

Guide to a Complete Application

This guide is provided to improve the quality of applications and promote completeness to avoid delays in permit processing. This does not limit your design options or provide advice on Code compliance. Further documents or details may be required depending on the application.

This guide only applies to the construction of single detached or duplex dwellings and not buildings more than three stories or *building area* exceeding 600 m². The building may only contain C occupancies. According to the National Building Code – Alberta Edition, a Group C occupancy is for “Residential occupancies” as defined in Division A 1.4.1.2.

NBC-AE refers to the National Building Code – 2023 Alberta Edition, NECB refers to the National Energy Code of Canada for Buildings. Requirements can change when the next Code is in force.

GENERAL REQUIREMENTS						
Owner, Professionals, Designers and Contractors must comply with all requirements of the NBC-AE, NECB and ASHRAE, the Alberta <i>Safety Codes Act</i> and associated regulations.		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #cccccc;"> <th colspan="2">SUPPLIED</th> </tr> <tr> <td style="width: 50%; text-align: center; color: red;">YES</td> <td style="width: 50%; text-align: center; color: red;">NO</td> </tr> </table>	SUPPLIED		YES	NO
SUPPLIED						
YES	NO					
APPLICATION PREREQUISITES (Where applicable)	Notes					
<ul style="list-style-type: none"> Issued Demolition Permit Fees paid Permit submission in XRB account 	<ul style="list-style-type: none"> - If the application is for a Duplex Dwelling: Two approved building addresses are required (one for each unit); contact Addressing at 403-268-8127 or email a copy of your site plan to addressing@calgary.ca - for a Duplex Dwelling: Two separate building permits are required. One for each address. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #cccccc;"> <th colspan="2">SUPPLIED</th> </tr> <tr> <td style="width: 50%; text-align: center; color: red;">YES</td> <td style="width: 50%; text-align: center; color: red;">NO</td> </tr> </table>	SUPPLIED		YES	NO
SUPPLIED						
YES	NO					
SCOPE OF WORK STATEMENT	Notes					
NBC-AE Division C, 2.2.2.1. General Information Required <ul style="list-style-type: none"> A clear statement outlining the work that is included in the proposal is to be provided on the drawings. 	<ul style="list-style-type: none"> - Provide a scope of work defining what work is under the permit and what is not. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #cccccc;"> <th colspan="2">SUPPLIED</th> </tr> <tr> <td style="width: 50%; text-align: center; color: red;">YES</td> <td style="width: 50%; text-align: center; color: red;">NO</td> </tr> </table>	SUPPLIED		YES	NO
SUPPLIED						
YES	NO					
CITY PRE-APPROVED PLANS (CITY STAMP AFFIXED)						
ELECTRICAL DRAWINGS	Notes					
NBC-AE Division C 2.2.7.2 Electrical Drawings <ul style="list-style-type: none"> Floor Plans indicating all new electrical equipment. 	<ul style="list-style-type: none"> - Electrical lighting layout with fixtures and switch controls smoke and CO detector locations 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #cccccc;"> <th colspan="2">SUPPLIED</th> </tr> <tr> <td style="width: 50%; text-align: center; color: red;">YES</td> <td style="width: 50%; text-align: center; color: red;">NO</td> </tr> </table>	SUPPLIED		YES	NO
SUPPLIED						
YES	NO					
ARCHITECTURAL DRAWINGS	Notes					
NBC-AE Division C 2.2.2.1 Architectural Drawings <ul style="list-style-type: none"> Elevations Floor Plan of all floors Elevations Cross sections Flashing details (above windows, doors, decks, battens, and service penetrations) Wire and stucco support details (lath installation and spacing of supports) 	<ul style="list-style-type: none"> - Plans not less than 1:100 scale and include: - all building assembly locations and written details of the components within the building assemblies with type, size, and spacing of materials including the foundation, and strip footings, wall, deck construction, roof, ceiling, and floor construction - RSI calculations matching the building assembly - a description of the purpose of all rooms - door/window locations and ratings (if applicable) - elevations include glazing calculations for all elevations - cross section of the party wall from foundation to underside of roof sheathing (if present) Division C, 2.2.3.1. c) - exterior finishes (siding type) - section detail of radon subfloor depressurization system rough-in 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #cccccc;"> <th colspan="2">SUPPLIED</th> </tr> <tr> <td style="width: 50%; text-align: center; color: red;">YES</td> <td style="width: 50%; text-align: center; color: red;">NO</td> </tr> </table>	SUPPLIED		YES	NO
SUPPLIED						
YES	NO					

