

**Portable School Classrooms**

The following **Development Permit Complete Application Requirement List** outlines all of the information necessary to evaluate and provides a timely decision on your application. Only applications that are complete will be accepted. Applications and materials submitted must be clear, legible and precise. Plans submitted must be to a professional drafting standard. All plans must be clear of any previous approval stamps and/or notations. Please review the **Processing Times and Deemed Refusal** section.

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 wrongfully displayed, while also following the Province of [Alberta's Access to Information Act \(ATIA\)](#), unless exempted under the Act's disclosure provisions. 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.

The Development Authority may require additional material considered necessary to properly evaluate the proposed development (as stated in Part 2, Section 26 (3) of the Land Use Bylaw1P2007).

Processing Times and Deemed Refusals

Applicants are advised of their option under the Municipal Government Act to treat their application as being refused if the Development Authority fails to make a decision within 40 days of the application being accepted by the Development Authority, or at the expiry of an extended review timeframe specified by a time extension agreement between the Development Authority and Applicant. [Time extension agreements](#) must be initiated by the Applicant.

To exercise the “deemed refusal” option, an appeal to the Subdivision and Development Appeal Board must be filed within 14 days of the latest specified date for the review, or the right to an appeal is lost until such time as a decision is rendered on the application by the Development Authority.

SECTION 1: Applicant Details

☐ Property Owner ☐ Representing Owner

Applicant's Name:

Company Name (if applicable):

Applicant's Email:

Applicant's Phone Number (during business hours):

Disclosure of City Employment:

☐ I am NOT a City employee

☐ I am a City employee and as the applicant and/or land owner for this application, I acknowledge the corporate [Conflict of Interest Policy](#)

NOTE: Correspondence and approval notification will be sent to only the applicant

SECTION 2: Project Details

Project Address:

SECTION 3: Required Items

1	A copy of the current Certificate(s) of Title
2	Current copies of any Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats registered on the Title(s)
3	A Letter of Authorization* from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel. You may use this sample letter of authorization template or you can provide your own letter, but it must contain all information indicated on the sample letter. If the City of Calgary is on title, a letter of authorization is required from Real Estate and Development Services. Please contact LandAdmin@calgary.ca.
4	Colour Photographs (minimum of four different views, label and identify each photograph) • Site from front and rear • Two adjoining parcels on either side • Unique features and aspects of significance to development of the parcel • Details of curbs, driveways, sidewalks, waste enclosures and overhead poles • Indicate on a key plan or the site plan, the direction and location of photos
5	Development Permit fee (Fee Schedule)
6	Completed Site Contamination Statement
7	Completed Public Tree Disclosure Statement • If public trees are identified one additional site plan may be required
8	Completed Abandoned Well Declaration
9	Completed Climate Resilience Inventory form

Plans

10	One (1) copy of a Site Plan, including: (preferred scale is Metric 1:100 or Imperial ¼" = 1'0") North arrow, pointing to top or left of page Municipal address (i.e. street address) and legal address (i.e. plan/block/lot) Provide the name of school, school board and grades enrolled (i.e. grades K-5 or 10-12). Existing and proposed students and staff numbers. All elements of plan labelled as existing or proposed Plot and dimension property lines: • Label existing and proposed • Label parcel area in square meters Easements, Utility Rights-Of-Way: • Dimension (width, depth and location) • Label type of easement and registration number)
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Utilities on and adjoining the parcel (deep, shallow and overhead): • Water, storm and sanitary sewer • Gas • Electrical • Cable, telephone
If an abandoned gas or oil well is identified on the site, indicate the necessary setback area for each well
Plot Rights-of-Way setback lines required in Section 53, Table 1: • Dimension depth of Rights-of-Way • Dimension distance from Rights-of-Way to building
Floodway, Flood Fringe and Overland Flow: • Indicated on the Floodway/Flood Fringe maps [Section 3 (c) & (d)] • Dimension distance to buildings and structures
Adjacent to parcel: • City streets, label street names • Sidewalks, City and public paths (Regional Pathway System) • Curb cuts, medians and breaks in medians • Existing and proposed pedestrian crosswalks • Bus zones and bus shelters (including signage & route number) • Light standards, utility poles, street signage, street furniture
Outline and dimension buildings: • Projections and structures (bay windows, cantilevers) • Detached buildings and structures (sheds, garages, waste collection area) • Mechanical equipment (parkade vents, air conditioners) • Indicate the defined use of each area within the building (tenant locations). See Part 4 of Land Use Bylaw 1P2007 for more information on defined uses. • Label the define uses that will be located in each area (see page 5, item #14 for a listing of the uses) • Label projections and structures (2nd floor cantilever, deck) • Label existing and proposed buildings or portions of building • Location of all openings (windows, doors, overhead doors)
Travel path and construction boundary: • Indicate the access location and travel path of portable classrooms to installation site • Indicate the full area of construction disturbance (Take every effort to avoid public trees, playfields, and other offsite City assets.)
Dimension to property line: • Back of sidewalk and curb • Lip of gutter • Width of sidewalk and public paths (Regional Pathway System)
Setbacks: • Dimension front, side and rear building setbacks from property lines • Draw, label and dimension required setback areas (as prescribed in the Land Use Bylaw) • For corner parcels only: Outline and dimension corner visibility triangle
Parcel and building coverage: • Provide area footprint of each building (include all covered structures) • Calculate percentage of parcel covered by buildings

