



# Backyard Suite (detached from the house) Permit Checklist

This checklist outlines all the information necessary to evaluate and provide a timely review and issuance of your application. Applications and materials submitted must be clear, legible, and precise. Plans/drawings stamped with “not for construction”, “preliminary”, or “for permit purposes only” are not acceptable.

Visit [Calgary.ca/suites](http://Calgary.ca/suites) to find more information about rules, requirements and fees for your project. For help with your drawings visit [Calgary.ca/drawingstandards](http://Calgary.ca/drawingstandards) for tips and examples.

**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.

## Step 1: Planning Approval (Development Permit)

If you have completed this step, proceed to step 2. If not, provide the information below.

Office use only SCO

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

### Plans

B. Provide 1 copy of a site plan– sample drawings can be found [here](#)

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

C. Provide 1 copy of floor plans – sample drawings can be found [here](#)

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

D. Provide 1 copy of elevations – sample drawings can be found [here](#)

Your elevation drawings should include the following:

- 6 Dimensions of all sides of the backyard suit
- 7 Dimensions of all windows, doors and exterior stairs
- 8 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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## Supporting Documents

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- E. Completed [Site Contamination Statement](#)
  - F. Completed [Abandoned Wells Declaration Form](#)
  - G. Completed [Public Tree Disclosure Statement](#)
  - H. Colour photographs of the existing site and surrounding area
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## Step 2: Building Safety Approval (Building Permit)

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### Plans

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- A. Provide 1 copy of a site plan - sample drawings can be found [here](#)**

Your site plan should include **items 1-9** listed under **Step 1, B (Site Plan)**

- B. Provide 1 copy of plans**

Your plans should include **items 1-8** listed under **Step 1, C and D (Floor plans and Elevations)**

In addition, provide 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)

- C. Provide 1 copy of the manufacturer's floor joist layouts, manufacturer's roof layouts and the beam runs (beam loading calculations)**

- D. Provide 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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## Supporting Documents

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- E. Completed [ABC 2014 Section 9.36 \(Energy Efficiency\) Project Summary Form](#)

- F. 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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**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. Furthermore, Building Permit Bylaw Number 64M94 states: An application for a permit may be refused if, within 90 days from the date of receipt, adequate information and documentation is not supplied to the Safety Codes Officer, and there shall be no refund of any fees that have been paid.