



LUD _____
PST _____

## Use - Complete Application Requirement List

### Commercial Multi-residential Uses

The following Use-related requirement list is only applicable when it is listed on a development permit requirement list. This information is necessary to evaluate and provide a timely decision on your application. Please ensure all required items are provided on all sets of required plans.

Only applications that are complete will be accepted. Applications and materials submitted must be clear, legible and precise.

**NOTE:** Building and development permit applications must be submitted without personal information on any plans. Omitting this information will protect builders and tenants by reducing the risk of any personal information being wrongfully displayed, while also following the Province of Alberta's FOIP Act. Failure to follow this requirement may result in an incomplete application. If you consider the information to be personal, do not put it on the plans.

The Development Authority may require additional material considered necessary to properly evaluate the proposed development (as stated in Part 2 section 26(3) of the Land Use Bylaw 1P2007). All terms of reference are based on the defined terms in the Land Use Bylaw 1P2007.

completed by applicant	office use only	Required Items
<input type="radio"/>	<input type="radio"/>	<b>1. All copies of Floor Plans must show:</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Areas for the consumption of food/beverages:</b>
<input type="checkbox"/>	<input type="checkbox"/>	plot and label public areas where food will be served or consumed
<input type="checkbox"/>	<input type="checkbox"/>	include a seating plan that clearly indicates the area to which the public will have access
<input type="checkbox"/>	<input type="checkbox"/>	plot and label areas where entertainment is provided to patrons, in the form of a dance floor, live music stage, live performances, or recorded music
<input type="checkbox"/>	<input type="checkbox"/>	plot and label areas for food preparation
<input type="checkbox"/>	<input type="checkbox"/>	<b>Personal apparel service:</b>
<input type="checkbox"/>	<input type="checkbox"/>	indicate areas that have a laundering facility which uses a combination of solvents and detergents to launder items
<input type="checkbox"/>	<input type="checkbox"/>	<b>Use of building:</b>
<input type="checkbox"/>	<input type="checkbox"/>	describe the purpose of spaces (e.g. kitchen, living room, bathroom, internal / external stairways, mechanical rooms, elevators, corridors, lobbies, washrooms)
<input type="checkbox"/>	<input type="checkbox"/>	indicate use areas (tenant area)
<input type="radio"/>	<input type="radio"/>	<b>2. If applying for a <b>Bed and Breakfast</b>, please provide the following information:</b>
<input type="checkbox"/>	<input type="checkbox"/>	indicate the location of guest parking on the site plan
<input type="checkbox"/>	<input type="checkbox"/>	letter of intent stating the number of guests, number of rooms, number of employees, and the hours that meals will be provided to guests
<input type="radio"/>	<input type="radio"/>	<b>3. If applying for a <b>Drinking Establishment or Restaurant</b>, please provide the following information:</b>
<input type="checkbox"/>	<input type="checkbox"/>	letter of intent stating the provincial licence intentions (i.e. will minors be allowed, will the establishment have a liquor licence, will it include VLTs)

**Applicant's Signature** \_\_\_\_\_  
(confirming that all required information has been provided and is correct)

**Date** \_\_\_\_\_

**Screened by** \_\_\_\_\_

**Date** \_\_\_\_\_

**Checklists are updated periodically. Please ensure you have the most recent edition.**

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**In Person:**

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800 Macleod Trail SE, Calgary, Alberta  
**8:00 a.m. to 4:30 p.m. Monday – Friday**

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