



Industry Bulletin

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## **Electronic Building Permit Release Submission (for Development Agreements)**

### **Development Agreement Building Permit Release Improvements**

As part of continuous improvements to the approvals process, effective March 31, 2018, The City is implementing an electronic building permit release for development agreements. This new process will aid in the handling and processing of building permits, and will eliminate the need for hard copies of the building grade plan to be submitted. Instead, the consultants will submit a PDF copy of the building grade plan, and any other applicable documentation (fire hydrant letter, cost sharing letter, etc.), via email to the appropriate Infrastructure Strategist.

An addition to submitting an electronic building grade plan, the consultant will also fill out and submit a [building permit release checklist](#), which is available on [www.calgary.ca](http://www.calgary.ca). The building grade plan and building permit release letter will then be approved electronically, and the approval package will be send back to the consultants via email.

Consultants can now begin submitting their building permit release requests for development agreements electronically via email, with a full implementation date set for March 31, 2018. After this date, paper copies of the building permit release request will no longer be accepted, and will be returned to the consultant.