



Building Permit Application Requirement List Retaining Wall (spanning 2 or more lots)

A building permit is required if the retaining wall exceeds 1.2 meter 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 meters in height.

For help with your drawings visit calgary.ca/drawingstandards for tips and examples.
To estimate your permit fee, use the applicable [fee calculator](#).

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.

A. [Application Form](#) (Do not fill out if applying online)

B. Approved Development Permit where required.

NOTE: Upon review, if the submitted drawings do not match the approved plans by the Development Authority, this application may not be issued until such time that the Development Authority is satisfied that the plans match the approved development permit, or that a new development permit has been obtained and released.

Plans

A. One (1) copy of a Site Plan:

(preferred scale is Metric 1:200 or Imperial 1" = 20'0")

- 1 North Arrow
- 2 Municipal address and legal description
- 3 Property Lines
- 4 Adjacent City streets, lanes, sidewalks, curbs, curb cuts, and any abutting City public pathways
- 5 Site area
- 6 Right-of-Way setbacks, easements and utility rights-of-way, if any
- 7 Foundation outline of the dwelling, cantilevers, decks and other projections
- 8 Outline of any accessory buildings
- 9 Retaining walls, including height from grade
- 10 Location of existing and proposed gas service lines
- 11 Front, side and rear yard dimensions

B. One (1) copy of Structural Plans

- 1 Stamped by a practising Alberta Professional Engineer

NOTE: *Your building permit plans must match the approved plans by the development authority. If insufficient information has been provided, a request for information will be sent out. A permit application may be refused if that information is not provided within 90 days of the request. Refunds will be processed as per our current [fee schedule](#).*