

Before You Apply

SECTION 1: Application resources

- Visit [Calgary.ca/Additions](https://calgary.ca/Additions) to find more information on rules and requirements.
- Review our [Digital document criteria](#) prior to submitting your application.
- Remove all personal information on plans.

Prepare Your Application

SECTION 2: Application requirements for building safety approval (Building Permit)

Supporting documents

- Attach a completed [Asbestos Abatement Form](#)



This is only required if your house was constructed before 1990

- Attach a completed [Section 9.36 \(Energy Efficiency\) Project Summary Form](#)

- Attach proof of registration from the Government of Alberta’s New Home Buyer Program, if applicable



Visit <https://residentialprotection.alberta.ca/public-registry> for more information

Fees

- Pay the Building Permit Fee - see the [Fee schedule](#)

Plans

- Attach one (1) copy of your Site Plan— Download the [Sample Drawings](#)

Your Site Plan must include the following:

- 1 Address
- 2 Property lines
- 3 Names of the adjacent city streets
- 4 Outline and dimensions of the following:
 - The home
 - The proposed addition
 - Any other buildings on the property
- 5 All elements of the plan labeled as existing or proposed
- 6 Distance from the property lines to the house
- 7 Location and size of window wells and air conditioning equipment

Attach one (1) copy of your Floor Plans— Download the [Sample Drawings](#)

Your Floor Plans must include the following:

- 1 Address
- 2 Dimensioned layout of each floor affected by the proposed addition including:
 - Basement
 - Main floor
 - Upper floors
- 3 Label how each room is used (i.e., kitchen, bathroom, bedroom)
- 4 All walls labeled as existing, proposed, or demolish. Note any roofs as new or existing.



You can use a legend to identify walls being built, staying the same or being removed

- 5 Location of all windows and exterior doors indicating:
 - Size
 - Type
 - Operation (i.e., vertical slider, awning, casement)
- 6 Show rough-in for a radon subfloor depressurization system on foundation plan (inlet - outlet)



See the [Radon Requirements](#) for more information

- 7 If a fireplace is proposed, label type (i.e., wood, gas, or electric)

Attach one (1) copy of your Elevations— Download the [Sample Drawings](#)

Your Elevations must include the following:

- 1 Height and width of the entire existing house and the proposed addition
- 2 Location of all windows and exterior doors (indicate the size, type and operation)
- 3 Show the grade (ground level) and main floor line
- 4 Exterior wall finish material and colour (i.e., vinyl, stucco)
- 5 Roof finish material and colour (i.e., asphalt shingles, cedar shakes)
- 6 Label roof slope

Attach one (1) copy of your Structural Cross Sections— Download the [Sample Drawings](#)

Your Structural Cross Sections must include the following:

- 1 Indicate all components of wall, floor, and roof assembly construction
- 2 Indicate wall, floor, and roof insulation values and effective RSI calculations.



RSI is the metric system of measuring the resistance to heat flow. The higher the number, the more resistant to heat loss a building component is.

*You can calculate your effective RSI value using the calculator at:
<https://cwc.ca/en/design-tools/effective-r-calculator/>*

<input type="checkbox"/>	1	Indicate the ceiling height for each floor of the home
<input type="checkbox"/>	2	Indicate overall dimensions of the new addition (i.e., distance from existing house, overall height from grade)
<input type="checkbox"/>	Attach one (1) copy of the Manufacturers floor joist layouts, manufacturers roof layouts and the beam runs (beam loading calculations)	
<input type="checkbox"/>	Attach one (1) copy of the Engineering Documents (where applicable)	

SECTION 3: Do you need a development permit?

- The below questions cover most scenarios where additional requirements and fees may be needed, however it does not cover all scenarios
- A Planning Services Technician will help you during your visit to determine if additional requirements and fees are needed and advise of the next steps required to help you get your permit

1 Is the building located in the floodway, flood fringe or overland flow area? Yes No

2 Is the building listed on the City’s inventory of evaluated historic resources? Yes No

If you answered “Yes” to either of the above questions, you need to apply for a development permit before to applying for your building permit— proceed to Section 4

If you answered “No” to any of the above questions AND your house is in the developed area, proceed through questions 3 - 6 below.

If Your addition is on the upper floor:

3 does the addition exceed the existing roof height and/or is greater than 10 m² Yes No N/A

If your addition is on the main floor:

4 does the addition exceed 40 m²? Yes No N/A


If Your addition is on the main floor at the front of the house:

5 does the addition extend forward more than 1.5 m from the original front facade, and/or exceed the corresponding height requirements? Yes No N/A

If your addition is on the main floor at the rear of the house:

6 does the addition extend back more than 4.6 m from the original rear facade, and/or exceeds the corresponding height requirements? Yes No N/A

If you answered “Yes” to any of the above questions, you need to apply for a development permit before to applying for your building permit— proceed to Section 4

 *If you answered “No” to all the above questions, Section 4 is additional and is not required.*

SECTION 4: Additional application requirements for planning approval (Development Permit)



The following items are required in addition to those listed in Section 2 when a Development Permit is required.

It is recommended you receive Development permit approval before applying for a Building Permit.

Supporting Documents

- Attach a Complete an [Abandoned Wells Declaration](#)
- Attach a completed a [Public Tree Disclosure Statement](#)
- Attach a completed [Site Contamination Statement](#)
- Colour Photographs (minimum of four different views, label and identify each photograph) showing:
 - Side(s) of the house where the addition is being proposed
 - Unique features and aspects of significance to the development of the parcel

Plans



Your plans must match the drawing requirements of your building permit application— refer to SECTION 2

- Attach one (1) copy of your Site Plan
- Attach one (1) copy of your Floor Plans
- Attach one (1) copy of your Elevations



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

The Development Authority or Safety Code Officer may require additional materials considered necessary to properly evaluate the proposed development (as stated in Part 2, Section 26(3) of Land Use Bylaw 1P2007, section 5(1) of Bylaw 39M2018 and the current National Building Code - Alberta Edition)

Apply

Apply online

Apply online by visiting apply.calgary.ca



Create a myID account to apply online at myid.calgary.ca

- OR -

Apply in-person

- Complete the [Application Form](#) before applying in person



Only complete the application form if you are applying for your permit in-person.

Apply in-person by visiting the [Planning Services Center](#) 3rd floor, Municipal building
[800 Macleod Trail SE](#)

Applicant's declaration for in-person applications

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 section 5 of The Safety Codes Permit Bylaw 39M2018 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.



Need help or have questions? Contact the [Planning Services Centre](#) by visiting Calgary.ca/development/contacts.html

NOTE: Land Use Bylaw 1P2007 Part 2, Division 3, Section 23 states: A development permit is required for every development unless it is otherwise exempted. Your building permit plans must match the approved plans by the development authority. If insufficient information has been provided, a request for information will be sent out. A permit application may be refused if that information is not provided within 90 days of the request. Refunds will be processed as per our current [fee schedule](#).