

## Before you apply

### SECTION 1: Application resources

- Review our [Digital document criteria](#) prior to submitting your application.
- Remove all personal information on plans.
- Plans/drawings must conform to the Alberta Building Code. Drawings stamped with “not for construction”, “preliminary”, or “for permit purposes only” are not acceptable

### SECTION 2: Application prerequisites (where applicable)

- Obtain an approved Development Permit — If the Land Use Bylaw requirements are not met.



*Your building permit plans must match the approved plans by the development authority.*

*A permit application may be refused if you do not supply adequate information to the Safety Codes Officer within 90 days of the receipt (any fees paid will not be refunded)*

## Prepare your application

### SECTION 3: Application requirements for building safety approval (Building Permit)

#### Fees

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



*To estimate your permit fees, use the applicable [fee calculator](#)*

#### Supporting Documents

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



*Asbestos Abatement Forms are required for buildings constructed prior to 1990*

- Submit a completed [Request for Specific Variance Form](#) if a variance or alternative solution is being requested



*Include One (1) copy of the Variance Report, if requested*

- Submit one (1) set of specifications, if applicable

- Complete and attach the additional documents from the [Restaurants and Food Establishments Requirement list](#), if your application is for a restaurant or drinking establishment

- Attach a completed [NECB Project Summary Form](#) and applicable [checklist sheets](#) Part 4, Part 5 and Part 6



*Required for the first tenant in a base building unit which was constructed after November 1, 2015*

- Submit a completed [Interior Partition Demolition Partial Permit Application Form](#) if you are looking to apply for a partial permit

## SECTION 4: Plans



Need help drawing your project plans? Visit [www.Calgary.ca/DrawingStandards](http://www.Calgary.ca/DrawingStandards) for tips and support.

### Architectural Drawings

- Submit one (1) copy of your Site Plans

Your Site Plans must include the following:

- 1 The exact location of tenant space within the building and the tenant unit number

- Submit one (1) copy of your Floor Plans

Your Floor Plans must include the following:

- 1 Building code analysis indicating:
- Base building classification
  - Type of construction permitted based on the building classification (i.e., combustible or non-combustible construction)
  - Building code requirements for egress/exiting of the suite have been met in accordance with building code articles 3.3.1.5 and 3.4.2.1 (e.g., the number of exits, floor area of tenant space, travel distance and occupant load)
- 2 Dimensions of all rooms
- 3 Purpose of all rooms/spaces (e.g., showroom, kitchen, bathroom, internal stairways)
- 4 The location of all walls, partitions, doorways, windows and other openings
- 5 Construction details of all walls and partitions including walls between adjacent tenants, washroom facilities, barrier-free accessibility
- 6 If a restaurant or drinking establishment, include a seating plan that clearly indicates the area (both indoor and outdoor) to which the public will have access for the consumption of food and/or beverages
- 7 Location of exits and access to exits
- 8 The finish of all floors, walls and ceilings
- 9 If applicable, the number of children under care or preschool facilities such as day care
- 10 Design standards and specifications of sprinkler system for warehouses and other high hazard occupancies, where applicable



*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](http://apply.calgary.ca)



Create a myID account to apply online at [myid.calgary.ca](http://myid.calgary.ca)

## 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](#)

## SECTION 5: Applicants 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](http://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](mailto: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](http://Calgary.ca/development/contacts.html)