New 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: Planning Approval (Development Permit)

Use the property information tool to determine your land use district and 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 2: Building Code Approval (Building Permit). If not, provide the information below.

A. Completed Application Form
B. Completed Site Contamination Statement
C. Completed Public Tree Disclosure Statement
D. Provide 1 copy of 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. Exterior stairs
7. Location of all parking stalls on the parcel and label stall to be used for the secondary suite
8. Location and dimensions of outdoor amenity space for the suite
9. Location of all windows and exterior doors

E. Provide 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
3. Label the purpose of each room (kitchen, bathroom, bedroom, etc)
4. Size, type and operation of windows
5. Area of secondary suite

F. Provide 1 copy of elevations – sample drawings can be found here

Your elevation drawings should include the following:
1. Dimensions of all sides of the house
2. All windows, doors and exterior stairs located on each elevation and dimensions
**STEP 2: Building Code Approval (Building Permit)**

**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, D – site plan

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

Your floor plans should include items 1-5 listed under Step 1, E – floor plans

In addition, provide the following on your floor plans:

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<table>
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<tbody>
<tr>
<td>1</td>
<td>Width of interior doors</td>
</tr>
<tr>
<td>2</td>
<td>Provisions made for separate ventilation and heating for the main dwelling unit and the suite</td>
</tr>
<tr>
<td>3</td>
<td>Location and rating of fire and/or smoke separations</td>
</tr>
<tr>
<td>4</td>
<td>Location of existing and proposed smoke alarms and carbon monoxide alarms</td>
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**C. Provide 1 copy of a structural cross section** – sample drawings can be found [here](#)

1 Dimensions of all sides of the house

2 All windows, doors and exterior stairs located on each elevation and dimensions

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

Your elevation drawings should include the following:

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</tr>
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*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)*