



## New digital intake process

There is a new digital intake process for large scale developments, land use amendment applications and outline plans. Please contact the Planning Services Centre at (403) 268-5343 to process your application. Allow for up to 45 minutes to process your application over the phone. Files will be transmitted securely via Microsoft OneDrive and reviewed during the call.

Plans submitted must be to a professional drafting standard and digital submission requirements include the following:

- All Documents must be named as listed on this Requirement List (in any naming convention that makes the document type identifiable)
- All files must be in PDF format
- One PDF file per requirement
- Have all files organized in a folder ready for transmission prior to calling
- **Contain a title block with information such as:**
  - address and legal description (plan; block; lot)
  - uses, project name
- **Paper size:**
  - all plans submitted must be on the same sized paper
  - drawings are clear and legible
  - drawings must be contained on each page (one plan should not span two pages)



**Duplex Conversion:**  
(no additions to exterior of building)

The following **Development Permit Complete Application Requirement List** outlines all of the information necessary to evaluate and provide a timely decision on your application. Only applications that are complete will be accepted. Applications and materials submitted must be clear, legible and precise. Plans submitted must be to a professional drafting standard. All plans must be clear of any previous approval stamps and/or notations. Please review the **Processing Times and Deemed Refusal** section.

**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.

The Development Authority may require additional material considered necessary to properly evaluate the proposed development (as stated in Part 2, Section 26(3) of the Land Use Bylaw 1P2007).

Processing Times and Deemed Refusals
<p>Applicants are advised of their option under the Municipal Government Act to treat their application as being refused if the Development Authority fails to make a decision within 40 days of the application being accepted by the Development Authority, or at the expiry of an extended review timeframe specified by a time extension agreement between the Development Authority and Applicant. <a href="#">Time extension agreements</a> must be initiated by the Applicant.</p> <p>To exercise the “deemed refusal” option, an appeal to the Subdivision and Development Appeal Board must be filed within 14 days of the latest specified date for the review, or the right to an appeal is lost until such time as a decision is rendered on the application by the Development Authority.</p>

SECTION 1: Applicant Details	
<input type="checkbox"/> Property Owner <input type="checkbox"/> Representing Owner	
Applicant’s Name:	Company Name (if applicable):
Applicant’s Email:	Applicant’s Phone Number (during business hours):

**NOTE:** Correspondence and approval notification will be sent to only the applicant

SECTION 2: Required Items	
1	A copy of the current <b>Certificate(s) of Title</b>
2	Current copies of any <b>Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats</b> registered on the Title(s)
3	<p><b>A Letter of Authorization*</b> from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel.</p> <p>*You can use this <a href="#">sample letter of authorization template</a> or you can provide your own letter but it must contain all information indicated on the sample letter</p>
4	<p><b>Colour Photographs</b> (minimum of four different views, label and identify each photograph) showing:</p> <ul style="list-style-type: none"> <li>• front and rear of building</li> <li>• unique features and aspects of significance to development of the parcel</li> </ul>
5	<b>Development Permit fee</b> (See <a href="#">Fee Schedule</a> )
6	Completed <a href="#">Site Contamination Statement</a>

