



## Building Permit Application Requirement List

### Interior Partition Demolition

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. Approved Development Permit where required.

*NOTE: Upon review, if the submitted drawings do not match the approved plans by the Development Authority, this application may not be issued until such time that the Development Authority is satisfied that the plans match the approved development permit, or that a new development permit has been obtained and released.*

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#### C. All of the following apply:

- 1 Scope of work is limited to the removal of interior partitions/finishes in either:
    - Single Tenant Floor (life safety systems remain operational and exits maintained without obstructions during demolition if partially occupied);
    - Multi-Tenant Floor (life safety systems remain operational and exits and required public corridors maintained without obstruction during demolition if partially occupied);
    - Strip Mall style building with all work located within a single suite (life safety systems remain operational, exits maintained without obstructions during demolition if partially occupied and not affecting fire rated assemblies); or
    - Shopping Mall with 9m corridor with all work located within a single suite (life safety systems remain operational, exits maintained without obstructions during demolition if partially occupied and not affecting fire rated assemblies).
  - 2 No changes to the base building’s mechanical system (i.e. mechanical mains). Local VAV’s, branch ducts, local return air, local diffusers or radiators may all be removed or modified.
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### Plans

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#### D. 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
- 2 Unit number

##### **Floor Plan:**

- 1 Fully dimensioned floor plan(s) with dimensions of all rooms and doors within the tenant space
- 2 Multi-tenant floor occupancies must provide the entire floor plate
- 3 Location of all exits
- 4 Location of all exit signage and emergency lighting
- 5 Legend indicating work to be demolished

##### **Code Analysis indicating:**

- 1 Base building classification
  - 2 That the Alberta Building Code requirements for egress/exiting of the suite have been met, in accordance with Alberta Building Code articles 3.3.1.5 and 3.4.2.1 (e.g. number of exits, floor area of tenant space, travel distance and occupant load).
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### Supporting Documents

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

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F. Complete scope of demolition work, if not clearly indicated on the drawings, with the maximum description limited to two pages, 8.5" x 11"

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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. Furthermore, Building Permit Bylaw Number 64M94 states: An application for a permit may be refused if, within 90 days from the date of receipt, adequate information and documentation is not supplied to the Safety Codes Officer, and there shall be no refund of any fees that have been paid.*