

Online Building Permit Application Requirement List

Residential ePermit Home Renovations & Basements

(not including any addition to the exterior of the 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 is instructed to accept only complete applications which **include plans prepared to professional drafting standards**. Please note, plans/drawings must conform to the Alberta Building Code. Drawings stamped with “not for construction”, “preliminary”, or “for permit purposes only” are not acceptable. Any plans/drawings stamped with previous approvals must be voided or removed.

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.

To apply online, applicants must be enrolled in Residential ePermit and have a VISTA account. Please visit <http://www.calgary.ca/epermit> for more information.

Preferred file format is **.pdf**.

Other acceptable file formats, where applicable, are: .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .txt, .dwf, .msg

completed by applicant	Required Items
☐	Prerequisites:
☐	1. An approved Development Permit , if the Land Use Bylaw requirements are not met.
☐	2. Fee (Fee Schedule)
☐	Permit Documents:
☐	3. If the building or parcel in which the work will be done has a Condo Board, a letter of authorization from the Condo Board, is required.
☐	Architectural - Residential Drawings:
☐	4. PDF of dimensioned Building Plans including: (preferred scale is Imperial 1/4" = 1' - 0", minimum 3/16" = 1' 0", or Metric 1:50)
☐	Floor Plans:
☐	proposed room(s) layout
☐	designation of the use of each room, size of each room, and the total area to be developed
☐	details of structural changes, if proposed
☐	window locations, sizes and opening function (for bedroom egress, slider type windows are preferred; however, other types of windows may be acceptable and can be reviewed on an individual basis)
☐	door locations and sizes
☐	smoke detector(s), carbon monoxide detector(s) and bathroom fan locations

☐	Elevation Drawings: <u>Only required if adding new exterior doors, windows, window wells, or increasing window or window well size. Engineering may be required for structural changes.</u>
☐	height of the building from grade to top of wall
☐	width of the building
☐	dimensions of existing and proposed windows above grade
☐	location of proposed cantilevers, decks, landings or patios
☐	5. PDF of a dimensioned Site Plan including: <i>(preferred scale is Metric 1:200 or Engineer 1" = 20' 0")</i> <u>Only required if adding new exterior doors, windows, window wells, or increasing window or window well size. Engineering may be required for structural changes.</u>
☐	label all elements of plan as existing or proposed
☐	north arrow
☐	municipal address and legal description
☐	property lines
☐	adjacent City streets, lanes, and adjacent lots
☐	right-of-way setbacks, easements and utility rights-of-way, if any
☐	foundation outline of the dwelling, cantilevers, decks, and other projections
☐	front, side and rear yard dimensions
☐	door and window locations and sizes; window wells (length and width)
☐	dimension proposed window wells and cantilevers to the property line(s)
☐	location of proposed cantilevers, decks, landings or patios
☐	location of any air conditioning equipment

Checklists are updated periodically. Please ensure you have the most recent edition.		
Phone: 403-268-5311 Web: calgary.ca	In Person: 3rd floor, Calgary Municipal Building 800 Macleod Trail SE, Calgary, Alberta 8:00 a.m. to 4:30 p.m. Monday – Friday	Mail: The City of Calgary Planning & Development (#8108) 800 Macleod Trail SE, Calgary, Alberta T2P 2M5