



Mezzanine and Interior 2nd Floor Additions: Changes inside a 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

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. [Time extension agreements](#) must be initiated by the Applicant.

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.

SECTION 1: Applicant Details

Property Owner 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: Project Details

Project Address:

Cumulative gross floor area:	<input type="checkbox"/> Addition		<input type="checkbox"/> ft ² <input type="checkbox"/> m ²
	<input type="checkbox"/> Mezzanine		
New dwelling units created:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, number of new dwelling units:	

SECTION 3: Application Requirements for Development Approval (Development Permit)

Supporting Documents

A. A copy of the current **Certificate(s) of Title**

B. A **Letter of Authorization*** from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel.
*You may use this [sample letter of authorization template](#) or you can provide your own letter, but it must contain all information indicated on the sample letter

C. Colour Photographs (minimum of four different views, label and identify each photographs)

- Site from front and rear
- Two adjoining parcels on either side
- Unique features and aspects of significance to development of the parcel
- Details of curbs, driveways, sidewalks, waste enclosures and overhead poles
- Indicate on a key plan or the site plan, the direction and location of photos

Plans (preferred scale is Metric 1:100 or Imperial 1/4" = 1'0")

NOTE: Plans must be uploaded as one complete drawing set. Plans should not be uploaded as separate documents.

D. One (1) copy of a Site Plan

Your **Site Plan** should include the following:

1. **North arrow**, pointing to top or left of page
2. **Municipal address** (i.e. street address) and legal address (i.e. plan/block/lot)
3. All elements of plan labelled as **existing** or **proposed**
4. **Plot and dimension property lines:**
 - Label existing and proposed
 - Label parcel area in square meters
5. **Adjacent to parcel:**
 - City streets, label street names
 - Sidewalks, City and public paths (Regional Pathway System)
 - Curb cuts, medians and breaks in medians
6. **Dimension to property line:**
 - Back of sidewalk and curb
 - Lip of gutter
 - Width of sidewalk and public paths (Regional Pathway System)
7. **Corner parcels only:**
Outline and dimension corner visibility triangle
8. **Outline and dimension buildings:**
 - Projections and structures (bay windows, cantilevers, deck, window wells)
 - Detached buildings and structures (sheds,garages)
 - Location of all openings (windows, doors, overhead doors)
 - Label use area within the building (tenant locations)
 - Label uses to be located in each use area (see uses listed under Use CARLs)
9. **Setbacks:**
 - Dimension front, side and rear building setbacks from property lines
 - Draw, label and dimension required setback areas (as prescribed in the Land Use Bylaw)
10. **Parking areas, drive aisles and circulation roads:**
 - Label all surface material of areas accessible by motor vehicles
 - Dimension widths of all aisles and roads
 - Provide details on vehicle circulation (direction of travel, signage and fire lanes)
11. **Motor vehicle parking stalls:**
 - Label as Commercial, Dwelling, Live/Work or Visitor
 - Total each type of motor vehicle parking stall by use
 - Dimension width and depth
 - Provide calculations for motor vehicle parking stall requirement by use
12. **Loading stalls:**
 - Dimension width and depth
 - Label surface material of loading areas
13. **Location of driveways**
14. **Bicycle parking:**
 - Location of bicycle parking stall - class 1 (secure) and class 2 (un-secure)
 - Total each type of bicycle parking stall (class 1 or class 2)
 - Calculate bicycle parking stall requirement

15. Signage:

- Outline and label the location of all proposed canopy, fascia and freestanding signage (for all other types of signage, obtain the appropriate requirement list for that sign)
- Label the source of power for the signage (underground, etc.)
- Plot location of all existing signage on the parcel
- Dimension distance from property lines to signage
- Dimension distance to all freestanding signs on the parcel or within 30 metres of the parcel

E. One (1) copy of Floor Plan(s)

Your **floor plans** should include the following:

1. North arrow, pointing to top or left of page

2. Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)