SITE SPECIFIC DOCUMENTS	
LOCATION	Notes
NBC-AE Division C 2.2.2.2. Site Plan	Notes
<ul style="list-style-type: none"> A Site Plan showing subject building in relation to the surrounding buildings. 	<ul style="list-style-type: none"> Site plans shall show <ul style="list-style-type: none"> dimensions from property lines, the location of the proposed building and every adjacent existing building on the property existing and finished ground levels to an established datum North arrow retaining walls adjacent city streets, lanes, and adjacent lots
SUPPLIED	
YES NO	
<input type="checkbox"/> <input type="checkbox"/>	
MANUFACTURED JOIST LAYOUTS AND BEAM RUNS	
Notes	
NBC-AE Division C 2.2.4.3.	Notes
<ul style="list-style-type: none"> Layouts from supplier Beam runs from supplier (Loading calculations) 	<ul style="list-style-type: none"> Documents shall include point loading reactions and hanger types labeled on the layouts. For floor systems constructed with traditional lumber (NOT MANUFACTURED) size, spacing, grades and species information are needed on the plans. All beam runs must pass without modification to preset standards.
SUPPLIED	
YES NO	
<input type="checkbox"/> <input type="checkbox"/>	
MANUFACTURED ROOF LAYOUTS AND TRUSS PROFILES	
MANUFACTURED ROOF LAYOUTS	
NBC-AE Division C 2.2.4.3.	Notes
<ul style="list-style-type: none"> Roof truss layouts from supplier Roof truss profiles 	<ul style="list-style-type: none"> Documents shall include hanger types labeled on the layouts. The roof truss profiles from the supplier are now required under STANDATA bulletin 23-BCB-002.
SUPPLIED	
YES NO	
<input type="checkbox"/> <input type="checkbox"/>	
PAD FOOTINGS	
Notes	
NBC-AE Division C 2.2.4.3	Notes
<ul style="list-style-type: none"> Provide an engineered pad footing documents as specified for use with engineered column or professional engineer document. 	<ul style="list-style-type: none"> Pad footings are not covered by the prescriptive requirements of Part 9.15 Therefore, supporting documents must be provided, bearing the professional seal of a registered professional. The size and rebar placement shall be included. This can be from either the post supplier or an independent professional engineer.
SUPPLIED	
YES NO	
<input type="checkbox"/> <input type="checkbox"/>	
ENERGY EFFICIENCY	
Notes	
NBC-AE Division C 2.2.8.2./ 2.2.8.3.	Notes
<ul style="list-style-type: none"> 9.36 Summary form RSI calculations energy modeling reports for the reference and proposed house (if the performance path is chosen) 	<ul style="list-style-type: none"> The 9.36 Summary form lays out information required for each path option. These documents are to be completed and included in the permit application. Please do not forget to submit your RSI calculations matching the building assemblies listed in the Architectural drawings.
SUPPLIED	
YES NO	
<input type="checkbox"/> <input type="checkbox"/>	
BUILDING GRADE SLIP	
Notes	
NBC-AE Division C 2.2.8.2./ 2.2.8.3.	Notes
<ul style="list-style-type: none"> Provide a grade slip OR DSSP (Development Site Servicing Plan) 	<ul style="list-style-type: none"> An approved DSSP could be used in lieu of the grade slip.
SUPPLIED	
YES NO	
<input type="checkbox"/> <input type="checkbox"/>	
FIRE DEPARTMENT RESPONSE TIME 10MIN OR GREATER	
Notes	
NBC-AE Division 9.10.15.3.	Notes
<ul style="list-style-type: none"> For un-sprinklered buildings where the 10-minute limit cannot be met by the fire department, NBC Sentence 9.10.14.3.(1) stipulates that a value equal to half the actual limiting distance must be used in requirements that depend on limiting distance to define other criteria. 	<ul style="list-style-type: none"> Typically, when the 10-minute limit cannot be met the applicant provides clear and legible sprinkler drawings showing the locations of all equipment, devices, and valves as per the NFPA 13D standard, along with hydraulic calculations to avoid the requirements of 9.10.15.3. The sprinkler information must be supplied at the time of application.
SUPPLIED	
YES NO	
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PROFESSIONAL INVOLVEMENT DOCUMENTS	
Notes	
LATERAL SUPPORT FOR THE FOUNDATION WALLS	
Notes	
NBC-AE Division C 2.4.2.1	Notes
<ul style="list-style-type: none"> Provide a review bearing the seal of a registered professional engineer where the foundation is laterally unsupported as per Division B 9.15.4.3. 	<ul style="list-style-type: none"> Typically, openings, wall height, or finished grade above the basement floor of the foundation exceeding the limitations listed in subsection 9.15.4 are subject to restrictions. For example, when a window opening is added to a typical foundation wall retaining more than 1.2m of
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YES NO	
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	<p>soil, the building code limits such openings unless they are designed by an engineer. The following conditions typically require engineering approval:</p> <p>a) The opening is more than 1.2 meters wide, or</p> <p>b) The total width of the openings in the foundation wall constitutes more than 25% of the length of the wall.</p> <p>- Please note: the combined width of the openings should be considered as a single opening if the average width exceeds the width of the solid wall between them. The openings considered are typical stair openings adjacent to the foundation and window and door openings in the foundation.</p>							
TALL WALL	Notes							
