Accelerate your secondary suite application today

The City of Calgary secondary suite program is an incredible success, and the volume of applications and enquiries we have received has exceeded expectations. However, due to safety precautions caused by COVID-19, our ability to conduct timely inspections has been severely impacted. If you are waiting on an inspection or application, you can accelerate the process and ensure the safety of those living in your suite by following these steps below.

Activities you can start right away

1 | **Apply for your Land Use Approval (development permit) if required**

Use the property information tool on **calgary.ca/suites** 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 indicates a development permit is required for your address, provide the additional information and submit the application.

If you require assistance, please contact our Planning Services Centre.

Visit **calgary.ca/suites for more details and** to apply online.

2 Apply for your building permit

A building permit is required for all secondary suites, regardless of when they were constructed. The permit allows The City to register your suite on the Secondary Suite Registry indicating that it is **legal and safe for your tenants. There is a fee of $210.08 for the building permit which must be paid when you apply for the permit.**

Visit **calgary.ca/suites** for more details and to apply online. You will need to submit the following information:

1. A site plan. You can modify a Real Property Report to use as your site plan.

Alternatively, you can provide a hand drawn sketch of your property showing:

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

Once you have a building permit, your property must meet the following requirements of the National Building Code – Alberta Edition:

✔ Bedroom window exits

Each bedroom must have at least one window of a minimum size that can be fully opened and used to escape during an emergency, such as a fire.

✔ Smoke alarms

Smoke alarms are required in each bedroom, common space and any supplementary spaces including furnace rooms. Alarms must be interconnected and hard-wired.

✔ Protected stairways

Occupants of a secondary suite must be able to safely exit the building in case of fire.

✔ Preventing the spread of smoke

Reduce or eliminate the spread of smoke between the upstairs and downstairs units.

Details on these requirements are available at calgary.ca/suites.

Changed your mind?

If you choose to not register an existing secondary suite, please let us know. We will work through the steps with you.

Where to apply or learn more

Online
calgary.ca/suites
Chat with us online

By phone
403.268.5311

In person
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.

20-0009208