3. All elements of plan labelled as existing or proposed

4. Outline and dimension walls:

- Include exterior dimensions (dimension to centre line of common walls)
- Plot location of interior and exterior openings (windows, doors, overhead doors)
- Internal motor vehicle and bicycle parking, loading and waste collection facilities (see site plan requirements)
- Label use in each use area (tenant space)
- Label the purpose of spaces (e.g. Kitchen, living room, bathroom, interior/exterior stairways, mechanical rooms, meter room, corridors, washrooms, laundry facilities)
- Label existing and proposed rooms
- If a restaurant and/or drinking establishment, include seating plan that clearly indicates the area (both indoor and outdoor) in which the public will have access for the consumption of food and/or beverages

F. One (1) copy of Elevation(s)

NOTE: Only required if renovations are proposed to the exterior of the building (i.e. outer shell of the building is being renovated)

Your **elevations** should include the following:

1. Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)

2. All elements of plan labelled as existing or proposed

3. Include on elevations:

- Doors, windows, overhead doors
- Projections, service meters, decorative elements, rooftop equipment
- Screening (e.g. Service meters, rooftop equipment, privacy screens)
- Dimension all doors, windows and overhead doors

4. Label finishing materials:

- Exterior materials (brick, stucco, vinyl siding, metal siding)
- Roof materials (asphalt, cedar shakes, concrete tile)
- Colours of all major exterior materials

5. Lighting:

- Plot location of light fixtures
- Plot direction of illumination (vertical, horizontal)
- Dimension height of fixtures from grade to bottom of fixture

6. Grade:

- Plot existing and proposed grade extending to property lines
- Plot property lines (extending vertically)
- Plot all geodetic datum points required on site plan
- Dimension all doors, windows and overhead doors

7. Building height (indicate on all elevations):

- Plot line for main floor
- Plot line for roof when concealed by parapet
- Dimension height of building from existing and proposed grade
- Dimension height of main floor from existing and proposed grade
- Dimension height of structures (fences, retaining walls) from existing and proposed grade

8. Signage (where appropriate, provide separate sign elevation):

- Label materials, lettering details, copy and colours
- Dimension sign and signable area
- Dimension distance from grade to bottom of sign
- Label means of supporting sign (structures, guy wires, brackets, bracing)
- Label physical form of sign (cabinet, box, individual letters)
- Provide details on exterior lighting, label if internally illuminated

SECTION 4: Supporting Information

- A.** If the application includes a Change of Use, include a completed [use questionnaire](#).
- B.** If the use is discretionary and the application proposes to reduce the number of parking stalls on the site, explain how your site will continue to provide sufficient parking opportunities for your business.
- C.** Additional Information Required, depending on site conditions:
- If new waste enclosure is to be constructed, include elevations and construction details for enclosure.
 - When the applicant is aware that the proposal does not meet a standard of the Land Use Bylaw, any deficiencies should be identified and written account of the planning rationale in support of the deficiencies
 - When the mezzanine addition is likely to affect the adequacy of hard services (e.g. sanitary sewer, storm sewer) for the site, additional information on existing services and utilities may be required after the application has been submitted.
 - Where service meters will be placed on the exterior wall and how these meters will be screened; if appropriate, include details on screening enclosures.
- D.** **Off-site Levy Bylaw**, review the Off-site Levy Bylaw at calgary.ca/offsitelevy to determine if additional charges are applicable to the application.
- E.** If the renovations include an addition to the building and/or changes to the site plan (e.g. parking, landscaping), refer to the [Additions](#) or [Exterior Renovations](#) requirement list.

SECTION 5: Use Application Requirement Lists

- F.** Please **list all Uses*** that are being proposed as part of the Development Permit application below. A list of Uses, and their definitions, are available online under [Schedule A](#) at calgary.ca/landusebylaw.
- Proposed or Existing Use(s):
- *If the use being proposed is listed below, a completed additional information form is required at the time of application.
- [Agriculture and Animal - Use](#)
 - [Automotive Use](#)
 - [Eating and Drinking Use](#)
 - [Residential, Care and Health Use](#)
 - [Commercial Use](#)
 - [Commercial Multi-Residential Uses](#)
 - [Industrial Use](#)
 - [Care Facility Information Form](#)
 - [Child Care Service Information Form](#)
 - [Instructional Facility Information Form](#)
 - [Medical Treatment Letter of Intent](#)
 - [Payday Loan /Pawn Shop Information Form](#)
 - [Public School Information Form](#)

SECTION 6: 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. 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 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.