



Before you apply:

- Visit [Calgary.ca/suites](https://calgary.ca/suites) to find more information on rules, requirements and to estimate your fee
- For help with your drawings visit [Calgary.ca/suites](https://calgary.ca/suites) to view our sample drawings [here](#)
- 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](https://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 Safety Approval (Building Permit). If not, provide the information below

### Supporting Documents

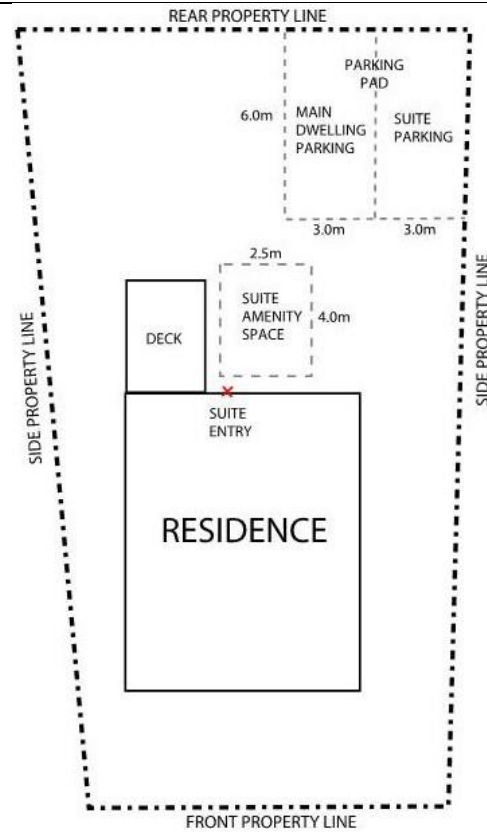
- A. Completed [Application Form](#) (Do not fill out if applying online)
- B. Completed [Abandoned Well Declaration](#)
- C. Completed [Public Tree Statement](#)

### Plans

- D. One (1) copy of a Site Plan

Your Site Plan should include the following:

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|---|--|
| 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 | Location of all exterior stairs  |
| 7 | Location of all parking stalls on the parcel and label stall to be used for the secondary suite (indicate size and material of parking stall(s)) |
| 8 | Location and dimensions of the outdoor amenity space for the suite   |



123 FOUR ST NW

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

- E. One (1) copy of a Floor Plans

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Your Floor Plans should include the following:

- 1 Address
- 2 Layout of each floor of the house (i.e. basement, main floor, upper floor(s))
- 3 Label the purpose of each room (i.e. kitchen, bathroom)
- 4 Location of all windows and exterior doors (indicate the size, type and operation)
- 5 Area of the secondary suite (i.e. square footage)

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#### F. One (1) copy of Elevations

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Your Elevations should include the following:

- 1 Height and width of the entire existing house
- 2 Location of all windows and exterior doors (indicate the size, type and operation)
- 3 If applicable, locations of all exterior stairs (above and/or below the ground)

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## STEP 2: Building Safety Approval (Building Permit)

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### Supporting Documents

- A. Completed [Application Form](#) (Do not fill out if applying online)
- B. Completed [Asbestos Abatement Form](#) - This is only needed if your house was constructed before 1990

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### Plans

- C. One (1) copy of a Site Plan – refer to Step I, Item D for drawings requirements
- D. One (1) copy of a Floor Plans - refer to Step I, Item E for drawings requirements

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In addition to the above drawings requirements, please provide the following information on your Floor Plans:

- 1 Locations of separate ventilation and heating for the main dwelling unit and the suite

- E. One (1) copy of a Elevations - refer to Step I, Item F for drawings requirements

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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)

**NOTE:** Land Use Bylaw 1P2007 Part 2, Division 3, Section 23 states: A development permit is required for every development unless it is otherwise exempted. Your building permit plans must match the approved plans by the development authority. If insufficient information has been provided, a request for information will be sent out. A permit application may be refused if that information is not provided within 90 days of the request. Refunds will be processed as per our current [fee schedule](#).