



## Building Permit Application Requirement List Parkade Repairs

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](http://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.

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**A. [Application Form](#)** (Do not fill out if applying online)

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**B. All of the following apply:**

- 1 Scope of work limited to the repair and/or maintenance of only the non-structural components of an existing parkade (e.g. wear course, moisture barriers, drainage components, architectural finishes).
  - 2 No changes to the mechanical and/or electrical systems of the building
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### Plans

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**C. 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
- 2 Unit number

**Floor Plan**

**1 Stamped by a professional architect or engineer registered in the Province of Alberta, showing the following information**

- 1 Written scope of work
  - 2 Sequence of repair and/or maintenance
  - 3 Location and extent of the proposed work
  - 4 Construction details of all proposed work related to the repair and/or maintenance
  - 5 Any restrictions placed on the use of the parkade during the repair and/or maintenance
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### Supporting Documents

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**D. Verification, in writing, from a professional engineer, confirming that structural repairs to the parkade are not required.**

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**E. Completed [Asbestos Abatement Form](#)**

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**F. One (1) copies of **Material Specifications****

Stamped by the architect or engineer of record (if not already included as part of the floor plans)

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**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