

Complete Application Requirements List

eConstruction Drawings

eConstruction Drawing and Permission to Construct

To submit Construction Drawings and Permission to Construct requests online, applicants must become a registered user to log onto The City of Calgary’s website – **VISTA**. To request an account and ID, visit calgary.ca/vista. One account/ID will be assigned per organization.

Applicants must accept the terms of the eConstruction Drawings that are outlined on the online application form and provide all required data on the online application forms.

Help resources:

- [Construction drawings for public infrastructure](#)
- [Alberta Environment and Parks](#)

To expedite the evaluation, all materials submitted must be clear, legible and precise. To maintain a high level of quality in customer service, staff have been instructed to accept only complete applications which include plans prepared to professional drafting standards.

eConstruction Drawings Required Items

1. Required information to complete VISTA Application

- Company Name
- Developer Name
- Project Name/Approved Community Name only (No marketing names)
- Phase Number (Numerical values only – e.g. Tuscany Phase 41)
Note: Do not use Phase 0. Instead use Phase 1,2,3 etc.
- Type of submission (e.g. Preliminary, Final or Revised Final)
- Related application (e.g. Subdivision Plan, Outline Plan, Development Permit) with the corresponding [Job Application Code](#) (JAC) number.
- All drawings must be labelled with Community Name, phase, in accordance with the Development and/or Indemnification Agreement.

2. Files to include

- Electronic Drawings must be submitted in a **single, multi-page** Auto Desk DWF file (Design Web Format) as outlined in the section below. Applicants can access the free [AutoDesk DWF Writer](#) for use.
- [Comment Sheet document](#)
- If submitting a Subdivision Design, provide copies of the Tentative Plan and the CPC Approved and STAMPED Outline Plan (Development Agreement) in the drawing set.
- If submitting a Short Main Extension Design for Indemnification Agreement, provide a copy of a legal or site plan in the drawing set
- Cost estimate from an indemnified contractor in PDF format (Indemnification Agreement)
- Authenticated Plans required for ALL construction drawing submissions (SIGNED and STAMPED, in PDF format)
- Detailed Cover Letter, SIGNED by the applicant, outlining the project scope, details, and justifications (in PDF format). Detailed Cover Letter templates: [Initial Submission](#); [Subsequent Submission](#).
- At Preliminary submission, must submit Alberta Environment SIGNED and STAMPED Letter of Authorization (LOA) ([Item 1B](#)) application form, complete with project data sheet ([Item 1A](#))

3. DWF File Structure *(Note: consolidated file versus individual files)*

- Submit a single DWF file containing a title sheet, index sheet, comment sheet, approved/stamped Outline Plan, Tentative Plan, all cover sheets, all block profiles and any other drawings as named in item #5



- Files must be 2D DWF file print-ready (i.e. set up properly for printing with title block, no extra data outside the print page area)
- Files must be monochrome with white background (print-ready)
- 4. Standards**
 - The constructions drawings must follow the new CAD Standards. These standards are described in detail at the following: <https://www.calgary.ca/CS/IIS/Pages/CAD/cad-standards.aspx>.
- 5. Sheet Names**

Applicants must use conventionally named sheet. Sheet names correspond to the tab names in AutoCAD. Conventionally named sheets may include, but are not limited to:

 - Comment Sheet Document
 - Title Page/Cover Page
 - Key Plan and Index
 - Tentative Plan
 - Outline Plan and Land Use Re-Designation (APPROVED and CPC STAMPED)
 - Surface Improvements Cover Sheet(s)
 - Storm Design Cover Sheet(s)
 - Sanitary Design Cover Sheet(s)
 - Water Design Cover Sheet(s)
 - Building Grade Plan Cover Sheet(s)
 - Storm Drainage Plan and Design Calculations Cover Sheet(s)
 - Overall Sanitary Design Cover Sheet(s)
 - Overland Drainage Cover Sheet(s)
 - Structure Details Cover Sheet(s) (if necessary)
 - Block Profiles

Note: All affected City of Calgary Block profiles bordering or adjoining the project must be included and UPDATED to show current information
 - All other necessary Cover Sheets (e.g. Detail, Cross-sections, etc.)
- 6. Other Relevant Information**

AutoCAD layer names (e.g. surface, sanitary, etc.)
Applicants are encouraged to follow the AutoCAD layering standards and the Standard AutoCAD fonts and symbols found in the <https://www.calgary.ca/CS/IIS/Pages/CAD/cad-standards.aspx>.

Scale Bar
*All Plans must be drawn to scale; each drawing must include a scale bar
When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable details*

Permission to Construct Required Items

- 8. Underground Construction Request** ([Permission to Construct Template](#))
 - Official request letter with project name and developer name
 - Site map of area to be constructed with construction boundary outlined in red
 - Copy of ESC Approval from Water Resources and Water Quality Services
- 9. Surface Request**
 - Official request letter with project name and developer name
 - Site Map of area to be constructed with construction boundary outlined in red
 - Copy of Approved Pavement Design letter from Roads, Construction, Material and Research

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

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