

Before you apply:

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

Existing Secondary Suite Criteria

Existing secondary suite built prior to March 12, 2018 and includes a **bathroom**, **cooking facilities** and an **exterior entrance**.

- Yes, proceed to SECTION 1
 No, your suite is **not** considered existing, please use the [New Secondary Suite Permit Checklist](#)

SECTION 1: Minimum Application Requirements for Building Safety Approval

Supporting Documents

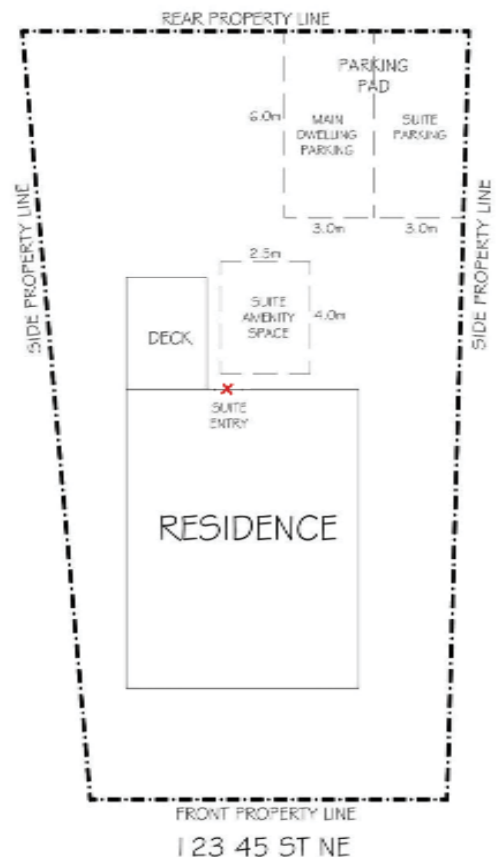
- Completed [Application Form](#) (Do not fill out if applying online)
- Completed [Existing Secondary Suite Building Permit Worksheet](#)

Plans

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

Your **Site Plan** should include the following:

- Address
- Property lines
- Outline of the home
- Location and dimension of all parking stalls on the parcel and label stalls to be used for the secondary suite
- Location and dimensions of outdoor amenity space for the secondary suite
- Location of the suite entry marked by an 'X'



Tip: You can modify a Real Property Report (RPR) to use as your Site Plan

SECTION 2: Additional Requirements for Land Use Approval (Development Permit)

- Use the **property information tool** to determine your land use district and then review the section “**Step 1: Review the rules and fees**” found at [legalize an existing suite](#). If the tool advises a development permit is required, provide the additional requirements below.
- If you require assistance with this section, please contact our [Planning Services Centre](#).

Supporting Documents

A. Completed [Site Contamination Statement](#)

B. Completed [Public Tree Disclosure Statement](#)

Please select one of the options below:

Option 1: Provide Plans

I will be providing plans

C. One (1) copy of **Floor Plans** – sample drawings can be found [here](#)

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

- 1 Address
- 2 Layout of **each** floor of the house, dimension each room
- 5 Label the purpose of each room (kitchen, bathroom, bedroom, etc.)
- 6 Size, type and operation of windows
- 7 Area of secondary suite

D. One (1) copy of **Elevations** – sample drawings can be found [here](#)

Your **Elevations** should include the following:

- 1 Dimensions of all sides of the house
- 2 All windows, door and exterior stairs location on each elevation and dimensions

Option 2: Request an inspection

I am requesting an inspection

Please note, if you would like to request an inspection, this option may take several weeks.

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)