



Development Permit Complete Application Requirement List  
**New Rowhouse, or Addition to Existing Rowhouse:**  
 In the Developing Area

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 Bylaw1P2007).

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: Project Details	
Project Address:	
Cumulative gross floor area:    Addition <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>	New Building: <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>
New dwelling units created: <input type="checkbox"/> Yes	If yes, number of new dwelling units:

SECTION 3: Required Items	
1	A copy of the current Certificate(s) of Title
2	Current copies of any Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats 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 may 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)</p> <ul style="list-style-type: none"> <li>▪ Site from front and rear</li> <li>▪ Two adjoining parcels on either side</li> <li>▪ Unique features and aspects of significance to development of the parcel</li> <li>▪ Details of curbs, driveways, sidewalks, waste enclosures and overhead poles</li> <li>▪ Indicate on a key plan or the site plan, the direction and location of photos</li> </ul>
5	Development Permit fee ( <a href="#">Fee Schedule</a> )
6	Residential Grades fee, where applicable
7	Completed <a href="#">Site Contamination Statement</a>
8	Completed <a href="#">Public Tree Disclosure Statement</a> If public trees are identified one additional site plan may be required
9	Completed <a href="#">Abandoned Well Declaration</a>
10	Completed <a href="#">Use Questionnaire</a> *This is only required if there is a Commercial Use being proposed within the building or addition
11	Completed <a href="#">Climate Resilience Inventory</a> form
12	<p><b>Applicant's Submission Planning Analysis</b></p> <p>The purpose of the Planning Analysis is to provide key information about the project; information that cannot be communicated in a set of plans (i.e. the thought process behind the proposal). This information will reduce the number of conditions in the first Detailed Team Review form and speed up the application processing time. Where relevant, the Planning Analysis will be circulated to the Community Association for comment as part of the development permit circulation process.</p> <p>While this is <b>not a mandatory requirement</b>, we strongly encourage applicants to provide this key information.</p> <ul style="list-style-type: none"> <li>▪ Provide an explanation of the proposal/project and how it fits with the surrounding context</li> <li>▪ Identify and provide rationale for any variation from the relevant City of Calgary policies</li> <li>▪ identify and provide rationale for any proposed relaxations to the Land Use Bylaw</li> </ul>
<b>Renderings</b>	
13	<p><b>Rendering or Elevation for Notice Posting</b></p> <p>At least one (1) <b>rendering</b> matching the specifications below, <b>OR</b> one (1) elevation of the proposed development</p> <p><b>Note:</b> the purpose of this is to include a visual for the notice posting and is encouraged. This is discretionary upon discussions between the file manager and the applicant.</p>

**Perspective:**

- For single-building projects, the view must be:
  - From the perspective of the sidewalk across the street from the subject site's primary frontage;
  - From the perspective of the midpoint of the subject site's primary street frontage;
  - At a 90-degree angle, perpendicular to the sidewalk; and
  - From the perspective of 1.5 metres (average human eye-level) above the sidewalk; OR
- For multiple building projects, the rendering:
  - Should be from an aerial angle; and
  - Must show the entire project area.

**Depiction must:**

- Match site plans, landscape plans, and elevations with no removed nor additional items;
- Depict the exterior finishing materials of all parts of proposed and existing neighbouring buildings depicted accurately, including freestanding signs, and retaining walls visible in the frame;
  - Views through clear windows for proposed buildings may depict interiors, blinds, or curtains;
  - Views through clear windows for neighbouring buildings must be of blinds or curtains;
- Depict the landscaping and paving materials of all landscaped and paved areas visible in the frame;
- Depict trees and shrubs;
- Not depict people nor vehicles; and
- Have the lighting of September 21 at 4:00pm.

**Technical Requirements:**

- Be 2431 pixels in width by 2243 pixels in height, landscape view; and
- Be a Portable Graphics (.PNG) file.

