

Before You Apply

SECTION 1: Application resources

- Visit [Calgary.ca/Basements](https://calgary.ca/Basements) 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

Fees

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

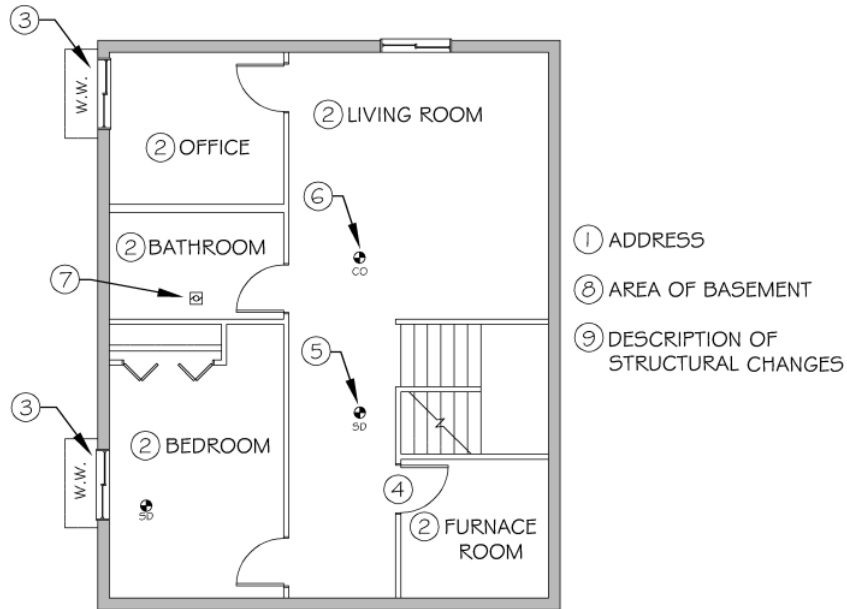
Plans

- Attach one (1) copy of your Floor Plans

Your Floor Plans must include the following:

- 1 Address
- 2 Room designations
- 3 Indicate Window:
 - Locations
 - Sizes
 - Types
 - As existing or new
- 4 Indicate window well:
 - Locations
 - Sizes
 - As existing or new
- 5 Door locations and sizes
- 6 Smoke detector(s)
- 7 Carbon monoxide detector(s)
- 8 Bathroom fan location(s)
- 9 Area of basement

- 10 Description of structural changes, such as:
- Adding new exterior doors or windows
 - Altering load bearing walls
 - Adding a beam



SECTION 3: Do you need additional permits?

- 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 Are you adding a new window well or increasing the size of an existing window well? Yes No

2 Are you adding a new window or altering the size of an existing window? Yes No

If you answered “Yes” to questions 1 or 2, you will require additional documents – please see SECTION 4

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

3 Are you adding a second kitchen and bathroom to the basement (Secondary Suite)? Yes No

If you answered “Yes” to question 3, use the [Secondary Suite \(inside or attached to existing house\) Permit Checklist](#)

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.

Plans

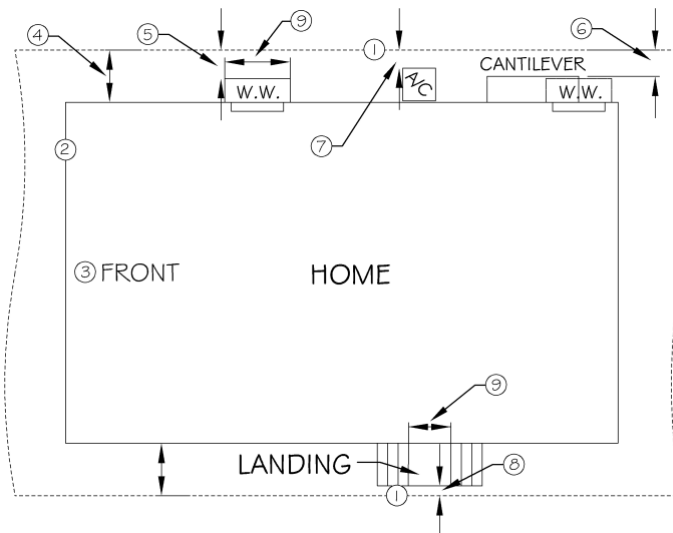
- Attach one (1) copy of your Site Plan

Your Site Plan include the following:

- 1 Property lines
- 2 Outline of the home
- 3 Label front of the home

Location and distance(s) from property lines to:

- 4 All sides of the home
- 5 Window well(s)
- 6 Cantilevers (i.e., fireplace)
- 7 Air conditioning equipment
- 8 Landings
- 9 Sizes for new or existing window wells and landings



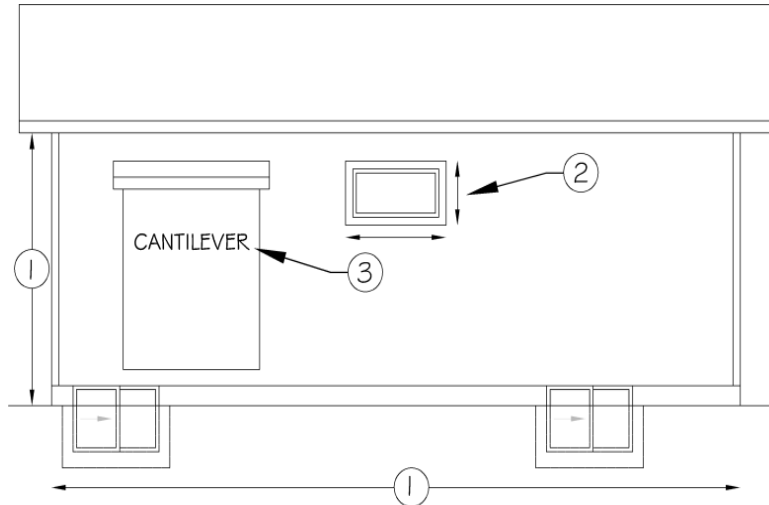
- Attach one (1) copy of your Elevations



Elevations are only required for the sides that are changing

Your Elevations include the following:

- 1 Height and width of the home
- 2 Dimensions of existing and new windows
- 3 Location of cantilevers, decks and landings



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](#).