Updated 2016 February 16

LUD _____

PST _____

Building Permit Requirement List

Accessory Residential Building

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, staff have been instructed to accept only complete applications which include plans prepared to professional drafting standards. Plans/drawings must conform to the Alberta Building Code. Drawings stamped with "not for construction", "preliminary", or "for permit purposes only" are not acceptable.

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.

completed by applicant	office use only	Required Items
		Prerequisites, where applicable:
❍	❍	**1.** An approved **Development Permit**, if the Land Use Bylaw requirements are not met
❍	❍	**2.** Fee (Fee Schedule)
		Permit Documents:
❍	❍	**3.** Completed Residential Improvement Project Application
❍	❍	**4.** Completed Building Permit Fee Calculation – Alterations
❍	❍	**5.** Current copies of any **Maintenance Access Rights-of-Way**, if registered on the Title(s)
		Architectural Documents:
❍	❍	**6.** Two (2) copies of a dimensioned **Site Plan** including: *(preferred scale is Metric 1:200 or Engineer 1" = 20' 0")*
❑	❑	all elements of plan labelled as **existing** or **proposed**
❑	❑	north arrow
❑	❑	municipal address and legal description
❑	❑	dimensioned property lines
❑	❑	adjacent City streets, lanes, and adjacent lots
❑	❑	right-of-way setbacks, easements and utility rights-of-way, if any
❑	❑	foundation outline and dimensions of all accessory buildings, the dwelling, covered decks, covered porches, cantilevers, and all other projections
❑	❑	proposed eave location and dimensions to the property line(s), if applicable
❑	❑	location of proposed doors and windows
❑	❑	dimensions of proposed accessory building to property line(s) and to main residential building
❑	❑	labelled sloped or flat roof
❑	❑	labelled direction of roof trusses
❑	❑	labelled siding type of accessory buildings
❑	❑	labelled vehicle entrance and length of driveway, measured from property line or back of

sidewalk (where no sidewalk, from back of curb), whichever is applicable

❑ ❑ lot coverage (lot area, principle building area, area of all accessory buildings, including the proposed building)

❑ ❑ retaining walls

❑ ❑ location of existing and proposed gas lines

NOTE: *Provincial regulations prohibit the construction of a garage over a gas line. If faced with this conflict, either the garage must be moved at least 0.3m (1'-0") from the gas line or the gas line must be sleeved with a gas tight sleeve. For more information, contact ATCO Gas at 403-245-7888.*

❑ ❑ labeled foundation or slab type

NOTE: *If your slab is 55 sq. m. or greater, and you do not have concreted foundation extending not less than 1.2m below grade, you will require a concrete slab designed by a professional engineer (Regulations Bulletin 2014-011)*

If the proposed building is NOT using engineered roof trusses, has a framed or flat roof, has a retaining wall, is two storeys or greater, or is in combination with a Multi-Residential Development, a dimensioned Building Plan is required. Please provide item #7:

❍ ❍ **7.** Two (2) copies of a dimensioned **Building Plan** including:
(preferred scale is Imperial 1/4" = 1'- 0" [minimum 3/16" = 1' 0"] or Metric 1:50)

❑ ❑ **Building Elevations and Cross Section:**

❑ ❑ wall and building height measured from the floor of the pad

❑ ❑ window dimensions, if applicable

❑ ❑ **Floor Plans:**

❑ ❑ size of doors and windows

Supporting Information:

❍ ❍ **8.** Two (2) sets of **beam calculations** or **manufacturer's truss layouts**, if garage trusses will bear on vehicle entry.

❍ ❍ **9.** If a detached garage is accessing an un-paved rear lane, it is recommended that a lane grade be established through a site visit by Development Site Servicing. This will ensure that the garage floor will be at the correct elevation in relation to the lane. The City of Calgary will assume no responsibility for water runoff into the garage, or access problems arising from construction of a garage, due to a grade that is inconsistent with the design grade approved by Development Site Servicing. There is a fee for this service.

❑ ❑ grade requested (fill out the Grades Requirement List)

❑ ❑ grade not requested

❑ ❑ lane is already paved – grade not required

❍ ❍ **10.** Accessory Residential Building Declaration – Applicant certifies the following:

a. In all low density residential districts and the M-CG district, Accessory Residential Buildings may be a maximum of one storey and must not exceed 4.6 metres in height with a maximum wall height of 3.0 metres, measured from the finished floor level of the building.

b. Except as provided for driveways and corner sites, no separation from a side or rear property line is required where:

1. The wall of the accessory building is constructed of materials which do not require maintenance and there is no overhang of eaves.
2. All roof drainage is directed onto the site by eaves troughs and downspouts.

_____
Site Address

_____ _____
Applicant's name (please print) Applicant's signature

Applicant's Signature **Date**

(confirming that all required information has been provided and is correct)

Screened by **Date**

Planning Services Technician

Date

Safety Codes Officer

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

Phone: 403-268-5311	**In Person:**	**Mail:**
Web: calgary.ca	3rd floor, Calgary Municipal Building	The City of Calgary
	800 Macleod Trail SE, Calgary, Alberta	Planning & Development (#8108)
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