

Before you apply:

- Visit [Calgary.ca/retainingwalls](https://calgary.ca/retainingwalls) to find more information on rules, requirements and to estimate your fee
- For help with your drawings visit [Calgary.ca/retainingwalls](https://calgary.ca/retainingwalls) to view our sample drawings
- Please do not include personal information on plans

STEP 1: Planning Approval (Development Permit)

- The below questions cover most scenarios where additional requirements and fees may be needed, however it does not cover all scenarios
- Please answer the questions below, this will determine your application path:

- | | | | |
|---|--|---------------------------|--------------------------|
| 1 | Will the retaining wall be 1.2 meters (4 feet) or taller when measured from the ground at the bottom of the wall to the ground at the top of the wall? | <input type="radio"/> Yes | <input type="radio"/> No |
| 2 | Will there be two or more retaining walls with heights less than 1.2 metres (4 feet) that are separated by less than 1.0 metre? | <input type="radio"/> Yes | <input type="radio"/> No |

NOTE: STEP 1: Land Use Approval will be required if you have answered 'Yes' to any of the questions above. If you have answered 'No' to both of the questions above, please proceed to STEP 2: Building Code Approval

Supporting Documents

- A. Completed [Application Form](#) (Do not fill out if applying online)
- B. Completed [Site Contamination Statement](#)
- C. Completed [Public Tree Disclosure Statement](#)

If the retaining wall is **adjacent to City property** (i.e. located on a property line that is shared with a lane, street, or park). Please provide the following additional documents:

- D. Completed [Retaining Wall Design Disclosure Statement](#)
- E. Provide one (1) copy of drawings stamped by a practicing Alberta Professional Engineer

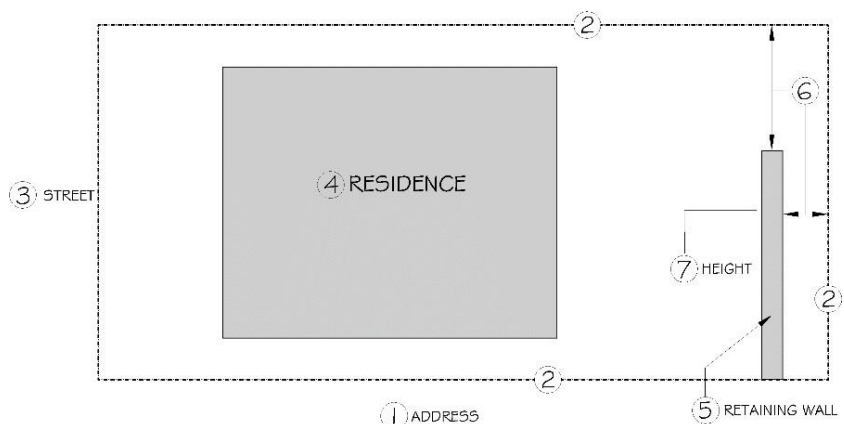
Plans

- F. One (1) copy of a **Site Plan**

Your **Site Plan** should include the following:

- 1 Address
- 2 Property lines
- 3 Names of adjacent city streets
- 4 Outline of garage, home and other buildings on the parcel
- 5 Location of existing and proposed retaining walls that are 1.2 meters (4 feet) or greater in height
- 6 Distance from retaining walls to property lines
- 7 Retaining wall height from lower grade to upper grade

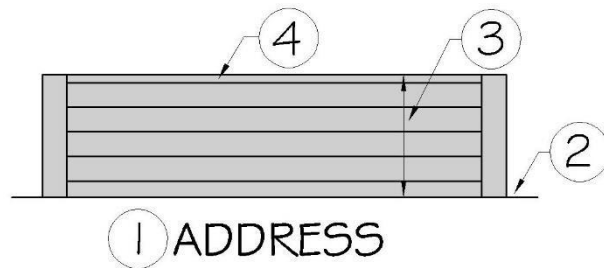
Tip: If you are rebuilding an existing retaining wall, add a note to your Site Plan indicating the retaining wall is existing and will be replaced



G. One (1) copy of a Elevations

Your Elevations should include the following:

- 1 Address
 - 2 Line of grade at the retaining wall
 - 3 Height from grade at the bottom of the retaining wall to grade at the top of the retaining wall
 - 4 Finishing materials of the retaining
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STEP 2: Building Safety Approval (Building Permit)

Supporting Documents

- A. Completed [Application Form](#) (Do not fill out if applying online)
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Plans

- B. One (1) copy of a **Site Plan** – refer to **Step 1, Item F** for drawings requirements
- C. One (1) copy of a **Elevations** - refer to **Step 1, Item G** for drawings requirements
- D. One (1) copy of **Drawings stamped by a practicing Alberta Professional Engineer**
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NOTE: 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 6(1) of Bylaw 64M94 and Alberta Building Code 2014)

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](#).