



New digital intake process

There is a new digital intake process for large scale developments, land use amendment applications and outline plans. Please contact the Planning Services Centre at (403) 268-5343 to process your application. Allow for up to 45 minutes to process your application over the phone. Files will be transmitted securely via Microsoft OneDrive and reviewed during the call.

Plans submitted must be to a professional drafting standard and digital submission requirements include the following:

- All Documents must be named as listed on this Requirement List (in any naming convention that makes the document type identifiable)
- All files must be in PDF format
- One PDF file per requirement
- Have all files organized in a folder ready for transmission prior to calling
- **Contain a title block with information such as:**
 - address and legal description (plan; block; lot)
 - uses, project name
- **Paper size:**
 - all plans submitted must be on the same sized paper
 - drawings are clear and legible
 - drawings must be contained on each page (one plan should not span two pages)



Addition or New Building:

In a Commercial, Industrial, or Special Land Use District

The following **Development Permit Complete Application Requirement List** outlines all of the information necessary to evaluate and provide a timely decision on your application. Only applications that are complete will be accepted. Applications and materials submitted must be clear, legible and precise. Plans submitted must be to a professional drafting standard. All plans must be clear of any previous approval stamps and/or notations. Please review the **Processing Times and Deemed Refusal** section.

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.

The Development Authority may require additional material considered necessary to properly evaluate the proposed development (as stated in Part 2, Section 26(3) of the Land Use Bylaw 1P2007).

Processing Times and Deemed Refusals	
Applicants are advised of their option under the Municipal Government Act to treat their application as being refused if the Development Authority fails to make a decision within 40 days of the application being accepted by the Development Authority, or at the expiry of an extended review timeframe specified by a time extension agreement between the Development Authority and Applicant. Time extension agreements must be initiated by the Applicant.	
To exercise the “deemed refusal” option, an appeal to the Subdivision and Development Appeal Board must be filed within 14 days of the latest specified date for the review, or the right to an appeal is lost until such time as a decision is rendered on the application by the Development Authority.	

SECTION 1: Project Details	
Project Address:	
Cumulative gross floor area:	Addition <input type="checkbox"/> ft ² <input type="checkbox"/> m ² New Building: <input type="checkbox"/> ft ² <input type="checkbox"/> m ²
New dwelling units created:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number of new dwelling units:
SECTION 2: Required Items	
1	A copy of the current Certificate(s) of Title
2	Current copies of any Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats registered on the Title(s)
3	A Letter of Authorization* from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel. <small>*You may 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</small>
4	Colour Photographs (minimum of four different views, label and identify each photograph)

- Site from front and rear
- Two adjoining parcels on either side
- Unique features and aspects of significance to development of the parcel
- Details of curbs, driveways, sidewalks, waste enclosures and overhead poles
- Indicate on a key plan or the site plan, the direction and location of photos

5 Development Permit fee ([Fee Schedule](#))

6 Completed [Site Contamination Statement](#)

7 Completed [Public Tree Disclosure Statement](#)
If public trees are identified one additional site plan may be required

8 Completed [Abandoned Well Declaration](#)

9 Completed [Use Questionnaire](#)
*This is only required if there is a Commercial Use being proposed within the building or addition

10 Completed [Climate Resilience Inventory](#) form

11 Applicant's Submission Planning Analysis

The purpose of the Planning Analysis is to provide key information about the project; information that cannot be communicated in a set of plans (i.e. the thought process behind the proposal). This information will reduce the number of conditions in the first Detailed Team Review form and speed up the application processing time. Where relevant, the Planning Analysis will be circulated to the Community Association for comment as part of the development permit circulation process.

While this is **not a mandatory requirement**, we strongly encourage applicants to provide this key information.

- Provide an explanation of the proposal/project and how it fits with the surrounding context
- Identify and provide rationale for any variation from the relevant City of Calgary policies
- Identify and provide rationale for any proposed relaxations to the Land Use Bylaw

Plans

12 One (1) copy of a **Site Plan**, including:
(preferred scale is Metric 1:100 or Imperial ¼" = 1'0")

North arrow, pointing to top or left of page

Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)

All elements of plan labelled as **existing** or **proposed**

Plot and dimension property lines:

- Label existing and proposed
- Label parcel area in square meters

Easements, Utility Rights-Of-Way:

- Dimension (width, depth and location)
- Label type of easement and registration number)

Utilities on and adjoining the parcel (deep, shallow and overhead):

- Water, storm and sanitary sewer
- Gas
- Electrical
- Cable, telephone

If an abandoned gas or oil well is identified on the site, indicate the necessary setback area for each well

