



Wednesday, 09 December 2020

RE: Secondary Suites

Dear Home Owner,

The City of Calgary secondary suite program is an incredible success. The volume of applications and enquiries we have received has exceeded our expectations. However, due to safety precautions caused by COVID-19, our ability to conduct timely inspections has been impacted.

If you are waiting, you can accelerate the process and ensure the safety of those living in your suite by reading the enclosed information sheet.

The information sheet provides you with instructions to self-apply for the necessary permits. For instance, your secondary suite may be located in a district which requires a development permit. To find out if you need a development permit, visit calgary.ca/suites and follow the application steps for *Legalizing an Existing Suite*. The fee for a development permit has been waived until December 31, 2021.

If your property is in an area where a development permit is not required, you can apply for a building permit. A building permit for an existing secondary suite (built prior to March 12, 2018) is required to have your suite added to the Secondary Suite Registry.

Should your suite need modifications to ensure tenant safety, such as installing interconnected smoke alarms, you may proceed with that work immediately once you have applied for the building permit and have paid the \$210.08 permit fee. If your suite already meets the minimum building code requirements, the process is quick and will only need one inspection.

A list of all minimum safety requirements for existing suites can be found online at calgary.ca/suites.

Thank you for working with us to create safe and legal secondary suites in Calgary.

The City of Calgary

Planning Services Centre
Third Floor, Calgary Municipal Building
800 Macleod Tr. S.E.
Monday to Friday, 8 a.m. to 4:30 p.m.