**Plans**

**14** One (1) copy of a **Site Plan**, including:  
(preferred scale is Metric 1:100 or Imperial ¼" = 1'0")

**North arrow**, pointing to top or left of page

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

All elements of plan labelled as **existing** or **proposed**

**Plot and dimension property lines:**

- Label existing and proposed
- Label parcel area in square meters

**Easements, Utility Rights-Of-Way:**

- Dimension (width, depth and location)
- Label type of easement and registration number)

**Utilities on and adjoining the parcel (deep, shallow and overhead):**

- Water, storm and sanitary sewer
- Gas
- Electrical
- Cable, telephone

**If an abandoned gas or oil well is identified on the site**, indicate the necessary setback area for each well

**Plot Rights-of-Way setback lines required in Section 53, Table 1:**

- Dimension depth of Rights-of-Way
- Dimension distance from Rights-of-Way to building

**Floodway, Flood Fringe and Overland Flow:**

- Indicated on the Floodway/Flood Fringe maps [Section 3 (c) & (d)]
- Dimension distance to buildings and structures

**Adjacent to parcel:**

- City streets, label street names
- Sidewalks, City and public paths (Regional Pathway System)
- Curb cuts, medians and breaks in medians
- Existing and proposed pedestrian crosswalks
- Bus zones and bus shelters (including signage & route number)
- Light standards, utility poles, street signage, street furniture
- Paid parking equipment (parking meters, ticket dispensers, Pay-and-Display)

**Dimension to property line:**

- Back of sidewalk and curb
- Lip of gutter
- Width of sidewalk and public paths (Regional Pathway System)

**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)

**Parcel and building coverage:**

- Calculate area of each building (include all covered structures)

**Location of all:**

- Catch basins
- Utility poles
- Guy wires/pole anchors
- Hydrants, utility fixtures or boxes

**Corner parcels only:**

- Outline and dimension corner visibility triangle

**Geodetic datumpoints/contours:**

- All the corners of the parcel
- At the back of sidewalk or curb
- At primary corners of the building
- geodetic contours at 0.5 metres intervals including berming for site
- label existing and proposed geodetic datumpoints

**Outline and dimension buildings:**

- Projections and structures (bay windows, cantilevers, deck, window wells)
- Detached buildings and structures (sheds, garages)
- Mechanical equipment (parkade vents, air conditioners)
- Label existing and proposed buildings (or portions of buildings)
- 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)

**Gross Floor Areas (GFA is the total area of all above-grade floors) of:**

- Proposed and existing buildings
- Each distinct use area in buildings (tenant location)
- Calculate Floor Area Ratio (FAR) (GFA divided by Parcel Area)

**Density:**

- Calculate number of existing and proposed units
- Calculate the density in units per hectare (UPH) (Units divided by Parcel Area)

