Building Permit Application Requirement List

Duplex Conversion
(two dwellings, one located above the other)

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, staff has been instructed to accept only complete applications which include plans prepared to professional drafting standards. Note: Plans/drawings must conform to the Alberta Building Code. Drawings stamped with “not for construction”, “preliminary”, or “for permit purposes only” are not acceptable.

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.

Applications must be made in person, unless you are a member of the Canadian Home Builders Association (CHBA) – Calgary Region. We are currently unable to accept digital applications. Thank you for your cooperation.

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<tr>
<th>completed by applicant</th>
<th>office use only</th>
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<td>Required Items</td>
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**Prerequisites, where applicable:**

1. Approved Development Permit, if the Land Use Bylaw requirements are not met.

2. Two approved building addresses are required (one for each unit). Email site plan and floor plan(s) to addressing@calgary.ca prior to submitting your building permit application. Contact Addressing at 403-268-8127 with questions.

3. All associated fees (Fee Schedule).

**Permit Documents:**

4. Completed Residential Improvement Project Application

5. Completed Building Permit Fee Calculation – Alterations

**Architectural Documents:**

6. Two (2) copies of a dimensioned Site Plan showing:

(preferred scale is Metric 1:200 or Engineer 1” = 20’ 0”)

- north arrow
- municipal address
- property lines
- adjacent City streets, lanes, sidewalks, curbs, curb cuts, and any abutting City public pathways
- site area
- front, side and rear yard dimensions
- right-of-way setbacks, easements and utility rights-of-way, if any
- foundation outline of the dwelling, cantilevers, decks and other projections
- retaining walls
- length of driveways, measured from back of sidewalk (where no sidewalk, from back of curb)
|   |   | location of existing and proposed gas service lines  
|   |   | location of window wells (length and width) and air conditioning equipment  

7. Two (2) copies of **Cross-Sections** showing:  
(preferred scale is Imperial ¼” = 1’0” or Metric 1:50; minimum scale 3/16” = 1’0”)  
- ceiling heights of rooms and spaces  
- construction of walls, including damp-proofing  
- structural details, fire separations and sound separation, in detail

8. Two (2) sets of **Floor Plans** showing:  
(preferred scale is Imperial ¼” = 1’0” or Metric 1:50; minimum scale 3/16” = 1’0”)  
- layouts, dimensions and use of proposed room(s)  
- size of all structural members, such as beams and columns, within suites  
- size of windows  
- provisions made for ventilation  
- exiting facilities from each floor area  
- location and rating of fire separations  
- location of smoke alarms  
- sufficient detail of the proposed heating systems to ensure conformance with the code  
- location of laundry facilities

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**Applicant’s Signature**  
(Confirming that all required information has been provided and is correct)  

**Screened by**  
Planning Services Technician  

**Safety Codes Officer**

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

| Phone: 403-268-5311 | In Person: 3rd floor, Calgary Municipal Building  
| Web: calgary.ca | 800 Macleod Trail SE, Calgary, Alberta  
| 8:00 a.m. to 4:30 p.m. Monday – Friday | Mail: The City of Calgary  
|   | Planning, Development & Assessment (#8108)  
|   | 800 Macleod Trail SE, Calgary, Alberta T2P 2M5

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The City of Calgary | P.O. Box 2100 Stn. M | Calgary, AB, Canada T2P 2M5 | calgary.ca