



Complete Building Permit Application Requirement List

Addition and New Building

In a Commercial, Industrial or Special Land Use District

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. Not all items may be required for exterior alteration work only.

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")

D. One (1) copy of a complete Structural set of drawings

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

E. One (1) copy of a complete Mechanical set of drawings

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

F. One (1) copy of a complete Plumbing & Gas set of drawings

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

G. One (1) copy of a complete Electrical set of drawings

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

Supporting Documents

H. Confirmation of Development Site Servicing Plan submission and payment

A Mechanical Site Circulation Slip/Record of DSSP submission OR

An email from Development Site Servicing stating no Development Site Servicing review is required

(To obtain this email, contact WA-ResourcesDevelopmentApprovals@calgary.ca)

I. Completed [Asbestos Abatement Form](#)

J. Completed [Sustainable Development Inventory Form](#)

K. Completed [NECB Project Summary Form](#) OR [ABC 2014 Section 9.36](#) (Energy Efficiency)

L. 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**

M. A Soils Report may be required depending upon the size and height of the proposed development.

For confirmation, contact the Planning Services Centre at (403)268-5311.

N. One (1) set of Specifications, if applicable

O. Public Protection Site Safety Plan – required for buildings described as 3.2.6 Division B for high buildings and/or buildings that are 5 storeys or greater in height. Plan may also be required for other buildings, deemed by the authority having jurisdiction, to be complicated or an unusual structure.

For further information, refer to the Public Protection Site Safety Plan – Building Regulations Advisory

P. Advanced Weather Forecasting System – required for buildings that are 5 storeys or greater in height. For further information, search “Advanced Weather Forecasting System” on Calgary.ca or read the Advanced Weather Forecasting System – Building Regulations Advisory.

Q. Proof of registration - from the Government of Alberta’s New Home Buyer Protection Program if the application includes new dwelling units. Proof of registration is not required at the time of application, but must be provided prior to release of the Building Permit.

R. 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*