



Online Building Permit Application Requirement List

Residential ePermit Single, Semi-detached, or Duplex Dwelling

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.

To apply online, applicants must be enrolled in Residential ePermit and have a VISTA account. Visit calgary.ca/epermit for more information.

Preferred file format is **.pdf**.

Other acceptable file formats, where applicable, are: .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .txt, .dwf, .msg

completed by applicant	Required Items
	<p>Prerequisites, where applicable:</p> <ul style="list-style-type: none"> <input type="radio"/> 1. Approved Development Permit, if the Land Use Bylaw requirements are not met <input type="radio"/> 2. Application for Demolition Permit, where applicable NOTE: partial permit will not be released until the demolition permit is issued <input type="radio"/> 3. If the application is for a Semi-detached or Duplex Dwelling, two approved building addresses (one for each unit) are required. Email the site plan and floor plan(s) to addressing@calgary.ca prior to submitting your building permit application <input type="radio"/> 4. Fee (Fee Schedule) <p>Permit Documents:</p> <ul style="list-style-type: none"> <input type="radio"/> 5. An electronic copy of the building grade slip <input type="radio"/> 6. Completed ABC 2014 Section 9.36 (Energy Efficiency) Project Summary Form <input type="radio"/> 7. Proof of registration from the Government of Alberta’s New Home Buyer Protection Program <input type="radio"/> 8. If the application is for a Show Home (Temporary Residential Sales Centre), include a letter indicating duration of show home <p>Architectural Documents:</p> <ul style="list-style-type: none"> <input type="radio"/> 9. A PDF or DWF of a dimensioned Site Plan including: (preferred scale is metric 1:200 or engineer 1" = 20' 0")

- north arrow
- municipal address
- property lines
- site area & coverage
- front, side and rear yard dimensions
- adjacent City streets, lanes and adjacent lots
- right-of-way setbacks, easements and utility rights-of-way, if any
- foundation outline of the dwelling, cantilevers, decks, and other projections
- dimension the distance from the property lines to the foundation, cantilevers, decks, porches, and other projections
- provide geodetics for roof peak, main floor (TOJ), and footing (ATF)
- retaining walls, including height from grade
- location of window wells and air conditioning equipment
- parking area, including dimensioned depth and width if no garage
- surface treatment of parking area
- outdoor private amenity space, when required, including dimensioned depth, width, and area
- include Show Home (Temporary Residential Sales Centre) components, when applicable

- If the application includes a **detached garage, the site plan must also include:**
- label foundation or slab type
NOTE: If your slab is 55 sq. m. or greater, and you do not have concreted foundation, extending not less than 1.2m below grade, you will require a concrete slab designed by a professional engineer, or as per regulation bulletin ([Regulations Bulletin 2014-011](#))
- dimension proposed accessory building to the property line(s)
- label siding type of accessory buildings
- label vehicle entrance and length of driveway, measured from property line or back of sidewalk (where no sidewalk, from back of curb), whichever is applicable
- location of existing and proposed gas service lines

- 10. A PDF or DWF of dimensioned Building Plans** including:
 (preferred scale is Imperial 1/4" = 1'- 0" or metric 1:50; minimum 3/16" = 1' 0")
 - foundation plans (preserved wood foundation or pile and grade beam to be signed and sealed by Professional Engineer)
 - floor plans
 - building elevations (provide glazed opening calculations for all elevations not facing a street or lane)
maximum height plane not required
 - structural cross sections
 - electrical lighting layout with fixtures and switch controls
 - wall and column footings – size and thickness
 - fireplace type and specifications (ULC approved)
 - size of doors and windows (indicate whether they are vented or sealed units)
 - indicate performance grades and "U" values for all exterior windows, doors, and skylights (NAFS - North American Fenestration Standard / Specification for windows, doors and skylights)
 - wall, floor and roof construction details
 - furnace location and location of combustion air and fresh intakes
 - show rough-in for a radon subfloor depressurization system (on foundation plan inlet – outlet)

- 11. A PDF of Construction Details** (may be included with Building Plans) including:
 - flashing details (above windows, doors, decks, battens, and service penetrations)
 - window installation details (staged details of the window installation)
 - wire and stucco support details (lath installation and spacing of supports)
 - section detail of radon subfloor depressurization system rough-in

Structural Documents:

- 12. A PDF of **Manufacturer’s Floor Joist Layouts** including:
 - beam loading calculations and details
 - beam sizes, grades and species
- 13. A PDF of **Manufacturer’s Roof Layouts**
- 14. A PDF of **Beam Runs (beam loading calculations)**, if applicable
- 15. A PDF of the **manufacturers floor joist Installation Guide**, if applicable

Engineering Documents:

- 16. Completed [Form ‘A’ Manufactured Stone used in Exterior Wall Cladding Systems](#), if applicable
Note: this form requires an engineer’s stamp
- 17. A PDF of the **Lateral Support design** (designed by a Professional Engineer or to AHITC 2009 guidelines), if applicable
- 18. A PDF of the **Tall Wall design** (designed by a Professional Engineer or to AHITC 2009 guidelines), if applicable
- 19. A PDF of a **Retaining Wall design** (designed by a Professional Engineer), if applicable

Supporting Documents:

- 20. A PDF of a **Request for Variance**, if applicable
- 21. A PDF of **Variance details**, if applicable
- 22. A PDF of a **Zero Lot Line Easement Agreement**, if applicable

Detached Garage

If the application includes a detached garage, also upload:

Architectural Documents:

- 1. A PDF or DWF of dimensioned **Building Plans**.
(preferred scale is Imperial 1/4" = 1'- 0" or metric 1:50; minimum 3/16" = 1' 0)
- Building Elevations**
 - height of the building from grade to the peak of the roof
 - wall and building height measured from the floor of the pad
- Floor Plans**
 - size of doors and windows

Structural Documents:

- 2. A PDF of **beam calculations OR manufacturer’s truss layouts**, if garage trusses will bear on vehicle entry

Supporting Information:

- 3. A PDF of current copies of any **Maintenance Access Rights-of-Way**, if registered on the Title(s)

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:

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Planning, Development (#8108)
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