



LUD _____
PST _____

## Building Permit Application Requirement List

### Semi-detached Dwelling (two dwellings located side by side)

**NOTE:** Two building permits are required; one for each dwelling unit.

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.

completed by applicant	office use only	Required Items
		<b>Prerequisites, where applicable:</b>
<input type="radio"/>	<input type="radio"/>	1. Approved <b>Development Permit</b> , if the Land Use Bylaw requirements are not met.
<input type="radio"/>	<input type="radio"/>	2. Application for <b>Demolition Permit</b> , where applicable *NOTE: Partial permit will not be released until the demolition permit is issued
<input type="radio"/>	<input type="radio"/>	3. Two <b>approved building addresses</b> (one for each unit); contact Addressing at 403-268-8127 or email a copy of your site plan to <a href="mailto:addressing@calgary.ca">addressing@calgary.ca</a> .
<input type="radio"/>	<input type="radio"/>	4. Fee ( <a href="#">Fee Schedule</a> ).
		<b>Permit Documents:</b>
<input type="radio"/>	<input type="radio"/>	5. Two (2) completed <a href="#">Construction Permit Application</a> (one for each unit)
<input type="radio"/>	<input type="radio"/>	6. Two (2) completed <a href="#">Building Permit Fee Calculation – New Homes</a> forms (one for each unit)
<input type="radio"/>	<input type="radio"/>	7. Two (2) completed <a href="#">ABC 2014 Section 9.36 (Energy Efficiency) Project Summary Form</a>
<input type="radio"/>	<input type="radio"/>	8. Two (2) copies of proof of registration from the Government of Alberta’s <a href="#">New Home Buyer Protection Program</a> .
		9. Six (6) copies of the <b>building grade slip</b> (three for each unit)
<input type="radio"/>	<input type="radio"/>	10. If the application is for a Show Home (Temporary Residential Sales Centre), include a letter indicating duration of show home (one for each unit)

**Architectural Documents:**

- 11. Four (4) copies of a dimensioned **Site Plan** (two copies per unit; identify which unit is being applied for on each set of plans) including:  
(preferred scale is Metric 1:200 or Engineer 1" = 20' 0")**

  - north arrow
  - municipal address
  - property lines
  - parcel width or lot line dimensions
  - site area & coverage
  - front, side and rear yard dimensions
  - adjacent City streets, lanes and adjacent lots
  - right-of-way setbacks, easements and utility rights-of-way, if any
  - foundation outline of the dwelling, cantilevers, decks, and other projections
  - dimension the distance from the property lines to the foundation, cantilevers, decks, porches, and other projections
  - provide geodetics for roof peak, main floor (TOJ), and footing (ATF)
  - outline of accessory buildings **NOTE:** A separate building permit is required for Accessory Buildings. See the [Accessory Building Requirement List](#)
  - retaining walls, including height from grade
  - location of window wells and air conditioning equipment
  - the parking area, including dimensioned depth and width if no garage
  - surface treatment of parking area
  - include Show Home (Temporary Residential Sales Centre) components, when applicable

- 12. Four (4) copies of dimensioned **Building Plans** (two copies per unit; identify which unit is being applied for on each set of plans) including:  
(preferred scale is Imperial 1/4" = 1'- 0", minimum 3/16" = 1' 0", or Metric 1:50)**

  - foundation plans (preserved wood foundation or pile and grade beam to be signed and sealed by Professional Engineer)
  - floor plans
  - building elevations (provide glazed opening calculations for all elevations not facing a street or lane) **\*maximum height plane not required\***
  - structural cross sections
  - electrical lighting layout with fixtures and switch controls
  - wall and column footings – size and thickness
  - fireplace type and specifications (ULC approved)
  - size of doors and windows (indicate whether they are vented or sealed units)
  - indicate performance grades and "U" values for all exterior windows, doors, and skylights (NAFS - North American Fenestration Standard / Specification for windows, doors and skylights)
  - wall, floor and roof construction details
  - furnace location and location of combustion air and fresh intakes
  - show rough-in for a radon subfloor depressurization system (on foundation plan inlet – outlet)

- 13. Four (4) copies of **Construction Details** (may be included with Building Plans) including:**

  - flashing details (above windows, doors, decks, battens, and service penetrations)
  - window installation details (staged details of the window installation)
  - wire and stucco support details (lath installation and spacing of supports)
  - section detail of radon subfloor depressurization system rough-in

**Structural Documents:**

- 14. Four (4) copies of **Manufacturer’s Floor Joist Layouts** including:
  - beam loading calculations and details
  - beam sizes, grades and species
- 15. Four (4) copies of **Manufacturer’s Roof Layouts**
- 16. Four (4) copies of **Beam Runs (beam loading calculations)**, if applicable
- 17. Four (4) copies of the **manufacturers floor joist Installation Guide**, if applicable

**Engineering Documents:**

- 18. Four (4) copies of a completed [Form ‘A’ Manufactured Stone used in Exterior Wall Cladding Systems](#) (Note: this form requires an engineer’s stamp), if applicable
- 19. Four (4) copies of the **Lateral Support design** (designed by a Professional Engineer or to AHITC 2009 guidelines), if applicable
- 20. Four (4) copies of the **Tall Wall design** (designed by a Professional Engineer or to AHITC 2009 guidelines), if applicable
- 21. Four (4) copies of a **Retaining Wall design** (designed by a Professional Engineer), if applicable

**Building Permit Declaration:**

- 22. Applicant certifies the following:

*By submission of this building permit application, the applicant acknowledges that the drawings submitted herein will match the most currently approved development permit for the site address listed below. Upon review, if the submitted drawings do not match the approved plans by the Development Authority, this application may be refused 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.*

Site Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

**Applicant’s Signature**

(confirming that all required information has been provided and is correct)

**Date**

**Screened by**

Planning Services Technician

**Date**

**Date**

Safety Codes Officer

**Checklists are updated periodically. Please ensure you have the most recent edition.**

**Phone:** 403-268-5311

**Web:** [calgary.ca](http://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)  
 800 Macleod Trail SE, Calgary, Alberta T2P 2M5