Gross Floor Areas (GFA is the total area of all above-grade floors) of: - Proposed and existing buildings - Calculate Floor Area Ratio (FAR) (GFA divided by Parcel Area)
Geodetic datum points/contours: - Label existing and proposed geodetic datum points - At primary corners of the proposed building - Main floor level of proposed building - All the corners of the parcel - At the back of the sidewalk or curb
Location of all: - Hydrants, utility fixtures or boxes - Utility poles - Catch basins - Guy wires/pole anchors
Firefighting Access - Sweep paths for the firefighting vehicle access route and dimensions of clearance - Indication that the fire access route is designed to a 12.0 meter centerline of the roadway turning radius - Vehicle weight supported in firefighting vehicle access route (minimum 38,556kg (85,000 lbs)) - Grades of the firefighting vehicle access route (Maximum 8%) - Indication that the access is designed to support the NFPA 1901 point load of 517kPa (75 psi) over a 24" by 24" area which corresponds to the outrigger pad size - Any lockbox location, firefighting service connection, and alarm panel locations - Refer to the Fire Department Access Standard
Parking areas, drive aisles and circulation roads: - Include curbs and sidewalks - Crosswalks (provide detail if raised) - Speed bumps (provide detail) - Label all surface material of areas accessible by motor vehicles - Dimension widths of all aisles, roads and driveways - Provide details on vehicle circulation (direction of travel, signage and fire lanes)
Waste and collection and loading areas: - Enclosure location - Enclosure dimensions - Method of collection (e.g. individual pick-up or dumpster pick-up)
Motor vehicle parking stalls: - Label and dimensions all on-site parking stalls as standard, visitor, barrier free, pick-up and drop-off stalls - Label all off-site pick-up and drop-off stalls and school bus loading zones. - Provide calculations for motor vehicle parking stall requirement by use - Location and size of wheel stops (required when stall abuts sidewalks)
Loading Stalls: - Dimensions width and depth - Label surface material of loading areas

Bicycle parking:

- Location of bicycle parking stall - class 1 (secure) and class 2 (un-secure)
- Total each type of bicycle parking stall (class 1 or class 2)
- Calculate bicycle parking stall requirement

Landscaping:

- Label all elements as existing and proposed (trees, shrubs, soft & hard landscaping, retaining walls, etc)
- Total of each type of tree and shrub (by height and size)
- Provide caliper of deciduous trees
- Provide height of coniferous trees
- Provide height and spread of shrubs (greater than 0.6 metres)
- Provide species, labelled by symbol (each symbol should be unique to size and type of tree and shrub)

If trees are existing on public land adjacent to the site:

- Specify the species of each tree (e.g. Green Ash, Colorado blue spruce, American Elm). Note that identification of deciduous or coniferous is not sufficient. Look up the tree species on the [urban forestry map](#) or call 311 to obtain additional information.
- Diameter of each tree, measured at a height of 1.4 metres above the ground
- Estimated mature height of each tree (e.g. less than 3 metres, 3-6 metres, 6-9 metres, etc.)
- Location of the centre point of the trunk of each tree
- Outline of the “drip line” of each tree (i.e. the outline of the outer reach of the branches of the tree)

Internal sidewalk and accessibility ramps:

- Label proposed sidewalks and crosswalks required for access to portable classroom (if detached from main school building)
- Label surface material of sidewalk
- Dimension width and height from grade or parking areas
- Dimension width and slope (rise:run) of accessibility ramp for portable

Fencing and retaining walls:

- Label height (include height of retaining walls)
- Cross reference to an elevation (for each type of fence or retaining wall)
- Label material of fence or retaining wall

Lighting:

- Plot locations of light fixtures and light standards
- Plot maximum wattage of fixtures
- Provide detail of light fixtures (drawing or specification)

NOTE: Site lighting plan, showing compliance with Part 3, Division 4 of Bylaw 1P2007, may be requested during the review of this application.

