

Online Building Permit Application Requirement List

Residential ePermit Retaining Wall (Freestanding)

A building permit is required if the retaining wall exceeds 1.2 metre in height at any point. Depending on the complexity of the project, the Safety Codes Officer may determine that a building permit and an engineer's stamp are required, even if the wall is less than 1.2 metres in height.

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. An approved Development Permit , if the retaining wall is one metre or higher at any point.
☐	2. Fee (Fee Schedule).
☐	Architectural Documents:
☐	3. PDF of a dimensioned Site Plan including: (preferred scale is Metric 1:200 or Engineer 1" = 20' 0")
☐	north arrow
☐	municipal address and legal description
☐	property lines
☐	adjacent City streets, lanes, sidewalks, curbs, curb cuts, and any abutting City public pathways
☐	site area
☐	front, side and rear yard dimensions
☐	foundation outline of the dwelling, cantilevers, decks and other projections
☐	outline of any accessory buildings
☐	retaining walls, including height from grade
☐	location of existing and proposed gas service lines

Structural Documents:

- 4. PDF of **Structural Plans**, stamped by a practising Alberta Professional Engineer.
- 5. PDF of Cross-section of retaining wall showing footings, reinforcement, wall dimensions, materials, drainage, etc.

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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