7	Completed <a href="#">Public Tree Disclosure Statement</a>
8	Completed <a href="#">New Driveway Information Form</a> , when an existing driveway is being widened or when a parcel is laned and a new driveway is accessing a street
9	When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a <b>written planning rationale</b> in support of the deficiencies.
<b>Plans</b>	
10	<b>One (1) copies of Site Plans</b> (1:100 metric scale recommended) showing:
	north arrow, pointing to top or left of page
	municipal address (ie, street address) and legal address (ie, plan/block/lot)
	all elements of plan labelled as <b>existing</b> or <b>proposed</b>
	<b>Plot and dimension property lines</b>
	<b>Floodway, Flood Fringe and Overflow:</b>
	<ul style="list-style-type: none"> <li>indicated on the Floodway/Flood Fringe Maps [Section 3 (c) &amp; (d)]</li> <li>dimension distance to buildings and structures</li> </ul>
	<b>Adjacent to parcel:</b>
	<ul style="list-style-type: none"> <li>City streets, label street names</li> </ul>
	<b>Setbacks:</b>
	<ul style="list-style-type: none"> <li>dimension front, side and rear building setbacks from property lines</li> </ul>
	<b>Outline and dimension buildings:</b>
	<ul style="list-style-type: none"> <li>projections and structures (bay windows, cantilevers, window wells)</li> <li>detached buildings and structures (sheds, garages)</li> <li>mechanical equipment (air conditioners)</li> <li>location of all openings (windows, doors, overhead doors)</li> <li>location of independent access to grade</li> </ul>
	<b>Driveways &amp; parking areas:</b>
	<ul style="list-style-type: none"> <li>label surface material</li> <li>label curb cuts to be removed and rehabilitated (if accessing a street)</li> <li>dimension length from property line to overhead door</li> <li>number of parking stalls (minimum one per dwelling unit)</li> </ul>
	<b>Private amenity space:</b>
	<ul style="list-style-type: none"> <li>outline and dimension area for outdoor amenity space for second tenant(in the form of a deck, patio or balcony)</li> </ul>
11	<b>One (1) copies of Floor Plans of all levels</b> (minimum 1:75 or imperial scale, minimum 3/16"=1') showing:
	municipal address (ie, street address) and legal address (ie, plan/block/lot)
	all elements of plan labelled as <b>existing</b> or <b>proposed</b>
	<b>Outline and dimension walls:</b>
	<ul style="list-style-type: none"> <li>exterior dimensions (dimension to centre line of common walls)</li> <li>plot location of interior and exterior openings (windows, doors, overhead doors)</li> <li>label the purpose of spaces (eg, kitchen, living room, bathroom, interior/exterior stairways, mechanical rooms, meter room, corridors, washrooms, laundry facilities)</li> <li>label existing and proposed rooms and portions of the building</li> <li>calculate area of suite (excluding areas covered by stairs)</li> </ul>
12	<b>One (1) copies of Elevation Drawings</b> (minimum 1:75 or imperial scale, minimum 3/16"=1') showing:
	municipal address (ie, street address) and legal address (ie, plan/block/lot)
	all elements of plan labelled as <b>existing</b> or <b>proposed</b>
	<b>Include on elevations:</b>
	<ul style="list-style-type: none"> <li>doors, windows, including dimensions</li> <li>label roof slope</li> </ul>
	<b>Label finishing materials:</b>
	<ul style="list-style-type: none"> <li>exterior materials (brick, stucco, vinyl siding, metal siding)</li> </ul>

- roof materials (asphalt, cedar shakes, concrete tile, metal)
- colours of all major exterior materials

**Building height (indicate on all elevations):**

- plot line representing the floor and top of wall for each storey
- dimension height of building from grade
- dimension height of each storey from grade to top of wall

**13 One (1) copies of Cross-Sections, showing:**

**Building Cross-Section:**

- cross-section through entire building indicating floor to finished ceiling heights (including dimensions)

**14 Building Code Information (to be screened by Safety Codes Officer at the time of application):**

- provide calculations for spatial separation (on each side elevation drawing)
- label point of egress for floors above the second floor (on elevation drawings)

If parcel is located within the area governed by the Airport Vicinity Protection Act (AVPA) clearly label the NEF layer to which the parcel is located. AVPA calculations will be required at time of Building Permit application. If you are uncertain as to the location within the AVPA phone 403-268-5311.

- applicant confirmation

### SECTION 3: Applicant's Declaration

By submitting this application to The City of Calgary (the "City"), I understand and acknowledge that, as part of the City's process in reviewing, evaluating, and processing this application, the City will be required to circulate hard or electronic copies of my application materials to members of City Administration, members of the public who may be affected by the application's approval, and to relevant Community Associations' Boards of Directors, including their Planning Committees. The City will also make my application materials available online for public viewing through its website, [www.calgary.ca](http://www.calgary.ca). I hereby consent to the City's copying of these application materials, solely for the purposes of such circulation, dissemination and online viewing as aforesaid, provided that those parties to whom the copies are circulated or made available online are made aware that their use of the copies is specific and limited to providing input on my application and that any further reproduction and distribution of the plans is strictly prohibited.

If you do not want to make your application materials available online for public viewing you must send an email to [planninghelp@calgary.ca](mailto:planninghelp@calgary.ca) within 48 hours of submitting your application and we will consider your request. If your request is accepted our website will reflect that the applicant has chosen not to have their application materials online for public viewing.

The personal information on this form is being collected under the authority of The Calgary Building Permit Bylaw 64M94 (Section 5) 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.

**NOTE:** 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.

**Need help or have questions? Contact the [Planning Services Centre](#).**

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