	<p><b>Parking areas, drive aisles and circulation roads:</b></p> <ul style="list-style-type: none"> <li>▪ Include curbs and sidewalks</li> <li>▪ Crosswalks (provide detail if raised)</li> <li>▪ Speed bumps (provide detail)</li> <li>▪ Label all surface material of areas accessible by motor vehicles</li> <li>▪ Dimension widths of all aisles and roads</li> <li>▪ Provide details on vehicle circulation (direction of travel, signage and fire lanes)</li> </ul>
	<p><b>Motor vehicle parking stalls:</b></p> <ul style="list-style-type: none"> <li>▪ Dimension width and depth</li> <li>▪ Dimension column size and distance between columns</li> <li>▪ Dimension angle or parking stall (if less than 90 degrees)</li> <li>▪ Location and size of wheel stop (provide next to sidewalk)</li> </ul>
	<p><b>Driveways:</b></p> <ul style="list-style-type: none"> <li>▪ Label proposed or existing</li> <li>▪ Label curb cuts to be removed and rehabilitated</li> <li>▪ Dimension length from back of curb or sidewalk</li> <li>▪ Dimension width of driveway at throat and flare (adjacent to street)</li> <li>▪ Dimension distance to adjoining driveways</li> </ul>
	<p><b>Parking and loading area geodetic grades:</b></p> <ul style="list-style-type: none"> <li>▪ Driveways grades and parkade ramp grades</li> <li>▪ Detail any areas over 2 per cent slope</li> </ul>
	<p><b>Internal sidewalks:</b></p> <ul style="list-style-type: none"> <li>▪ Label surface material</li> <li>▪ Dimension height from grade or parking areas</li> <li>▪ Dimension width</li> </ul>
	<p><b>Fencing:</b></p> <ul style="list-style-type: none"> <li>▪ Label height (include height of retaining walls)</li> <li>▪ Cross reference to an elevation (for each type of fence)</li> </ul>
	<p><b>Retaining walls:</b></p> <ul style="list-style-type: none"> <li>▪ Label height (provide height of fences on top of wall)</li> <li>▪ Provide geodetic datum points at top and bottom of wall</li> <li>▪ Cross reference to elevation (for each wall)</li> <li>▪ If one metre in height or higher, provide engineered, stamped structural design drawings, including cross-sections</li> <li>▪ Provide geodetic datum points of grade on each side of the wall (<b>NOTE:</b> height of retaining wall measured as the vertical difference between the ground levels on each side of the wall)</li> </ul>
	<p><b>For R-G and R-Gm districts:</b></p> <ul style="list-style-type: none"> <li>▪ Indicate the outdoor private amenity space, along with the dimensions and total area.</li> </ul>
15	<p>One (1) copy of <b>Floor Plan(s)</b> (preferred scale is Metric 1:100 or Imperial scale, minimum 3/16"=1")</p>
	<p><b>Municipal address</b> (i.e. street address) and legal address (i.e. plan/block/lot)</p>
	<p>All elements of plan labelled as <b>existing</b> or <b>proposed</b></p>

**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 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 and portions of the building
- Label units as dwelling units or live/work units

**16**

**One (1) copy of Elevation(s)**

(preferred scale is Metric 1:100 or Imperial scale, minimum 3/16"=1")

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

All elements of plan labelled as **existing** or **proposed**

**Include elevations for:**

- Buildings
- Fences
- Retaining walls (over 0.6 metres in height)
- Waste collection facilities
- Screening (e.g. Service meters, privacy screens, mechanical equipment)
- Additional walls or structures (e.g. Exhaust fan shed)
- Cross reference with other plans, where applicable

**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

**Label finishing materials:**

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

**Grade:**

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

**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

**17**

**One (1) copy of Cross-sections, including:**

(preferred scale is Metric 1:100 or Imperial scale, minimum 3/16"=1")

**Cross-section of sloping driveways and parkade ramps**

- Indicate slope and include transition lengths
- Provide geodetic datum points at transition points in ramp (including top and bottom)
- Dimension overhead clearance

## SECTION 4: Supporting Information

- 18 If the site is within the Airport Vicinity Protection Area (AVPA), please note that additional copies of plans may be required during the review of this application.
- 19 When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a **written planning rationale** in support of such deficiencies.
- 20 **If the application is being submitted concurrently with an existing Land Use Amendment, a completed [Concurrent Submission Declaration Form](#) is required.**
- Yes, this application is being submitted concurrently with a Land Use Amendment, LOC20\_\_\_\_ - \_\_\_\_\_
- No, this application is not being submitted concurrently with a Land Use Amendment
- 21 When proposed development is to be phased (e.g. portions are to be occupied prior to the completion of the entire development), include a phasing plan showing the sequence of the phases and the area encompassed by each phase
- include information detailing how the site will function throughout the phasing; details such as access to waste facilities
- 22 **Off-site Levy Bylaw**  
Review the Off-site Levy Bylaw at [calgary.ca/offsitelevy](http://calgary.ca/offsitelevy) to determine if additional charges are applicable to the application.
- 23 **Energy Code Compliance Declaration**  
By submitting this application, the applicant acknowledges that the proposed development will be designed to comply with either NECB or Alberta Building Code Section 9.36 for energy efficiency as required. This compliance will be verified as a condition of Building Permit issuance. At the time of application for the Building Permit, the applicant will declare a compliance path as described on the appropriate Building Permit requirement list.

## SECTION 5: 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.