



LUD _____
PST _____

Building Permit Application Requirement List

Retaining Wall (Free Standing)

A building permit is required if the retaining wall exceeds 1.2 metre in height at ANY point. Depending on the complexity of the project, the Safety Codes Officer may determine that a building permit and an engineer’s stamp are required, even if the wall is less than 1.2 metres in height.

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**. 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.

Application must be made in person, unless you are a member of the Canadian Home Builders Association (CHBA) - Calgary Region. Thank you for your cooperation.

completed by applicant	office use only	Required Items
		Prerequisites, where applicable:
<input type="radio"/>	<input type="radio"/>	1. An approved Development Permit , if the retaining wall is one metre or higher at any point.
<input type="radio"/>	<input type="radio"/>	2. Fee (Fee Schedule).
		Permit Documents:
<input type="radio"/>	<input type="radio"/>	3. Completed Residential Improvement Project Application
<input type="radio"/>	<input type="radio"/>	4. Completed Building Permit Fee Calculation – Alterations
		Architectural Documents:
<input type="radio"/>	<input type="radio"/>	5. Two (2) copies of a dimensioned Site Plan showing: (<i>preferred scale is Metric 1:200 or Engineer 1" = 20' 0"</i>)
<input type="checkbox"/>	<input type="checkbox"/>	north arrow
<input type="checkbox"/>	<input type="checkbox"/>	municipal address and legal description
<input type="checkbox"/>	<input type="checkbox"/>	property lines
<input type="checkbox"/>	<input type="checkbox"/>	adjacent City streets, lanes, sidewalks, curbs, curb cuts, and any abutting City public pathways
<input type="checkbox"/>	<input type="checkbox"/>	site area
<input type="checkbox"/>	<input type="checkbox"/>	front, side and rear yard dimensions
<input type="checkbox"/>	<input type="checkbox"/>	foundation outline of the dwelling, cantilevers, decks and other projections
<input type="checkbox"/>	<input type="checkbox"/>	outline of any accessory buildings
<input type="checkbox"/>	<input type="checkbox"/>	retaining walls, including height from grade
<input type="checkbox"/>	<input type="checkbox"/>	location of existing and proposed gas service lines

Structural Documents:

- 6. Two (2) copies of **Structural Plans**, stamped by a practising Alberta Professional Engineer.
- 7. Cross-section of retaining wall showing footings, reinforcement, wall dimensions, materials, drainage, etc.

Applicant's Signature

Date

(Confirming that all required information has been provided and is correct)

Screened by

Date

Planning Services Technician

Date

Safety Codes Officer

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

Phone: 403-268-5311

Web: calgary.ca

In Person:

3rd floor, Calgary Municipal Building
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