Calgary Short-Term Rental Licence Checklist (free guide)

Prepared Oct 28, 2026 by Keyline Compliance. Every item is linked to an official City of Calgary source and was checked live on Oct 28, 2026. Rules and fees can change, so check the linked page before you apply. This is not legal advice. Only the City and Calgary Fire Department can approve a plan or pass an inspection. The final decision always rests with the City of Calgary / Calgary Fire Department inspector.

1. Before you apply

- Confirm the property can legally operate as an STR: required permits finished, any secondary suite approved, bedroom egress windows, smoke and CO alarms. Operate a short-term rental
- Choose a category. **Primary Residence** means it's your main home and you'll need proof of residence. **Non-Primary** means you don't live there. Both allow one booking at a time, 2 people per bedroom, stays up to 180 consecutive days, and both need a fire inspection. Licence changes and categories
- Using a secondary suite? Register the suite with the City **before** you apply. Unpermitted suites or basement developments will be denied until approved. Application requirements / STR Owner's Responsibility Guide
- Recently renovated? Have the permits available. Five or more bedrooms at double occupancy may also need a fire alarm system (NBC(AE)). STR Owner's Responsibility Guide
- Condo or apartment? Confirm your condo bylaws allow STRs. Any dispute is between you and the board. Application requirements
- Get liability insurance that specifically references short-term rental or home sharing, from a registered Alberta insurer, minimum **$2 million** liability, with the licence applicant as policy holder. Rules and regulations / Application requirements

2. 2026 fees (non-refundable)

Category	New	Renewal
Primary Residence	$289 ($172 base + $117 fire)	$248 ($131 + $117)
Non-Primary Residence	$627 ($510 + $117)	$377 ($260 + $117)

Source: 2026 Business Licence Fee Schedule R2026-01

3. Fire Safety Plan (upload 1 copy)

- It must be clear. Poorly hand-drawn plans are rejected, and so are architectural plans with dimensions or lighting plots.
- One floor plan per page.
- Show every accessible room and floor, including sleeping areas such as a living room with a fold-out couch. Rules and regulations
- Remove all personal information from the plan you upload (City digital document criteria).
- It must show: the address; room designations; every accessible floor; fire exits; evacuation procedures including a **Meeting Place**; emergency contacts for the fire department; egress windows; doors; smoke alarms; CO detectors; fire extinguishers; primary **and** secondary exit paths from every bedroom; and a legend for the symbols.
- Renewing with no changes? You don't need to resubmit the plan.

Source: Application requirements

4. Safety equipment (Owner's Responsibility Guide)

- **Smoke alarms** go on every storey (including the basement), in every bedroom, and in the hallway between bedrooms. They go on or near the ceiling and must be **interconnected** so one sounds them all (NFC(AE) 2.1.3.3).

- Test smoke alarms **monthly and between each new guest**; test and clean them before occupancy and give guests alarm information (NFC(AE) 6.7.1.1.(4)). Test CO alarms per the manufacturer's instructions.
- Test exit doors monthly and keep exits, windows and exterior stairs clear of obstructions, snow and ice (NFC(AE) 2.7.2.1, 2.7.1.6, 2.7.1.7).
- Keep a **written log** of tests and maintenance, such as battery changes, for both smoke and CO alarms.
- **CO detectors** must be mechanically fastened in each bedroom, or outside each bedroom within 5 m of its door.
- Have at least one **2-A rated extinguisher on each storey**, mounted 3 to 5 ft high, visible, and shown on the plan. Inspect it monthly (the owner can sign the tag), and have a qualified company service and tag it every year. Monthly check: in its place on the plan, visible and unobstructed, gauge in the normal range, full by weight. Hydrostatic test at 5 and 12 years; stored-pressure agent replaced every 6 years (NFPA 10).
- Each bedroom needs an **egress window** (an opening of at least 0.35 m², with no dimension under 380 mm, and 760 mm of clearance in a window well) or direct access to an exterior door, unless the unit is sprinklered. Windows, well covers and security bars must open from inside without keys, tools or special knowledge (NBC(AE) 9.9.10.1).
- Every bedroom counts for at most 2 people, and only bedrooms with egress windows (or sprinklers tested annually) count toward your occupant load.

Source: STR Owner's Responsibility Guide - Fire Inspection Guide (PDF)

5. Inspection and posting

- New licences need a **passed fire inspection before the licence is issued**. After your File Manager approves the Fire Safety Plan, the Calgary Fire Department contacts you to book it. Fix any problems beforehand so you don't pay for a re-booking. Licence changes / Operate an STR
- Post the approved Fire Safety Escape Plan **and the occupant load card**, which you get after passing the inspection, near the main entrance, along with the host emergency contact and guest record. A plan must also be posted on each floor area (NFC(AE) 2.8.2.7.(1)). Consider also posting the nearest hospital, utility shut-offs, and flashlight/first-aid kit locations. Owner's Responsibility Guide

6. Renewal

- You can renew up to **30 days before** your renewal date at apply.calgary.ca/shorttermrentals, using the same myID.
- Reclassify as Primary or Non-Primary when you renew.
- Renewals fall under the Fire Department's **risk-based** model, so you may or may not get an inspection each year.

Source: Licence changes

Want this done for you? Keyline Compliance draws your City-format Fire Safety Plan and bedroom escape maps for $99. *(Contact details to come.)*