

LUD _____

PST _____

Building Permit Application Requirement List

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 has 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. 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. 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 Documents:
☐	☐	6. Two (2) copies 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; but, other types 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

If adding new exterior doors, windows, window wells, or increasing window size, the following two items are required. (Additionally, engineering may be required for structural changes.)

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | 7. Two (2) copies of a dimensioned Site Plan including:
<i>(preferred scale is Metric 1:200 or Engineer 1" = 20' 0")</i> |
| ☐ | ☐ | 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 |
| ☐ | ☐ | 8. Two (2) copies of Elevation Drawings including:
<i>(preferred scale is Imperial 1/4" = 1' 0" or Metric 1:50; Minimum scale 3/16" = 1' 0")</i> |
| ☐ | ☐ | 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 |

NOTE: In addition to a Building Permit, Trade Permits may also be required. See the [basement development](#) information brochure for more details.

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

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