



# Building Permit Releases Application Requirements List

PL 1274 (R2018-02)

The Building Permit Release Application Requirement List outlines all the information necessary to evaluate and provide a timely decision on your application.

For guidelines and requirements please refer to the [Clearance Requirements for Building Permits](#).

The Building Permit Release Application Requirement List is to be filled out in its entirety, and submitted with the building permit release package via email to the appropriate Infrastructure Strategist.

Only applications that are complete will be accepted. To expedite the evaluation, all documents submitted must be clear, legible and precise. Plans submitted must be to a professional drafting standard and be clear of any previous approval stamps and notations.

### All forms and plans must be submitted in PDF format.

Subdivision: \_\_\_\_\_ Agreement #: \_\_\_\_\_

Developer: \_\_\_\_\_ Planning File #: \_\_\_\_\_

Number of Lots: \_\_\_\_\_  Whole Phase  Partial  Showhomes  Remainder

Lot(s) \_\_\_\_\_ in Block \_\_\_\_\_; Lot(s) \_\_\_\_\_ in Block \_\_\_\_\_;

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Lot(s) \_\_\_\_\_ in Block \_\_\_\_\_; Lot(s) \_\_\_\_\_ in Block \_\_\_\_\_;

### Restrictive Covenants and Caveats listed:

- |                                                 |                                                           |                                                                 |
|-------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Access Restrictions    | <input type="checkbox"/> Landscape Maintenance Agreement  | <input type="checkbox"/> Storm Water Impoundment Easement - RMG |
| <input type="checkbox"/> Bus Pads               | <input type="checkbox"/> N.E.F. Zone                      | <input type="checkbox"/> Tree Protection                        |
| <input type="checkbox"/> No Front Drive Garages | <input type="checkbox"/> Screening Fence Access Agreement | <input type="checkbox"/> Other:                                 |
| <input type="checkbox"/> Curve Tangents         | <input type="checkbox"/> Slope Setback                    |                                                                 |

Required Items (Showhome Submission)	Provided by Applicant	Office Use Only
LP Submitted - Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
Submit PDF of building grade plan with Engineer's stamp and seal	<input type="checkbox"/>	<input type="checkbox"/>
<u>Showhomes</u> : Surface Permission Granted: CCC <input type="checkbox"/> <b>OR</b> Full <input type="checkbox"/> <b>OR</b> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OR</b> All Weather Access Road Approval from Fire Dept <input type="checkbox"/>		
Downstream Infrastructure: Letter Attached <input type="checkbox"/> <b>OR</b> CCC <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hydrant letter	<input type="checkbox"/>	<input type="checkbox"/>



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Required Items (Full, Partial or Remainder Submission)	Provided by Applicant	Office Use Only
LP Submitted - Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
Submit PDF of building grade plan with Engineer's stamp and seal	<input type="checkbox"/>	<input type="checkbox"/>
<u>Full, Partial, Remainder</u> : Endeavours Paid to Others: Confirmation in Writing Attached <input type="checkbox"/> <b>OR</b> N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surface Permission Granted: CCC <input type="checkbox"/> <b>OR</b> Full <input type="checkbox"/> <b>OR</b> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Downstream Infrastructure: Letter Attached <input type="checkbox"/> <b>OR</b> CCC <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hydrant letter	<input type="checkbox"/>	<input type="checkbox"/>
Basic Checks (To be filled out by Infrastructure Strategist)		Office Use Only
Subdivision Approval Condition Checks		<input type="checkbox"/>
Construction Drawings Checks		<input type="checkbox"/>
Lot Numbers, Street Names, etc. on Building Grade Plan <u>match</u> Approved LP		<input type="checkbox"/>
Garage Locations vs. Bus Zone Pad Confirmed		<input type="checkbox"/>

**\*\* The City of Calgary only – Action Required (To be filled out by appropriate City of Calgary department) \*\***

**Water Resources:**

Building Grade Plan matches latest construction drawing set

**Public Infrastructure:**

Checked By (Infrastructure Strategist): \_\_\_\_\_ Date: \_\_\_\_\_

Building Grade Plan initialed by Water Resources

1:400 Plan Prepared

Letters Prepared (Approved Building Grade Plan, Building Permit Release, Covenants)

Clearance Processed and sent to Subdivision Services;  Database updated Date: \_\_\_\_\_

**Subdivision Services:**

Addressing Completed

Photo of Land Use Sign (if other than Showhomes)

Any other Conditions Affecting Building Permit Release:  No  Yes

If yes, provide details:

Ok to Release Building Permits