


Before You Apply

SECTION 1: Application resources


- Review our [Digital document criteria](#) prior to submitting your application.
- Need help drawing your project plans? Visit www.Calgary.ca/DrawingStandards for tips and support.
- 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

SECTION 2: Application prerequisites (where applicable)

- Approved **Development Permit**— If the Land Use Bylaw requirements are not met



Your building permit plans must match the approved plans by the development authority
A permit application may be refused if you do not supply adequate information to the Safety Codes Officer within 90 days of the receipt (any fees paid will not be refunded)
- Application for **Demolition Permit**, where applicable




Partial permit will not be released until the demolition permit is issued
- Two **approved building addresses** (one for each unit); contact Addressing at 403-268-8127 or email a copy of your site plan to addressing@calgary.ca

Prepare Your Application

SECTION 3: Application Requirements for Building Safety Approval (Building Permit)

Fees

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



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

Supporting Documents

- Attach two (2) completed [Construction Permit Application](#) (one for each unit)
- Attach two (2) completed [Building Permit Fee Calculation – New Homes](#) forms (one for each unit)
- Attach two (2) completed [Section 9.36 \(Energy Efficiency\) Project Summary Form](#) (one for each unit)
- Attach two (2) copies of proof of registration from the Government of Alberta’s [New Home Buyer Protection Program](#) (one for each unit)
- Attach two (2) copies of the **building grade slip** (one for each unit)

Is your application for a **Show Home (Temporary Residential Sales Center)**?

Yes

No

- If you answered "Yes" please include duration of the show home

Home Energy Label Program – new home pilot optional participation

- Attach two (2) copies of the [Letter of Intent](#) (one for each unit)



The Home Energy Label allows builders to participate in the pilot program for new low-density homes and receive rebates. More information can be found at calgary.ca/energylabelrebate

Plans



Provide two sets of plans, one for each side of the semi-detached building.

- Submit two (2) copies of your dimensioned **Site Plan**



Preferred scale is Metric 1:200 or Engineer 1" = 20' 0"

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

- 1** North arrow
- 2** Municipal address
- 3** Property lines
- 4** Parcel width or lot line dimensions
- 5** Adjacent city streets, lanes and adjacent lots
- 6** Site area and coverage
- 7** Front, side and rear yard dimensions
- 8** Right-of-way setbacks, easements and utility rights-of-way, if any
- 9** Foundation outline of the dwelling, cantilevers, decks and other projections
- 10** Retaining walls— including height from grade
- 11** Dimension the distance from the property lines to the foundation, cantilevers, decks, porches, and other projections
- 12** Provide geodetics for roof peak, main floor (TOJ), and footing (ATF)
- 13** Outline of accessory buildings
 - A separate building permit is required for Accessory Buildings. See the [Accessory Building Requirement List](#)*
- 14** Location of window wells and air conditioning equipment
- 15** The parking area, including dimensioned depth and width if no garage
- 16** Surface treatment of parking area

- 17 Show Home (Temporary Residential Sales Centre) components— when applicable

- Submit two (2) copies of **dimensioned Building Plans** (one copy per unit; name which unit is being applied for on each set of plans)



Preferred scale is Imperial 1/4" = 1' 0", minimum 3/16" = 1' 0", or Metric 1:50

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

- 1 Foundation plans (preserved wood foundation or pile and grade beam to be signed and sealed by Professional Engineer)
- 2 Floor plans
- 3 Building elevations including glazed opening calculations for all elevations not facing a street or lane



Maximum height plane not needed

- 4 Structural cross sections
- 5 Electrical lighting layout with fixtures and switch controls
- 6 Wall and column footings— size and thickness
- 7 Fireplace type and specifications (ULC approved)
- 8 Size of doors and windows (write down whether they are vented or sealed units)
- 9 Indicate performance grades and "U" values for all exterior windows, doors, and skylights (NAFS - North American Fenestration Standard / Specification for windows, doors and skylights)
- 10 Wall, floor and roof construction details
- 11 Furnace location and location of combustion air and fresh intakes
- 12 Show rough-in for a radon subfloor depressurization system (on foundation plan inlet – outlet)

- Attach two (2) copies of **Construction Details** (may be included with Building Plans) including:

Your **Construction details** must include the following:

- 1 Flashing details (above windows, doors, decks, battens, and service penetrations)
- 2 Window installation details (staged details of the window installation)
- 3 Wire and stucco support details (lath installation and spacing of supports)
- 4 Section detail of radon subfloor depressurization system rough-in

Structural Documents

- Submit two (2) copies of **Manufacturer's Floor Joist Layouts**

Your **Manufacturers Floor Joist Layouts** must include the following:


<input type="checkbox"/>	1	Beam loading calculations and details
<input type="checkbox"/>	2	Beam sizes, grades and species
<input type="checkbox"/>		Attach two (2) copies of Manufacturer’s Roof Layouts
<input type="checkbox"/>		Attach two (2) copies of Beam Runs (beam loading calculations) — if applicable
<input type="checkbox"/>		Attach two (2) copies of the manufacturers floor joist Installation Guide — if applicable
Engineering Documents		
<input type="checkbox"/>		Attach two(2) copies of a completed Form ‘A’ Manufactured Stone used in Exterior Wall Cladding Systems (Note: this form requires an engineer’s stamp), if applicable
<input type="checkbox"/>		Attach two (2) copies of the Lateral Support design (designed by a Professional Engineer or to AHITC 2009 guidelines), if applicable
<input type="checkbox"/>		Attach two (2) copies of the Tall Wall design (designed by a Professional Engineer or to AHITC 2009 guidelines), if applicable
<input type="checkbox"/>		Attach two (2) copies of a Retaining Wall design (designed by a Professional Engineer), if applicable




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 (for contractors only)	
Apply online by visiting vista.calgary.ca	
	Licensed contractors can request VISTA access by visiting vista.calgary.ca

- OR -

Apply in-person	
<input type="checkbox"/>	Complete the Application Form before applying in person
	<i>Only complete the application form if you are applying for your permit in-person.</i>
Apply in-person by visiting the Planning Services Center 3rd floor, Municipal building 800 Macleod Trail SE	

Applicant's declaration for in-person applications

By submitting this building permit application, the applicant acknowledges that the drawings submitted herein will match the most currently approved development permit for the site address listed below. Upon review, if the submitted drawings do not match the approved plans by the Development Authority, this application may be refused 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.

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](#) by visiting Calgary.ca/development/contacts.html