

Before You Apply

SECTION 1: Application resources


- Visit calgary.ca/demolitions to find more information about **fees**, timelines and more.
- Review our [Digital document criteria](#) prior to submitting your application.
- Remove all personal information on plans.
- Plans/drawings must conform to the Alberta Building Code. Drawings stamped with “not for construction”, “preliminary”, or “for permit purposes only” are not acceptable


Prepare Your Application

SECTION 2: Application requirements for building safety approval (Building Permit)

Supporting Documents

- Submit a completed [Service Disconnect Form](#)
- Submit a completed [Public Tree Disclosure Statement](#)
- Submit a completed [Asbestos Abatement Form](#)
- Attach a **Letter of Authorization** from the registered owner of the land


 *You can use this [sample letter of authorization template](#) or you can provide your own letter but it must contain all the information indicated on the sample letter*
- Attach **Colour Photographs** of the front and rear elevations of the building to be removed
- Register for an **Advanced Weather Forecasting System** if the building is 5 storeys or greater in height

 *Check the [Advanced Weather Forecasting System – Building Regulations Advisory](#) for further information*
- Attach a **Public Protection Site Safety Plan**

 *A Public Protection Site Safety Plan is required for High Buildings and/or buildings that are 5 storeys or greater in height. It may also be required for other buildings that are deemed to be complicated or an unusual structure by the authority having jurisdiction.
For more information refer to the [Public Site Safety Plan – Building Regulations Advisory](#)*

Fees

- Pay the **Building Permit Fee** – see the [Fee Schedule](#)

 *Estimate your permit fees using the applicable [Fee Calculator](#)*

Architectural Documents



For Help with your drawings visit Calgary.ca/DrawingStandards for tips and examples

- Attach one (1) copy of your **Site Plan**



Preferred scale is Metric 1:100 or Imperial 1/4" = 1' 0"

Your **Site Plans** must include the following:

- 1** North arrow
- 2** Municipal address
- 3** Property lines
- 4** Outline of all buildings on site



This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

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 5(1) of Bylaw 39M2018 and the current National Building Code – Alberta Edition)

Apply

Apply online

Apply **online** by visiting apply.calgary.ca



Create a myID account to apply online at myid.calgary.ca

- OR -

Apply in-person

- Complete the **Application Form** before applying in person



Only complete the application form if you are applying for your permit in-person.

Apply **in-person** by visiting the **Planning Services Center** 3rd floor, Municipal building
800 Macleod Trail SE

SECTION 3: Applicant's declaration for in-person applications

By submitting this application to The City of Calgary (the "City"), I understand and acknowledge that, as part of the City's process in reviewing, evaluating, and processing this application, the City will be required to circulate hard or electronic copies of my application materials to members of City Administration, members of the public who may be affected by the application's approval, and to relevant Community Associations' Boards of Directors, including their Planning Committees. The City will also make my application materials available online for public viewing through its website, www.calgary.ca. I hereby consent to the City's copying of these application materials, solely for the purposes of such circulation, dissemination and online viewing as aforesaid, provided that those parties to whom the copies are circulated or made available online are made aware that their use of the copies is specific and limited to providing input on my application and that any further reproduction and distribution of the plans is strictly prohibited.

If you do not want to make your application materials available online for public viewing, you must send an email to planninghelp@calgary.ca within 48 hours of submitting your application and we will consider your request. If your request is accepted our website will reflect that the applicant has chosen not to have their application materials online for public viewing.

The personal information on this form is being collected under the authority of section 5 of The Safety Codes Permit 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 through general inquiries, paid subscription reports for permit data and resources found online, 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 contacting the FOIP Program Administrator for Planning and Development through telephone at 403-268-5480 or by writing to PO Box 2100, Station M, Calgary, AB T2P 2M5.



Need help or have questions? Contact the [Planning Services Centre](http://Calgary.ca/development/contacts.html) by visiting Calgary.ca/development/contacts.html