



Complete Building Permit Application Requirement List

Repair after Fire

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. [Residential Application Form](#) or [Commercial / Multifamily Application form](#) (Do not fill out if applying online)

Plans

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- B. One (1) copy of a complete **Architectural** set of drawings OR a **Letter** with the breakdown of repairs (preferred scale is Metric 1:100 or Imperial ¼" = 1'0")
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- C. One (1) copy of **Structural drawings** stamped by a professional engineer, for any structural repairs.
For confirmation, contact the plans examiner.
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Supporting Documents

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- D. 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
*You can 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
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- E. Contract or letter stating total **construction costs**
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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*