



## Calgary Approvals Coordination Bulletin February 7, 2022

### **Subject: Building Permits Submission update**

Effective immediately, Public Infrastructure (PI) has introduced a centralized email address for the submission of Building Permit (BP) release requests.

The email address is: [BPrelease@calgary.ca](mailto:BPrelease@calgary.ca)

The email link can also be found on the Request Changes tab in UDO item #2:

**Request Changes:**

- 1 To make changes or cancel this Performance Security Reduction request, please contact Urban Development and provide details on the change or cancellation.  
Email: [urban@calgary.ca](mailto:urban@calgary.ca)
- 2 To submit a request for Building Permit (BP) release, please click this email link and provide the required details and attachments.  
Email: [BPrelease@calgary.ca](mailto:BPrelease@calgary.ca)

Public Infrastructure will ensure emails are reviewed and processed by the appropriate Infrastructure Strategist.

All required documents *must* be included in the request email as individual PDFs attachments. All documents must be clear, legible and precise. Incomplete requests will be returned. Links to external drives are not acceptable. The request can be submitted in two emails if the files are too big to be sent as attachments to one email.

The email subject line must contain the Development Agreement (DA) number, the subdivision name, phase number as shown in Urban Development Online (UDO) and the type of release – show homes, partial, remainder, full phase or revised drawings review (after the BP have been released). For example: DA2022-1234 WILLOW PARK, PHASE 155, FULL PHASE

The required documents are as follows:

#### SHOW HOMES RELEASE:

1. A PDF of the Building Grade Plan (BGP) that includes the Engineer's stamp and seal from the last revision of the Construction Drawings (CD), and the lots for the BP request outlined or identified clearly on the BGP.
2. All Weather Access Road Approval Letter from the Fire Department for Show homes when Surface Permissions has not been granted.
3. Fire Hydrant Letter

#### FULL, PARTIAL REMAINDER RELEASE:

1. A PDF of the Building Grade Plan (BGP) that includes the Engineer's stamp and seal from the last revision of the Construction Drawings (CD), and the lots for the BP request outlined in or identified clearly on the BGP.
2. Confirmation in writing for the Endeavors paid to others (if applicable)
3. Downstream Infrastructure letter with the Engineering stamp and signature if underground CCCs have not been issued.
4. Fire Hydrant Letter

To facilitate the Water Resources (WR) review, ensure the BGP submitted for review matches the last revision of the CD and the lots from the BP release request are outlined or identified clearly on the BGP. If the lots are not outlined or identified, the request will be returned.

To facilitate the PI review, ensure the Legal Plan (LP) has been submitted and the lot and block numbers and street names on the BGP match the lot and block numbers and street names on the LP.

To facilitate Subdivision Services review:

1. Confirm the addressing has been completed prior to submitting the BP request.
2. Send a photo of the Land Use sign to the relevant Planning Technician.