



New digital intake process

There is a new digital intake process for large scale developments, land use amendment applications and outline plans. Please contact the Planning Services Centre at (403) 268-5343 to process your application. Allow for up to 45 minutes to process your application over the phone. Files will be transmitted securely via Microsoft OneDrive and reviewed during the call.

Plans submitted must be to a professional drafting standard and digital submission requirements include the following:

- All Documents must be named as listed on this Requirement List (in any naming convention that makes the document type identifiable)
- All files must be in PDF format
- One PDF file per requirement
- Have all files organized in a folder ready for transmission prior to calling
- **Contain a title block with information such as:**
 - address and legal description (plan; block; lot)
 - uses, project name
- **Paper size:**
 - all plans submitted must be on the same sized paper
 - drawings are clear and legible
 - drawings must be contained on each page (one plan should not span two pages)



Green Roof Renovation:

(including changes inside a building, changes to roof plans, and exterior renovations)
In any Land Use District

ADVISORY NOTE: Green Roof installations are currently **not able to meet Alberta Building Code** Classifications for roof coverings (Alberta Building Code Articles 3.1.15.1 and 3.1.15.2.) and will require an **alternative solution** application at the time of the Building Permit application.

The following **Development Permit Complete Application Requirement List** outlines all of the information necessary to evaluate and provide a timely decision on your application. Only applications that are complete will be accepted. Applications and materials submitted must be clear, legible and precise. Plans submitted must be to a professional drafting standard. All plans must be clear of any previous approval stamps and/or notations. Please review the **Processing Times and Deemed Refusal** section.

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.

The Development Authority may require additional material considered necessary to properly evaluate the proposed development (as stated in Part 2, Section 26(3) of the Land Use Bylaw 1P2007).

Processing Times and Deemed Refusals	
Applicants are advised of their option under the Municipal Government Act to treat their application as being refused if the Development Authority fails to make a decision within 40 days of the application being accepted by the Development Authority, or at the expiry of an extended review timeframe specified by a time extension agreement between the Development Authority and Applicant. Time extension agreements must be initiated by the Applicant.	
To exercise the “deemed refusal” option, an appeal to the Subdivision and Development Appeal Board must be filed within 14 days of the latest specified date for the review, or the right to an appeal is lost until such time as a decision is rendered on the application by the Development Authority.	

Applicant Details	
<input type="checkbox"/> Property Owner <input type="checkbox"/> Representing Owner	
Applicant’s Name:	Company Name (if applicable):
Applicant’s Email:	Applicant’s Phone Number (during business hours):

NOTE: Correspondence and approval notification will be sent to only the applicant

Project Details
Project Address:
Roof Area:

Required Items	
1	A copy of the current Certificate(s) of Title
2	Current copies of any Restrictive Covenants or City Caveats registered on the Title(s)
3	<p>A Letter of Authorization* from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel.</p> <p>*You can use this sample letter of authorization template or you can provide your own letter, but it must contain all information indicated on the sample letter</p>
4	<p>Colour Photographs (minimum of four different views) showing:</p> <ul style="list-style-type: none"> • area of roof renovation/construction • exterior where building elevation will be changed • label and identify each photograph (ie, North, East, South, West and the location of the proposed Green Roof)
5	<p>Development Permit fee (Fee Schedule)</p> <p>Applicable Fees (project specific)</p> <ul style="list-style-type: none"> • Renovations to Single Detached, Semi-detached & Duplex Dwellings in the Developed Area • Renovations to Multi-residential Development, Townhouses and Rowhouses • Exterior Renovations (non-residential)
6	<p>Type of proposed Green Roof</p> <p>Indicate whether the proposed green roof will be accessible to building occupants during normal operating hours.</p> <p><input type="checkbox"/> Yes • <input type="checkbox"/> No</p>
7	When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a written planning rationale in support of the deficiencies
Plans	
8	One (1) copy of a Site Plan , including: (preferred scale is Metric 1:100 or Imperial 1/4" = 1'0")
	north arrow , pointing to top or left of page
	municipal address (ie, street address) and legal address (ie, plan/block/lot)
	all elements of plan labelled as existing or proposed
	Plot and dimension property lines
	Label street names adjacent to parcel
	<p>Outline and dimension buildings:</p> <ul style="list-style-type: none"> • projections and structures (bay windows, cantilevers, window wells) • detached buildings and structures (sheds, garages) • use area within the building (tenant locations) • label uses to be located in each use area (see uses listed under Use CARL) • label existing buildings • location of all openings (windows, doors) • dimension front, side and rear building setbacks from property lines

