



Complete Building Permit Application Requirement List

Interior Partitioning

This checklist outlines all the information necessary to evaluate and provide a timely review and issuance of your application. Applications and materials submitted must be clear, legible, and precise. Plans/drawings stamped with “not for construction”, “preliminary”, or “for permit purposes only” are not acceptable.

For help with your drawings visit calgary.ca/drawingstandards for tips and examples

To estimate your permit fees, use the applicable [fee calculator](#).

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.

A. [Application Form](#) (Do not fill out if applying online)

B. Approved Development Permit where required.

NOTE: Upon review, if the submitted drawings do not match the approved plans by the Development Authority, this application may not be issued until such time that the Development Authority is satisfied that the plans match the approved development permit, or that a new development permit has been obtained and released.

Plans

C. One (1) copy of a complete **Architectural** set of drawings, including a **Site Plan**

(preferred scale is Metric 1:100 or Imperial ¼" = 1'0")

Site Plan:

- 1 Showing the exact location of tenant space within the building and the tenant unit number

Floor Plan:

- 1 Dimensions of all rooms
 - 2 Purpose of all rooms/spaces (e.g. showroom, kitchen, bathroom, internal stairways)
 - 3 The location of all walls, partitions, doorways, windows and other openings
 - 4 Construction details of all walls and partitions, including walls between adjacent tenants, washroom facilities, barrier-free accessibility
 - 5 If a restaurant or drinking establishment, include a seating plan that clearly indicates the area (both indoor and outdoor) to which the public will have access for the consumption of food and/or beverages
 - 6 Location of exits and access to exits
 - 7 The finish of all floors, walls and ceilings
 - 8 The number of children under care in preschool facilities such as day care
 - 9 Design Standards and Specifications of sprinkler system for warehouses and other high hazard occupancies, where applicable
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Supporting Documents

D. Completed [Asbestos Abatement Form](#)

E. Completed [Request for Specific Variance Form](#), if a variance or alternative solution is being requested. If requested, then include One (1) copy of the **Variance Report**

F. One (1) set of **Specifications**, if applicable

G. If your application is for a restaurant or drinking establishment, complete and attach the additional documents from the [Restaurants and Food Establishments Requirement List](#)

NOTE: Land Use Bylaw 1P2007 Part 2, Division 3, Section 23 states: A development permit is required for every development unless it is otherwise exempted. Furthermore, Building Permit Bylaw Number 64M94 states: An application for a permit may be refused if, within 90 days from the date of receipt, adequate information and documentation is not supplied to the Safety Codes Officer, and there shall be no refund of any fees that have been paid.