



CALGARY BUILDING SERVICES

Information on Single Construction Permits

Dear Applicant:

Now that you have obtained your Building Permit, please review the following information for next steps:

Building Permit Drawings

Your drawings have been examined for compliance with the Alberta Building Code 2014 and your Building Permit has been issued with or without permit conditions. You must build according to the drawings and permit conditions. In order for the Building Inspector to confirm that you are building as per the examined plans, the drawings must be available on site at all times while work is in progress.

Inspection requests can be made by calling 311 or online through calgary.ca/vista. Inspections must be booked at the stages outlined below

Type of Inspection	When to Book
1. Pre-backfill	Before back-filling
2. Pre-boarding	Before insulating, vapour barrier, and drywall
3. Pre-possession	Before occupancy

To book online using VISTA, visit calgary.ca/vista to sign up as a registered user (for businesses only). If you choose to call 311 for an inspection, please have your permit number and address available. Inspection requests received before 2:00pm will be scheduled for the next working day. You must provide the Building Permit number in order to schedule the inspection.

Book online: calgary.ca/vista

Call: 311

Revisions to Drawings

If you wish to make revisions to your drawings, you must have the revisions examined by Building Regulations before starting construction on the proposed revisions. Do not forget to bring your valid Building Permit, as well as your examined drawings, when coming to apply for the revisions. An additional fee will be charged for certain types of revisions. Revisions will be accepted up until an acceptable outcome on the Final inspection phase.

Apply for revisions at the following location:

Calgary Municipal Building
3rd Floor, Planning Services Counter
800 Macleod Trail SE
Calgary, AB T2P 2M5

Monday to Friday
8:00 a.m. to 4:30 p.m.
Revision questions: (403) 268-5311

Chief Building Official and Manager
Building Regulations Division

General Building Permit Conditions and Information

Please read the following information carefully as it directly affects your permit.

Permit Term and Extensions

As per Section 22 of the Safety Codes Act, Permit Regulation, a permit, other than a permit for the use of occupancy of a building, shall expire:

- (a) If the work has not commenced within 90 days of the date of issue of the permit; and
- (b) If the work is started but is suspended or abandoned for a period of 120 days prior to completion.

If the permit expires, an application must be made for a new permit or the permit can be re-instated for the appropriate fee. Also, any document which has been submitted with a previous permit application and has been duly stamped by an Inspector cannot be accepted as documentation for any subsequent permit applications.

Posting of the Permit Pouch

The permit shall be posted at all times at the joist ladder at the front of the building for the Pre-Backfill phase inspection, accessible to the Safety Codes Officer. At the Pre-Board phase, the pouch must be nailed to a wall in line of sight of the front door. At Pre-Possession phase the pouch must be located on the kitchen counter.

Refunds

A person who has paid a permit fee may surrender the permit to The City of Calgary and make application, in writing, for a refund in accordance with the provisions of Section 11. No refund shall be made:

- (a) If the permit has been revoked or has expired;
- (b) If use, occupancy, relocation, construction, or demolition has commenced; and
- (c) If extension of the permit has been granted.

Revisions and Re-examination Fees

Revisions will not be accepted after a Pre-Board inspection has been booked. For revisions made to the SCP after this progress point a separate permit will need to be obtained.

Where plans have to be resubmitted for re-examination before the permit is issued because of substantial errors there will be an additional fee. Where revisions are requested after the permit is issued there will be an additional fee.

Reinspection Fees

Where an inspection has been carried out and re-inspection is required due to No Access, Unsafe Conditions, or Work not Complete, there will be an additional fee. You can view the current fee online at calgary.ca.

Grade Slips

Where a subdivision has not been taken over by The City of Calgary, the Developer of that area will provide the owner with a grade slip. This grade slip generally provides the owner with the following information. It is the responsibility of the owner to ensure that all the requirements are met:

Finished grades	Geotechnical report requirements
Weeping tile requirements	Sulphate resistant concrete requirements
Soil bearing capacity requirements	AVPA requirements

Wood Retaining Walls

The Alberta Environment Department recommends against planting vegetable gardens near retaining walls constructed with wood railway ties treated with P.C.P. (Penta. Chloro. Phenol, i.e., wood preservative) or creosote. It is also recommended that they not be used where the retaining wall is close to playground areas involving young children.

Upgrading Sewer/Water Services to Homes in Designated "Infill" Areas

If you live in an "Infill" area your sewer/water services may require to be upgraded if you do any work that involves the installation of additional plumbing fixtures. For verification of this requirement or for further information call the Waterworks and Wastewater Estimator at 268-5006 or 268-5739.

Underground and Overhead Service Lines

Hidden utility lines could expose you and those around you to troublesome inconvenience, serious injury or even death. Don't risk electrocution, gas line breaks, and loss of critical telephone service. Call before you dig.

For further information, the following documents can be obtained through the contact information listed below:

Calgary Building Permit Bylaw 64M94

The City of Calgary
Call 311
800 Macleod Trail SE
Calgary, AB

Alberta Building Code 2014

Learning Resources Distributing Centre
(780) 427-2767
12360 142 Street
Edmonton, AB T5L 4X9