



Complete Building Permit Application Requirement List

Temporary Sales Centre

(other than a new single or semi-detached dwelling)

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

B. Approved Development Permit where required.

NOTE: Upon review, if the submitted drawings do not match the approved plans by the Development Authority, this application may not be issued 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.

Plans

D. One (1) copy of a complete **Architectural set of drawings, including a **Site Plan****
(preferred scale is Metric 1:100 or Imperial ¼" = 1'0")

E. One (1) copy of a complete **Structural set of drawings**
(preferred scale is Metric 1:100 or Imperial ¼" = 1'0")

F. One (1) copy of a complete **Mechanical set of drawings**
(preferred scale is Metric 1:100 or Imperial ¼" = 1'0")

G. One (1) copy of a complete **Plumbing & Gas set of drawings**
(preferred scale is Metric 1:100 or Imperial ¼" = 1'0")

H. One (1) copy of a complete **Electrical set of drawings**
(preferred scale is Metric 1:100 or Imperial ¼" = 1'0")

Supporting Documents

I. Confirmation of Development Site Servicing Plan submission and payment

A Mechanical Site Circulation Slip/Record of DSSP submission OR

An email from Development Site Servicing stating no Development Site Servicing review is required

(To obtain this email, contact WA-ResourcesDevelopmentApprovals@calgary.ca)

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