



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 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.

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

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.

C. All of the following apply:

- 1 Scope of work is limited to a single office tenancy located within existing demising walls in a multi-storey office building or single tenant office floor in a multi-storey office building.
- 2 Office must not be located in a space with a mezzanine, in an inter-connected floor area, located on a cross-over floor, or in a space where alterations are required to a firewall.
- 3 Work must not include new floor openings
- 4 No changes to the base building mechanical system
- 5 Area of work must not be located on +15 or +30 floor levels
- 6 Office tenant space must be approved for office use under Land Use Bylaw and the space must not include a medical office or counselling office.

Plans

D. One (1) copy of a complete **Architectural set of drawings, including a **Site 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 **Alberta Building Code Analysis indicating:**
 - 1 Base building classification
 - 2 Type of construction permitted based on the building classification (i.e. combustible or non-combustible construction)
 - 3 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).
- 2 Fully dimensioned plan(s), provide dimensions of all rooms and doors within the tenant space
- 3 Office tenancies located on multi-tenant floors – provide the entire floor plate plan
- 4 Location of all exits, travel distance to exits, exit signage and emergency lighting
- 5 Wall assembly legend with construction details of the existing demising wall/corridor wall including the fire resistance rating
- 6 Intended use of all rooms
- 7 Professional engineer’s stamp (required to address structural concerns such as rolling file loading or extra loading from new equipment)
- 8 Washroom location including fixtures and barrier free details
- 9 Exit door hardware (including card readers or magnetic locks)

Electrical and/or Mechanical Plan:

1 Information shown to demonstrate compliance with the current Alberta Building Code

Supporting Documents

E. Completed [Asbestos Abatement Form](#)

- F. If the area of construction exceeds 500 square metres, professional involvement is required for architectural, mechanical, and electrical work. Drawings must be stamped if professional involvement is required
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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*