



Complete Building Permit Application Requirement List

Building Permit Revisions

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 schedule](#).

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. Permit Information

Permit Number:	
Permit Type:	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial/Multi-family
Permit address:	
Project name (if applicable):	
Applicant Company (if applicable):	
Applicant Contact Name:	
Applicant Contact phone number:	
Applicant Contact Email:	

Plans

B. One (1) copy of the **Architectural** set of drawings

(preferred scale is Metric 1:100 or Imperial 1/4" = 1'0")

- 1 Submit only those plans that are affected by the changes.
- 2 All revisions must be circled in **RED** pen on all sets, with each change numbered on the plan

Supporting Documents

C. Separate itemized description of the changes

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

FOIP DISCLAIMER: The personal information on this form is being collected under the authority of The Calgary Building Permit Bylaw 64M94 (Section 5) and amendments thereto. It will be used for the 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 & Assessment. The name of the applicant and the nature of the permit will be available to the public. Please send inquiries by mail to the FOIP Program Administrator, Planning, Development & Assessment, PO Box 2100, Station M, Calgary, AB T2P 2M5 or contact us by phone at 311.