

Before you apply:

- Visit [Calgary.ca/suites](https://calgary.ca/suites) to find more information on rules, requirements and to estimate your fee
- **Important:** Not all existing suites will qualify under the pre-2018 amnesty rules.

Existing Secondary Suite Criteria

A developed space is only considered an existing secondary suite if it meets all the following statements:

1. The existing suite includes a bathroom, cooking facilities and sleeping/living facilities.
2. The suite is accessible from outside without passing through the main dwelling unit and does not require a new exterior door. (A shared stairwell is acceptable, but each unit must have a private entrance.)
3. The suite was previously or is currently occupied.

If your suite does not meet even one of the above criteria, your space is **not** considered an existing suite. Use the [New Secondary Suite Permit Checklist](#). If it meets all, proceed to the application below.

Building Safety Approval (Building Permit) and/or Land Use Approval (Development Permit)

If you are unsure if you require planning approval for your secondary suite (development permit), please contact our [Planning Services Centre](#).

Application Requirements

- Completed [Application Form](#) (Do not fill out if applying online)
- Completed [Existing Secondary Suite Information Sheet](#)
- Colour Photographs**, showing:
 - The entryway into the suite, taken from outside (include the entire side of the house where the door is located)
 - The entryway into the suite, from the inside (include the stairwell, interior doorway and all other entrances into the suite entryway)
 - The suite kitchen (please ensure all cooking appliances are visible)
 - The suite bathroom
 - Any and all parking area(s) on the property
 - The outdoor amenity space area / yard
 - The mechanical / furnace room showing the ceiling
 - The interior and exterior of each window in a bedroom / sleeping area (include the whole window and window well if applicable)

Notes:

- Please provide as many photos as needed to give a clear picture of the space and capture the above requirements. Do not include photos with people.
- Photos must be combined into one file to submit online.

Additional Requirements:

If the existing suite was built before March 12, 2018, complete the [Owner Declaration](#)

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 Alberta Building Code 2014)