Provide land use designation of adjacent parcels:

- Land use designation can be found at Calgary.ca/myproperty

11 One (1) copy of **Floor Plan(s)**
(preferred scale is Metric 1:100 or Imperial scale, minimum 3/16"=1")

Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)

All elements of plan labelled as **existing** or **proposed**

Outline and dimension walls: • Include exterior dimensions (dimension to centre line of common walls) • Plot location of interior and exterior openings (windows, doors, overhead doors) • Internal motor vehicle and bicycle parking, loading and waste collection facilities (see site plan requirements) • Label use in each use area (tenant space) • Label the purpose of spaces (e.g. Kitchen, living room, bathroom, interior/exterior stairways, mechanical rooms, meter room, corridors, washrooms, laundry facilities) • Label existing and proposed rooms and portions of the building • Label units as dwelling units or live/work units	
12	One (1) copy of Elevation(s) (preferred scale is Metric 1:100 or Imperial scale, minimum 3/16"=1")
Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)	
All elements of plan labelled as existing or proposed	
Include elevations for: • Buildings • Fences • Retaining walls (over 0.6 metres in height) • Waste collection facilities • Screening (e.g. Service meters, privacy screens, mechanical equipment) • Additional walls or structures (e.g. Exhaust fan shed) • Cross reference with other plans, where applicable	
Include on elevations: • Doors, windows, overhead doors • Projections, service meters, decorative elements, rooftop equipment • Screening (e.g. Service meters, rooftop equipment, privacy screens) • Dimension all doors, windows and overhead doors	
Label finishing materials: • Exterior materials (brick, stucco, vinyl siding, metal siding) • Roof materials (asphalt, cedar shakes, concrete tile) • Colours of all major exterior materials	
Lighting: • Plot location of light fixtures • Dimension height of fixtures from grade to bottom of fixture	
Grade: • Plot existing and proposed grade extending to property lines • Plot property lines (extending vertically) • Plot all geodetic datum points required on site plan	
Building height (indicate on all elevations): • Plot line for main floor • Plot line for roof when concealed by parapet • Dimension height of building from existing and proposed grade • Dimension height of main floor from existing and proposed grade • Dimension height of structures (fences, retaining walls) from existing and proposed grade	

SECTION 4: Supporting Information

- 13** If the site is within the Airport Vicinity Protection Area (AVPA), please note that additional copies of plans may be required during the review of this application.

- 14** When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a **written planning rationale** in support of such deficiencies.
- 15 Off-site Levy Bylaw**
Review the Off-site Levy Bylaw at calgary.ca/offsitelevy to determine if additional charges are applicable to the application.
- 16 Energy Code Compliance Declaration**
By submitting this application, the applicant acknowledges that the proposed development will be designed to comply with either NECB or Alberta Building Code Section 9.36 for energy efficiency as required. This compliance will be verified as a condition of Building Permit issuance. At the time of application for the Building Permit, the applicant will declare a compliance path as described on the appropriate Building Permit requirement list.

SECTION 5: Applicant's Declaration

The City of Calgary (the "City") acknowledges that application materials may contain private and copyrighted information. By submitting this application, I understand and acknowledge that, as part of the City's process in processing and evaluating this application, the City will circulate hard or electronic copies of my application materials to members of City Administration, members of the public, and to relevant Community Associations. The City will also make my application materials available for public viewing through its website, www.calgary.ca and through its Property Research service for public informational purposes. I hereby consent to the City's copying and circulation of any and all of the application materials for the aforesaid purposes.

If you do not want to make your application materials available online for public viewing you must send an email to planninghelp@calgary.ca within 48 hours of submitting your application and we will consider your request. If your request is accepted our website will reflect that the applicant has chosen not to have their application materials online for public viewing.

The personal information on this form is being collected under the authority of The Calgary Building Permit Bylaw 64M94 (Section 5) and amendments thereto, as well as section 4(c) of the Protection of Privacy Act (**POPA**) ([Protection of Privacy Act | Alberta.ca](http://www.alberta.ca/Protection-of-Privacy-Act)). This information is being collected for the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services. It may also be used to conduct ongoing evaluations of services received from Planning & Development. The name of the applicant and the nature of the permit will be available to the public through general inquiries, paid subscription reports for permit data and resources found online, as authorized by the Access to Information Act (**ATIA**) ([Access to Information Act \(ATIA\) | Alberta.ca](http://www.alberta.ca/Access-to-Information-Act)), unless exempted under the Act's disclosure provisions. You may direct questions about the collection, use or disclosure of your personal information by the City of Calgary at 800 Macleod Trail SE, Calgary, Alberta, in relation to this program by contacting the Access Privacy Protection Administrator for Planning and Development by telephone at (403)268-5311 or by using the live chat services provided on our websites.

NOTE: This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

Need help or have questions? Contact the [Planning Services Centre](#).

Checklists are updated periodically. Please ensure you have the most recent edition.