



Complete Building Permit Application Requirement List Renovations to Restaurants and Food Establishments

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 fee, use the applicable [fee calculator](#).

For additional Alberta Building Code information, visit [Restaurants](#) on calgary.ca.

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 1/4" = 1'0").

Professional involvement is required for architectural, mechanical and electrical work if the area of construction exceeds 300 square meters for a tenant space with seating, or 500 square meters for a tenant space without seating. Drawings must be stamped if a professional is required. If there is structural work, structural drawings must always be stamped.

Site Plan:

- 1 Exact location of the tenant space within the building
- 2 Site property lines
- 3 Location of kitchen exhaust ducts (wall of roof termination locations)
- 4 Tenant unit number
- 5 Names of all businesses on the same floor
- 6 Exit stairs, public corridors, and public washrooms on the key plan (if applicable)

Floor plan:

1 Architectural/Structural Drawings:

Code analysis indicating

- 1 Building classification (building height - # of storeys, building area/footprint, occupancy)
 - 2 Tenant space floor area
 - 3 Type of construction permitted, based on the building classification (i.e. combustible or non-combustible construction)
 - 4 If the building has a sprinkler system and/or fire alarm system
- 1 Provide an “existing condition” floor plan of the tenant space, showing items to be demolished (e.g. walls and fixtures)
 - 2 Location of walls, partitions, doors, and windows
 - 3 Walls labeled existing or new
 - 4 Dimensions of rooms and doors within the tenant space
 - 5 Intended use of rooms and spaces (e.g. kitchen, washroom, mop sink room, garbage area)
 - 6 Construction details and fire resistance rating (if applicable) of walls and partitions, including demising walls between adjacent tenants
 - 7 Barrier free accessibility – ramp construction, vestibule clearances, barrier free washrooms
 - 8 Total occupant load – number of customers and number of staff working at one time
 - 9 Provide a seating plan for both interior and exterior areas
 - 10 Entertainment areas (e.g. dance floors, stages, game areas)
 - 11 If structural work is required, please provide stamped structural drawings

2 Kitchen and Bar Equipment Drawings:

- 1 kitchen equipment plan and equipment schedule
 - 2 location of all kitchen equipment
 - 3 label all kitchen equipment (e.g. fryer, oven, cooler, dishwasher)
 - 4 location of food preparation sinks, hand wash sinks, dish washing sinks, dipper wells, mop sinks, and bar sinks
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D. One (1) copy of a complete **Mechanical** set of drawings

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

1 Cooking Equipment:

- 1 List the food items being served/sold or provide a copy of the menu
- 2 If cooking produces grease laden vapours, show NFPA 96 exhaust hood and fire suppression system
- 3 If cooking produces grease laden vapours, show kitchen ventilation system (e.g. canopies, ductwork and fans – stainless steel required in exposed locations)
- 4 Location of the exhaust duct(s) on the key plan and site plan

2 Heating, Ventilation, and Cooling Systems:

- 1 System to be used for general space heating, cooling, and ventilation (e.g. roof top unit [RTU] location(s) and size; make up air unit [MUA] location(s) and size).
 - 2 Exhaust fan location fan location and sizes
 - 3 Duct sizes and locations
 - 4 Supply air diffuser location and return air grille locations
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E. One (1) copy of a complete **Plumbing and Gas** set of drawings

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

- 1 Floor drain locations
 - 2 Plumbing fixtures
 - 3 Grease interceptor (grease trap) locations and installation details
 - 4 Hot water tank capacity, location, and installation details
 - 5 Drainage piping locations, if piping will be exposed in the tenant space (cannot be located directly above food preparation areas)
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F. One (1) copy of a complete **Electrical** set of drawings

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

- 1 Emergency lighting locations
 - 2 Exit sign locations
 - 3 Light fixture locations and types (show protective covers required in food preparation areas)
 - 4 Fire alarm system information (e.g. pull stations, bells/strobes, fire detectors, connection to NFPA 96 exhaust hood) **NOTE:** Fire alarm system is required if the building requires a fire alarm system and/or the occupancy load exceeds 150 people
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Supporting Documents

I. Completed [Asbestos Abatement Form](#)

J. 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.

K. Provide information on **type of dishes and utensils** that will be used (i.e. disposable or reusable)

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.
