

## Manufactured Home:

New, Relocations, Additions, Decks, Accessory Buildings and Relaxations

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 Bylaw1P2007).

### 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.

### SECTION 1: Applicant Details

Property Owner    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

### SECTION 2: Required Items

1 A copy of the current **Certificate(s) of Title**

2 Current copies of any **Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats** registered on the Title(s)

3 **A Letter of Authorization\*** from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel.

\*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

|              |   |
|--------------|---|
| 4            | <p><b>Colour Photographs</b> (minimum of four different views, label and identify each photograph) showing:</p> <ul style="list-style-type: none"> <li>parcel from front and rear</li> <li>unique features and aspects of significance to development of the parcel</li> </ul>  |
| 5            | Development Permit fee ( <a href="#">Fee Schedule</a> )   |
| 6            | Completed <a href="#">Site Contamination Statement</a>  |
| 7            | Completed <a href="#">Abandoned Well Declaration Form</a>   |
| 8            | When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a <b>written planning rationale</b> in support of the deficiencies.  |
| <b>Plans</b> |   |
| 9            | <p><b>One (1) copies of Site Plans including:</b><br/>(1:100 metric scale recommended)</p> <p>north arrow, pointing to top or left of page</p> <p>municipal address (i.e. street address) and legal address (i.e. plan/block/lot)</p> <p>all elements of plan labelled as <b>existing</b> or <b>proposed</b></p> <p>property lines</p> <p>dimensions measured from adjacent property lines and internal roads</p> <p>easements, utility rights-of-way, right-of-way setback lines</p> <p>fully dimensioned foundation outline of manufactured home and of all cantilevers, decks and other projections</p> <p>outline and dimensions of any accessory residential buildings over 10 m<sup>2</sup> in size (e.g. detached garages, garden sheds and other buildings)</p> <p>dimensions from the manufactured home (including addition, where applicable) to any accessory residential buildings, attached structures, or manufactured home on an adjacent manufactured home space</p> <p>utility poles, transformer boxes, hydrants, and light standards on, or adjacent to, the parcel</p> <p>location of all existing and proposed shallow and deep utilities (e.g. water, sewer, gas, electrical, cable, and telephone, either underground or overhead)</p> <p>length of driveways</p> <p><b>If an abandoned gas or oil well is identified on the site, indicate the necessary setback area for each well</b></p> |
| 10           | <p><b>One (1) copies of Floor Plans (of the addition) including:</b><br/>(minimum 1:100 or imperial scale, minimum 3/16")</p> <p>municipal address (i.e. street address) and legal address (i.e. plan/block/lot)</p> <p>all elements of plan labelled as <b>existing</b> or <b>proposed</b></p> <p>layout of all exterior walls and identify rooms (i.e. kitchen, bathroom, interior stairways)</p> <p>location of doors and windows</p> <p>dimensions of buildings (length and width), include cantilevers and other projections</p>   |
| 11           | <p><b>Six (6) copies of Elevation Drawings including:</b><br/>(minimum 1:100 or imperial scale, minimum 3/16"=1')</p> <p>municipal address (i.e. street address) and legal address (i.e. plan/block/lot)</p> <p>all elements of plan labelled as <b>existing</b> or <b>proposed</b></p> <p>exterior elevations of the dwelling; include all windows, doors, projections, decks, cantilevers, chimneys, and chimney flues. For an addition, show exterior elevations of the area affected by the proposed addition.</p>  |

**Label finishing materials:**

- exterior materials, (e.g. brick, stucco, vinyl siding, metal siding)
- roof material (e.g. asphalt shingles, concrete tile, metal)
- fascia, soffit, and trim
- colours of all major exterior materials
- dimensioned height from grade on all elevations; measure from where the difference between the grade and the top of the roof is greatest
- dimensioned height to main floor from grade (addition, where applicable)

**SECTION 3: Supporting Information**

- 12 Off-site Levy Bylaw**  
Review the Off-site Levy Bylaw at [calgary.ca/offsitelevy](http://calgary.ca/offsitelevy) to determine if additional charges are applicable to the application.

**SECTION 4: 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](http://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](mailto: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.