	<p>Motor vehicle parking/loading stalls</p> <ul style="list-style-type: none"> show existing parking/loading stalls on site
	<p>Location of driveways</p>
9	<p>One (1) copy of the existing Roof Plan showing:</p> <ul style="list-style-type: none"> existing roof material
10	<p>One (1) copy of the proposed Roof Plan/Detailed Landscape Plan</p>
	<p>Trees and shrubs:</p> <ul style="list-style-type: none"> plot location of trees by symbol (each symbol should be unique to size and type of tree) plot shrubbed areas label number of shrubs in each shrubbed area soil depth and growing medium
	<p>Landscape legend:</p> <ul style="list-style-type: none"> label by symbol (each symbol should be unique to size and type of tree and shrub) provide caliper of deciduous trees provide height of coniferous trees provide height and spread of shrubs (greater than 0.6 metres)
	<p>Landscaped area:</p> <ul style="list-style-type: none"> surface treatment of all soft surfaced landscaped areas (ie, grass, plant cover) surface treatment of all hard surfaced landscaped areas (ie, decorative pavers, brick, stamped concrete) curb details to separate landscaping
	<p>Irrigation:</p> <ul style="list-style-type: none"> method of irrigation (should be direct to root, ie, drip) retaining walls (over 0.5 metres in height)
	<p>Amenity space (Accessible Roof only):</p> <ul style="list-style-type: none"> amenity space area/walkway design tables, benches and/or seating
	<p>Lighting:</p> <ul style="list-style-type: none"> accent lighting (freestanding or wall mounted) <p>NOTE: Lighting must be in compliance with Part 3, Division 4 of Bylaw 1P2007 and may be requested during the review of this application</p>
11	<p>One (1) copy of Floor Plans (minimum 1:100 or imperial scale, minimum 3/16"=1') showing:</p>
	<p>north arrow, point to top or left of page</p>
	<p>all elements of plan labelled as existing or proposed</p>
	<p>Outline and dimension walls:</p> <ul style="list-style-type: none"> interior and exterior (dimension to centre line of common walls) plot location of interior and exterior openings (windows, doors, overhead doors) internal motor vehicle and bicycle parking, loading and garbage collection facilities (see site plan requirements) label the purpose of spaces (eg, kitchen, living room, bathroom, interior/exterior stairways, mechanical rooms, meter room, corridors, washrooms, laundry facilities)
12	<p>One (1) copy of Elevation Drawings (for roofs with a slope of 1:12 or greater only OR where roof slopes or parapets have changed from their original approved design) (1:100 metric scale recommended) showing:</p>
	<p>cross reference with the roof plan for renovation location, where applicable</p>
	<p>doors, windows, overhead doors</p>

Projections and decorative elements

Label finishing materials:

- existing materials (brick, stucco, vinyl siding)

indicate on all elevations. (if applicable, plot line for roof when concealed by parapet)

Applicant's Declaration

By submitting this application to The City of Calgary (the "City"), I understand and acknowledge that, as part of the City's process in reviewing, evaluating, and processing this application, the City will be required to circulate hard or electronic copies of my application materials to members of City Administration, members of the public who may be affected by the application's approval, and to relevant Community Associations' Boards of Directors, including their Planning Committees. The City will also make my application materials available online for public viewing through its website, www.calgary.ca. I hereby consent to the City's copying of these application materials, solely for the purposes of such circulation, dissemination and online viewing as aforesaid, provided that those parties to whom the copies are circulated or made available online are made aware that their use of the copies is specific and limited to providing input on my application and that any further reproduction and distribution of the plans is strictly prohibited.

If you do not want to make your application materials available online for public viewing you must send an email to planninghelp@calgary.ca within 48 hours of submitting your application and we will consider your request. If your request is accepted our website will reflect that the applicant has chosen not to have their application materials online for public viewing.

The personal information on this form is being collected under the authority of The Calgary Building Permit Bylaw 64M94 (Section 5) and amendments thereto, as well as section 33(c) of the [FOIP Act](#). This information is being collected for the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services. It may also be used to conduct ongoing evaluations of services received from Planning & Development. **The name of the applicant and the nature of the permit will be available to the public through general inquiries, paid subscription reports for permit data and resources found online, as authorized by the FOIP Act.** You may direct questions about the collection, use or disclosure of your personal information by the City of Calgary at 800 Macleod Trail SE Calgary, Alberta in relation to this program by contacting the FOIP Program Administrator for Planning and Development through telephone at 403-268-5480 or by writing to PO Box 2100, Station M, Calgary, AB T2P 2M5.

NOTE: This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

Need help or have questions? Contact the [Planning Services Centre](#).

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