** must include the following:

- 12** Address
- 13** Layout of all floors, showing room dimensions
- 14** Label the purpose of each room (kitchen, bathroom, bedroom, etc)
- 15** Location of smoke alarms and carbon monoxide alarms
- 16** Size, type and operation of windows
- 17** Furnace location and location of combustion air and fresh intakes
- 18** Indicate separate heating source if providing heat to the garage
- 19** 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)
- 20** Area of backyard suite
- 21** Foundation plans (preserved wood foundation or pile and grade beam to be signed and sealed by Professional Engineer)

- Attach a copy of your **Structural cross-sections**

Your **Structural cross-sections** must include the following:

- 22** Indicate performance grades and “U” values for all exterior windows, doors, and skylights (NAFS – North American Fenestration Standard / Specification for windows, doors and skylights)
- 23** Location and fire resistance rating (FRR) of all fire separations and supporting structure
- 24** Sound transmission class (STC) rating for walls and floors separating the dwelling unit from the garage
- 25** Wall, floor, roof construction details and RSI calculations
- 26** Wall and column footings – size and thickness

- Attach one (1) copy of the **manufacturer’s floor joist layouts, manufacturer’s roof layouts and the beam runs (beam loading calculations)**

- Attach one (1) copy of **engineering documents** (where applicable)



*Engineer documents as required (i.e., Lateral Support, Tall Wall)*

*If using manufactured stone, a professional engineer is required to complete **Form 'A'** Manufactured Stone used in Exterior Wall Cladding System*

## SECTION 3: Application requirements for planning approval (Development Permit)

### Supporting Documents

- Attach a Complete an **Abandoned Wells Declaration**
- Attach a completed a **Public Tree Disclosure Statement**
- Attach a completed **Site Contamination Statement**
- Attach **colour photographs** of the existing site and surrounding area
- Follow the **Retaining Wall** submission requirements, when a retaining wall is being proposed

### Plans

- Attach one (1) copy of your **Site Plan**

Your **Site Plan** must 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

- Attach one (1) copy of your **Floor Plan**

Your **Floor Plan** must include the following:

- 1** Address
- 2** Layout of all floors showing room dimensions
- 3** Label the purpose of each room (e.g., kitchen bathroom, bedroom, etc.)

<input type="checkbox"/>	<b>4</b>	Size, type and operation of windows
<input type="checkbox"/>	<b>5</b>	Area of the backyard suite
<input type="checkbox"/>	Attach one (1) copy of your <b>Elevations</b>	
Your <b>Elevations</b> must include the following:		
<input type="checkbox"/>	<b>1</b>	Dimensions of all sides of the backyard suite
<input type="checkbox"/>	<b>2</b>	Dimensions of all windows, doors and exterior stairs
<input type="checkbox"/>	<b>3</b>	Spatial separation calculations on all elevations of the backyard suite and the elevation of the existing house that will face the backyard suite



*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*

*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 5(1) of Bylaw 39M2018 and the current National Building Code – Alberta Edition)*

## Apply

### Apply online

Apply **online** by visiting [apply.calgary.ca](http://apply.calgary.ca)



Create a myID account to apply online at [myid.calgary.ca](http://myid.calgary.ca)

- OR -

### Apply in-person

- Complete the **Application Form** before applying in person



*Only complete the application form if you are applying for your permit in-person.*

Apply **in-person** by visiting the **Planning Services Center** 3rd floor, Municipal building  
**800 Macleod Trail SE**

## Applicant's declaration for in-person applications

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 section 5 of The Safety Codes Permit Bylaw 39M2018 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.



**Need help or have questions? Contact the [Planning Services Centre](http://Calgary.ca/development/contacts.html) by visiting [Calgary.ca/development/contacts.html](http://Calgary.ca/development/contacts.html)**