



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. | |

| SECTION 1: 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

| SECTION 2: Project Details |
|----------------------------|
| Project Address: |

| SECTION 3: Required Items | |
|---------------------------|--|
| 1 | A copy of the current Certificate(s) of Title |
| 2 | 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 may 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 |

| | |
|--|---|
| 3 | <p>Colour Photographs (minimum of four different views, label and identify each photograph)</p> <ul style="list-style-type: none"> ▪ Site from front and rear ▪ Two adjoining parcels on either side ▪ Unique features and aspects of significance to development of the parcel ▪ Details of curbs, driveways, sidewalks, waste enclosures and overhead poles ▪ Indicate on a key plan or the site plan, the direction and location of photos |
| 4 | Development Permit fee (Fee Schedule) |
| 5 | Completed Abandoned Well Declaration |
| 6 | Completed Special Function Use Questionnaire |
| Plans | |
| 7 | <p>One (1) copy of a Site Plan, including: (preferred scale is Metric 1:100 or Imperial ¼" = 1'0")</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 existing or proposed</p> | |
| <p>If an abandoned gas or oil well is identified on the site, indicate the necessary setback area for each well</p> | |
| <p>Adjacent to parcel:</p> <ul style="list-style-type: none"> ▪ City streets, label street names ▪ Sidewalks, City and public paths (Regional Pathway System) ▪ Curb cuts, medians and breaks in medians | |
| <p>Outline and dimension temporary tent structure and location:</p> <ul style="list-style-type: none"> ▪ Dimension location of temporary tent structure(s) ▪ Portion of site/parking lot to be used for the temporary tent; include area that is unavailable parking ▪ Outdoor storage areas including storage vehicle locations, refrigeration units, etc. ▪ Permanent buildings; include dimensions to the temporary structure(s), dimensions to property lines, and dimensions between buildings/structures ▪ Other structures in the parking area (corrals, gazebos, etc) ▪ Fencing (restricted area) ▪ Portable washroom facilities and garbage/waste storage areas ▪ Queuing area for people waiting to attend the event ▪ Dimensions and location of exits, entrances, seating/table areas, entertainment areas (stages, dance floor), smoking areas, food & liquor handling areas, etc ▪ Indicate any proposed signage associated with the tent or signage to be placed on the tent | |
| <p>Parking areas, drive aisles and circulation roads:</p> <ul style="list-style-type: none"> ▪ Any off-site or alternative parking facilities; including number of parking stalls ▪ Drive aisles/lanes for emergency vehicle access | |
| <p>Loading areas:</p> <ul style="list-style-type: none"> ▪ Loading zones for the facility; including those for the main building. | |
| <p>Corner parcels only:</p> <ul style="list-style-type: none"> ▪ Outline and dimension corner visibility triangle | |
| 8 | <p>One (1) copy of Floor Plan(s) (preferred scale is Metric 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 existing or proposed</p> | |

Outline and dimension walls:

- Outside dimensions of temporary structure(s)
- Dimensions and location of exits, entrances, seating/table areas, entertainment areas (stages, dance floor), smoking areas, food & liquor handling areas, etc
- Portable washroom facilities and garbage/waste storage areas

9 One (1) copy of **Elevation(s)**
(preferred scale is Metric 1:100 or Imperial scale, minimum 3/16"=1")

Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)

All elements of plan labelled as **existing** or **proposed**

Include on elevations:

- Exterior elevations of the structure(s) (material, dimensions, etc)
- Location of all entrances, exists and windows
- Indicate any proposed signage associated with the tent or signage to be placed on the tent
- Elevations of the stage and entertainment areas/platforms within the tent(s); including materials, dimensions, etc.

SECTION 4: Supporting Information

10 If the site is within the **Airport Vicinity Protection Area (AVPA)**, please note that additional copies of plans may be required during the review of this application.

11 A comprehensive crowd management plan, a comprehensive traffic/parking plan, and a comprehensive emergency response plan may be required, depending on use.

SECTION 5: 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.