NBC-AE Division C 2.4.2.1 <ul style="list-style-type: none"> Provide a review bearing the seal of registered professional engineer for the design of tall walls where the height of the walls exceeds limits as per 9.23.10. 	- Typical locations of tall wall are in stairways adjacent to exterior walls or open to above areas adjacent to exterior walls in two- and three-story houses.	<table border="1"> <tr><th colspan="2">SUPPLIED</th></tr> <tr><td>YES</td><td>NO</td></tr> <tr><td></td><td></td></tr> </table>	SUPPLIED		YES	NO		
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YES	NO							
FORM A	Notes							
NBC-AE Division C 2.4.2.1 <ul style="list-style-type: none"> Provide a review bearing the seal of a registered professional engineer where manufactured stone is used, or traditional bricks are installed on a meatal ledger. 	- This document is need when manufactured stone is used or traditional bricks are installed on a meatal ledger as these two configurations are not listed in the Alberta Building Code. The form A is available at: https://www.calgary.ca/PDA/pd/Documents/building/form_a_manufactured_stone_and_brick.pdf	<table border="1"> <tr><th colspan="2">SUPPLIED</th></tr> <tr><td>YES</td><td>NO</td></tr> <tr><td></td><td></td></tr> </table>	SUPPLIED		YES	NO		
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YES	NO							
UNVENTED ROOF	Notes							
NBC-AE Division C 2.4.2.1 <ul style="list-style-type: none"> Provide a review bearing the seal of registered professional engineer for the design of the fully insulated unvented roofs. Engineers review shall include information and logic of why venting is unnecessary as per Division B 9.19.1.1. 	- The minimum requirement In the Alberta building Code Division B, 9.19.1. is that all roofs are vented and a 63mm airspace is left to facilitate moisture transition from the roof space to the exterior. Typical locations for unvented roof include decks, porches and anything acting as a roof with conditioned space below.	<table border="1"> <tr><th colspan="2">SUPPLIED</th></tr> <tr><td>YES</td><td>NO</td></tr> <tr><td></td><td></td></tr> </table>	SUPPLIED		YES	NO		
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RETAINING WALLS	Notes							
NBC-AE Division C 2.4.2.1 <ul style="list-style-type: none"> Provide a field review bearing the seal of registered professional engineer for retaining a wall supporting greater than 1.2m (4'-0") of soil retention at any point. 	- For retaining wall retaining soil over 1.2m are laterally unsupported at the top as per Division B 9.15.4. therefore, do not meet the prescriptive requirements of Part 9.	<table border="1"> <tr><th colspan="2">SUPPLIED</th></tr> <tr><td>YES</td><td>NO</td></tr> <tr><td></td><td></td></tr> </table>	SUPPLIED		YES	NO		
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PROFESSIONAL INVOLVEMENT GENERAL	Notes							
NBC-AE Division C 2.4.1.2. - 1) <ul style="list-style-type: none"> For any design conducted in accordance with Part 4 of Division B, the designer shall be a registered professional skilled in the work concerned. 	- Where the prescriptive requirements listed in the building code are not met or the limitations are exceeded in Part 9, supporting documents must be provided with the professional seal of the appropriate registered professional. Examples of items requiring engineering documents include, but are not limited to, pad footings not designed to 9.15, screw piles and metal support brackets.	<table border="1"> <tr><th colspan="2">SUPPLIED</th></tr> <tr><td>YES</td><td>NO</td></tr> <tr><td></td><td></td></tr> </table>	SUPPLIED		YES	NO		
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AIRPORT VICINITY PROTECTION AREA (AVPA)	Notes							
NBC-AE Division B 11.2.1.2. <ul style="list-style-type: none"> The building shall be designed and constructed so that the acoustic insulation factor is not less than the value derived from the Tables for each component of the exterior envelope where required where the noise contours are 25 or greater. 	- For proposed construction in areas with noise contours of 25 or greater, a professionally sealed document must be provided to confirm that the building is designed and constructed so that the acoustic insulation factor meets or exceeds the values derived from Division B, Part 11 for each relevant component of the exterior envelope (e.g., roof-ceiling, exterior walls, windows, etc.). Alternatively,	<table border="1"> <tr><th colspan="2">SUPPLIED</th></tr> <tr><td>YES</td><td>YES</td></tr> <tr><td></td><td></td></tr> </table>	SUPPLIED		YES	YES		
SUPPLIED								
YES	YES							

	assemblies and calculations demonstrating compliance may be submitted.							
TECHNICAL REQUIREMENTS								
DRAWINGS AND SPECIFICATIONS AND LEGIBILITY	Notes							
NBC-AE Division C 2.2.5.2. <ul style="list-style-type: none"> Information Required on Drawings and Specifications shall be clear and legible and shall contain sufficient details to demonstrate conformance with this Code. 	<ul style="list-style-type: none"> This becomes an issue when any of the supporting documentation is unreadable or missing, rendering the information or lack of ineffective. This would apply when there is mismatched information provided, resulting in unclear proposal regarding what is actually being proposed for constructed. 	<table border="1" style="width: 100%;"> <tr style="background-color: #cccccc;"> <th colspan="2">SUPPLIED</th> </tr> <tr> <td style="text-align: center; color: red;">YES</td> <td style="text-align: center; color: red;">NO</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	SUPPLIED		YES	NO		
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<p>Copies of all currently in force Codes and Standards are published on-line in PDF file format by the Government of Alberta at the following location: https://www.alberta.ca/building-codes-and-standards</p>								