



LUD _____
PST _____

## Building Permit Application Requirement List

### Duplex Conversion

(two dwellings, one located above the other)

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, staff has been instructed to accept only complete applications which **include plans prepared to professional drafting standards**. Note: Plans/drawings must conform to the Alberta Building Code. Drawings stamped with “not for construction”, “preliminary”, or “for permit purposes only” are not acceptable.

**NOTE:** Building and Development Permit applications must be submitted without personal information on any plans. Omitting this information will protect builders and tenants by reducing the risk of any personal information being wrongfully displayed, while also following the Province of Alberta’s FOIP Act. Failure to follow this requirement may result in an incomplete application. If you consider the information to be personal, do not put it on the plans.

Applications must be made in person, unless you are a member of the Canadian Home Builders Association (CHBA) – Calgary Region. We are currently unable to accept digital applications. Thank you for your cooperation.

completed by applicant	office use only	Required Items
		<b>Prerequisites, where applicable:</b>
<input type="radio"/>	<input type="radio"/>	1. Approved <b>Development Permit</b> , if the Land Use Bylaw requirements are not met.
<input type="radio"/>	<input type="radio"/>	2. Two <b>approved building addresses</b> are required (one for each unit). Email site plan and floor plan(s) to <a href="mailto:addressing@calgary.ca">addressing@calgary.ca</a> prior to submitting your building permit application. Contact Addressing at 403-268-8127 with questions.
<input type="radio"/>	<input type="radio"/>	3. All associated <b>fees</b> ( <a href="#">Fee Schedule</a> ).
		<b>Permit Documents:</b>
<input type="radio"/>	<input type="radio"/>	4. Completed <a href="#">Residential Improvement Project Application</a>
<input type="radio"/>	<input type="radio"/>	5. Completed <a href="#">Building Permit Fee Calculation – Alterations</a>
		<b>Architectural Documents:</b>
<input type="radio"/>	<input type="radio"/>	6. Two (2) copies of a dimensioned <b>Site Plan</b> showing: <i>(preferred scale is Metric 1:200 or Engineer 1" = 20' 0")</i>
<input type="checkbox"/>	<input type="checkbox"/>	north arrow
<input type="checkbox"/>	<input type="checkbox"/>	municipal address
<input type="checkbox"/>	<input type="checkbox"/>	property lines
<input type="checkbox"/>	<input type="checkbox"/>	adjacent City streets, lanes, sidewalks, curbs, curb cuts, and any abutting City public pathways
<input type="checkbox"/>	<input type="checkbox"/>	site area
<input type="checkbox"/>	<input type="checkbox"/>	front, side and rear yard dimensions
<input type="checkbox"/>	<input type="checkbox"/>	right-of-way setbacks, easements and utility rights-of-way, if any
<input type="checkbox"/>	<input type="checkbox"/>	foundation outline of the dwelling, cantilevers, decks and other projections
<input type="checkbox"/>	<input type="checkbox"/>	retaining walls
<input type="checkbox"/>	<input type="checkbox"/>	length of driveways, measured from back of sidewalk (where no sidewalk, from back of curb)

<input type="checkbox"/>	<input type="checkbox"/>	location of existing and proposed gas service lines
<input type="checkbox"/>	<input type="checkbox"/>	location of window wells (length and width) and air conditioning equipment
<input type="radio"/>	<input type="radio"/>	7. Two (2) copies of <b>Cross-Sections</b> showing: (preferred scale is Imperial 1/4" = 1'0" or Metric 1:50; minimum scale 3/16" = 1'0")
<input type="checkbox"/>	<input type="checkbox"/>	ceiling heights of rooms and spaces
<input type="checkbox"/>	<input type="checkbox"/>	construction of walls, including damp-proofing
<input type="checkbox"/>	<input type="checkbox"/>	structural details, fire separations and sound separation, in detail
<input type="radio"/>	<input type="radio"/>	8. Two (2) sets of <b>Floor Plans</b> showing: (preferred scale is Imperial 1/4" = 1'0" or Metric 1:50; minimum scale 3/16" = 1'0")
<input type="checkbox"/>	<input type="checkbox"/>	layouts, dimensions and use of proposed room(s)
<input type="checkbox"/>	<input type="checkbox"/>	size of all structural members, such as beams and columns, within suites
<input type="checkbox"/>	<input type="checkbox"/>	size of windows
<input type="checkbox"/>	<input type="checkbox"/>	provisions made for ventilation
<input type="checkbox"/>	<input type="checkbox"/>	exiting facilities from each floor area
<input type="checkbox"/>	<input type="checkbox"/>	location and rating of fire separations
<input type="checkbox"/>	<input type="checkbox"/>	location of smoke alarms
<input type="checkbox"/>	<input type="checkbox"/>	sufficient detail of the proposed heating systems to ensure conformance with the code
<input type="checkbox"/>	<input type="checkbox"/>	location of laundry facilities

**Applicant's Signature**

**Date**

(Confirming that all required information has been provided and is correct)

**Screened by**

**Date**

Planning Services Technician

**Date**

Safety Codes Officer

**Checklists are updated periodically. Please ensure you have the most recent edition.**

**Phone:** 403-268-5311

**Web:** [calgary.ca](http://calgary.ca)

**In Person:**

3rd floor, Calgary Municipal Building

800 Macleod Trail SE, Calgary, Alberta

**8:00 a.m. to 4:30 p.m. Monday – Friday**

**Mail:**

The City of Calgary

Planning, Development & Assessment (#8108)

800 Macleod Trail SE, Calgary, Alberta T2P 2M5

**NOTE:** 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](#).