



## Complete Building Permit Application Requirement List Commercial: Fire Alarm (repair/upgrading)

This checklist outlines all the information necessary to evaluate and provide a timely review and issuance of your application. Applications and materials submitted must be clear, legible, and precise. Plans/drawings stamped with “not for construction”, “preliminary”, or “for permit purposes only” are not acceptable.

For help with your drawings visit [calgary.ca/drawingstandards](http://calgary.ca/drawingstandards) for tips and examples.  
To estimate your permit fees, use the applicable [fee calculator](#).

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.

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### A. [Application Form](#) (Do not fill out if applying online)

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### B. The following applies:

- 1 A letter detailing the scope of work can be submitted when the work is limited to installation (changes) of an existing fire alarm system as outlined in [STANDATA 19-BCI-015](#). Refer to Appendix B of [STANDATA 19-BCB-007R1](#) to determine if the work requires a building permit.
- 2 Fire alarm upgrading work in buildings constructed under previous editions of the building code must meet the requirements of the National Building Code 2019 Alberta Edition where the building goes through a change of use or modernization. Full electrical layouts will be required in this instance.
- 3 A letter detailing the scope of work on its own is not acceptable when the work is considered as a fire alarm modernization or replacement under [STANDATA 19-BCI-015](#). Where a fire alarm system is completely replaced, the replacement fire alarm system design and installation must meet the requirements of the current National Building Code 2019 Alberta Edition. Full electrical layouts will be required in this instance.

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## Plans

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### C. One (1) copy of a complete **Architectural** set of drawings, including a **Site or Key Plan**

(preferred scale is Metric 1:100 or Imperial ¼" = 1'0")

#### Site or Key Plan:

- 1 Showing the exact location of tenant space within the building and the tenant unit number

#### Floor Plan:

- 1 Detailed Scope of Work:
- 2 Documentation indicating the fire alarm system meets the minimum Code and standard requirements, as well as any applicable STANDATA requirements
- 3 Description of equipment being installed or changed
- 4 Location of equipment being installed or changed

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## Supporting Documents

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### D. Professional engineering involvement is necessary for the installation (changes) of existing fire alarm systems where the size and occupancy of the building, as per the National Building Code 2019 Alberta Edition, requires professional involvement.

Professional engineering involvement may include drawings and/or a detailed scope of work letter for the fire alarm system and a final verification after installation. Drawings and/or letters must be signed and stamped by a professional engineer registered to practice in the province of Alberta.

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### E. Completed [Asbestos Abatement Form](#)

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NOTE: Land Use Bylaw 1P2007 Part 2, Division 3, Section 23 states: A development permit is required for every development unless it is otherwise exempted.