



SECTION 1: Property owner information

Owner name:

Email:

Phone number:

Owner current home address:

SECTION 2: Owner declaration

I, _____, declare that:

[name]

I am the (or, one of the) registered owner(s) of the premises located in the City of Calgary, in the

Province of Alberta at: _____

[street address]

and declare that:

1. The premises contain an Existing Secondary Suite as outlined in City of Calgary Advisory titled "[Secondary Suites - Existing Prior to March 12th, 2018](#)" which came into effect January 1, 2022.

2. I make this declaration for the purpose of confirming to City of Calgary officials that the following requirement has been satisfied:

"The existing secondary suite at the address noted above has been in existence prior to March 12th, 2018".

3. I also understand that should it be determined that this declaration is false and the secondary suite did not predate March 12, 2018 that it will result in removal of the suite from the registry and obligate the owner(s) to comply with the full application of the current building code including all related fees including those to re-apply for the Secondary Suites Registry.

Signature of Owner/Declarant

Name of Owner/Declarant

Date

FOIP DISCLAIMER: The personal information on this form is being collected under the authority of Section 640 of The Municipal Government Act, Part 2 of the Land Use Bylaw 1P2007, section 5(1) of Bylaw 39M2018 and amendments thereto, as well as section 33(c) of the FOIP Act. This information is being collected for the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services.



It may also be used to conduct ongoing evaluations of services received from Planning & Development. The name of the applicant and the nature of the permit will be available to the public, as authorized by the FOIP Act. You may direct questions about the collection, use or disclosure of your personal information by the City of Calgary at 800 Macleod Trail SE Calgary, Alberta in relation to this program by emailing the FOIP Program Administrator for Planning and Development at plngbldg@calgary.ca or by telephone at (403)268-5311.