

Online Building Permit Application Requirement List

Residential ePermit Hot Tub

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.

To apply online, applicants must be enrolled in Residential ePermit and have a VISTA account. Visit 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, where applicable: 1. 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 Documents: 4. PDF of a dimensioned Site Plan including: <i>(preferred scale is Metric 1:200 or Engineer 1" = 20' 0")</i>
☐	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
☐	location, size, and shape of the proposed hot tub
☐	dimension proposed hot tub to the property line(s)

If the hot tub will be located on a deck, or any other raised structure, please provide the following information:



5. PDF sets of plans including:
(preferred scale is Imperial 1/4" = 1'- 0", minimum 3/16" = 1' 0", or Metric 1:50)



hot tub size, shape, and height above grade



surrounding above-ground deck and construction details



location and height of fences and gates



type and location of any pool equipment (e.g. heater)



engineering stamp for the loading of the hot tub on the structure

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)

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