Existing Secondary Suite Permit Checklist
(inside or attached to existing house)

Before you Apply:
- Visit Calgary.ca/suites to find more information on rules and requirements on your project.
- For help with your drawings visit Calgary.ca/drawingstandards for tips and examples
- To estimate your permit fee, visit Calgary.ca/alterationscalculator
- Please do not include personal information on plans

STEP 1: Select your application option

Option 1: Avoid delays in your application process by providing the application requirements. A City inspection will not occur prior to approval.

Option 2: *Due to a high volume of requests and COVID-19 restrictions, this option will result in a longer processing time* City Inspection to occur after application and prior to approval of permits. This process requires simplified application requirements. Please note: through this process, if unable to meet regulations, the suite must be removed.

STEP 2: Land Use Approval (Development Permit)

Use the property information tool to determine your land use district and the review the section “What rules does my property have for suites” found at Calgary.ca/suites. If a secondary suite is listed as a permitted use and meets the suite requirements listed in the district, or you have completed this step, proceed to step 3: Building Code Approval (Building Permit).

A. Has this existing suite had any inspections completed prior to this application?
   - Yes
   - No, they need to be scheduled
     (Call 403-268-5311 to book inspections)

B. Completed Application Form

C. Provide 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 of the suite entry marked by an X
5. Location and dimensions of all parking stalls on the parcel and label stall to be used for the secondary suite
6. Location and dimensions of outdoor amenity space for the suite

STEP 3: Building Code Approval (Building Permit)

Fees are required to process your building permit. If additional requirements are needed you will be contacted. If step 2 is not required, provide both a completed Application Form and an Existing Secondary Suite Building Permit worksheet.

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)