



Complete Building Permit Application Requirement List

Commercial: Demising Wall

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

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.

C. All of the following apply:

- 1 Scope of work is limited to the construction of a demising wall between adjacent tenancies.
 - 2 No interior or exterior architectural work other than the demising wall.
 - 3 No changes to the building’s mechanical system.
 - 4 The demising wall is not penetrated by any architectural or mechanical system (i.e. doors, ductwork etc.)
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Plans

D. One (1) copy of a complete **Architectural** set of drawings, including a **Site or Key Plan** (preferred scale is Metric 1:100 or Imperial ¼” = 1’0”)

Site or Key Plan:

- 1 Showing the exact location of tenant space within the building and the tenant unit number

Floor Plan:

- 1 Intended use of tenant spaces located on each side of the proposed demising wall (i.e., type of business taking place).
- 2 Dimension of the tenant spaces, including all rooms and doors
- 3 Location of all exits
- 4 Location of all exit signage and emergency lighting
- 5 Assembly legend and construction details of the proposed demising wall, including fire-resistance rating.
- 6 Construction detail showing how the fire-resistance rating of the demising wall is maintained, where the wall abuts existing exterior and/or interior walls

Code Analysis indicating:

- 1 Type of construction permitted based on the building classification (i.e. combustible or non-combustible construction)
 - 2 Required fire-resistance rating of the demising wall, in accordance with the Alberta Building Code **Table 3.1.3.1** and Alberta Building Code **article 3.3.1.1**.
 - 3 How the required fire-resistance rating has been achieved, in accordance with Alberta Building Code **article 3.1.7.1** (i.ee either by a listed ULC Design assembly or as per Alberta Building Code Appendix D)
 - 4 That the Alberta Building Code requirements for egress/exiting of the suite have been met, in accordance with Alberta Building Code **articles 3.3.1.5 and 3.4.2.1** (e.g. number of exits, floor area of tenant space, travel distance and occupant load)
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Supporting Documents

E. One (1) copy of **proposed ULC Design Listing**

Required is a ULC Design was used to establish the required fire-resistance rating. The proposed ULC Design Listing must match the demising wall construction shown on the floor plans.

F. Completed [Asbestos Abatement Form](#)

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.*
