Building Inspections
400 Main Street SE, Airdrie, AB T4B 3C3
Phone: 403.948.8800
Email: building.inspections@airdrie.ca
www.airdrie.ca/buildinginspections

New Single-Family Dwelling with Secondary Suite Application Process Change

Date: September 28, 2026

Subject: Simplified Application Process for New Homes with Secondary Suites

The City of Airdrie is simplifying the application process for new single-family homes that include a secondary suite.

Effective immediately, applicants can submit **one application** instead of separate applications for the house, secondary suite, and development permit. This change reduces duplication, improves processing efficiency, and makes the process easier for applicants.

The consolidated application will include:

- Building permit for the new house
- Secondary suite permit review
- Development permit review

When applying, select **New House Building Permit** application. In the Description of Work field, clearly indicate that the proposed home **includes a secondary suite**.

A current Certificate of Title is required and must be submitted with the application.

This process change does not affect application or permit fees. Existing fees for the house, secondary suite, and development permit remain unchanged.

City staff will review the application for the house and secondary suite using the same document set. This will allow planning, building, and engineering reviews to proceed simultaneously where possible.

When scheduling inspections, the house and secondary suite will be inspected together. All work related to both the house and the secondary suite must be completed and ready for inspection at the scheduled time.

If you have questions about the new process or submission requirements, please contact Building Inspections before submitting your application.

Sincerely,

Building Inspections
City of Airdrie
403-948-8800