Plot Rights-of-Way setback lines required in Section 53, Table 1:

- Dimension depth of Rights-of-Way
- Dimension distance from Rights-of-Way to building

Floodway, Flood Fringe and Overland Flow:

- Indicated on the Floodway/Flood Fringe maps [Section 3 (c) & (d)]
- Dimension distance to buildings and structures

Adjacent to parcel:

- City streets, label street names
- Sidewalks, City and public paths (Regional Pathway System)
- Curb cuts, medians and breaks in medians
- Existing and proposed pedestrian crosswalks
- Bus zones and bus shelters (including signage & route number)
- Light standards, utility poles, street signage, street furniture
- Paid parking equipment (parking meters, ticket dispensers, Pay-and-Display)

Dimension to property line:

- Back of sidewalk and curb
- Lip of gutter
- Width of sidewalk and public paths (Regional Pathway System)

Setbacks:

- Dimension front, side and rear building setbacks from property lines
- Draw, label and dimension required setback areas (as prescribed in the Land Use Bylaw)

Parcel and building coverage:

- Calculate area of each building (include all covered structures)

Location of all:

- Catch basins
- Utility poles
- Guy wires/pole anchors
- Hydrants, utility fixtures or boxes

Corner parcels only:

- Outline and dimension corner visibility triangle

Geodetic datum points/contours:

- All the corners of the parcel
- At the back of sidewalk or curb
- At primary corners of the building
- geodetic contours at 0.5 metres intervals including berming for site
- label existing and proposed geodetic datum points

Outline and dimension buildings:

- Projections and structures (bay windows, cantilevers, deck, window wells)
- Detached buildings and structures (sheds, garages)
- Mechanical equipment (parkade vents, air conditioners)
- Label existing and proposed buildings (or portions of buildings)
- Location of all openings (windows, doors, overhead doors)
- Label use area within the building (tenant locations)
- Label uses to be located in each use area (see uses listed under Use CARLs)

Gross Floor Areas (GFA is the total area of all above-grade floors) of:

- Proposed and existing buildings
- Each distinct use area in buildings (tenant location)
- Calculate Floor Area Ratio (FAR) (GFA divided by Parcel Area)

Density:

- Calculate number of existing and proposed units
- Calculate the density in units per hectare (UPH) (Units divided by Parcel Area)

Parking areas, drive aisles and circulation roads:

- Include curbs and sidewalks
- Crosswalks (provide detail if raised)
- Speed bumps (provide detail)
- Label all surface material of areas accessible by motor vehicles
- Dimension widths of all aisles and roads
- Provide details on vehicle circulation (direction of travel, signage and fire lanes)

Waste and collection and loading areas:

- Enclosure location
- Enclosure dimensions
- Geodetic elevations at all corners of the enclosure
- Grades of the collection area
- Sweep paths for collection vehicles and dimensions of clearance
- Vehicle weight supported in collection area (minimum 25,000kg)
- Method of collection (e.g. individual pick-up or dumpster pick-up)
- Identification of garbage, recycling, and organics containers for the three streams of waste
- Types of waste containers within the enclosure or on site
- Volume of waste containers
- Refer to the [Development Reviews Design Standards for the Storage and Collection of Waste](#)

Firefighting Access

- Sweep paths for the firefighting vehicle access route and dimensions of clearance
- Indication that the fire access route is designed to a 12.0 metre centerline of the roadway turning radius
- Vehicle weight supported in firefighting vehicle access route (minimum 38,556kg (85,000 lbs))
- Grades of the firefighting vehicle access route
- Indication that the access is designed to support the NFPA 1901 point load of 517kPa (75 psi) over a 24" by 24" area which corresponds to the outrigger pad size
- Any lockbox location, firefighting service connection, and alarm panel locations
- Refer to the [Fire Department Access Standard](#)

Motor vehicle parking stalls:

- Label as Commercial, Dwelling, Live/Work or Visitor
- Total each type of motor vehicle parking stall by use
- Dimension width and depth
- Dimension overhead clearance
- Dimension column size and distance between columns
- Dimension angle or parking stall (if less than 90 degrees)
- Location and size of wheel stop (provide next to sidewalk)
- Provide calculations for motor vehicle parking stall requirement by use

Driveways:

- Label proposed or existing
- Label curb cuts to be removed and rehabilitated
- Dimension length from back of curb or sidewalk
- Dimension width of driveway at throat and flare (adjacent to street)
- Dimension distance to adjoining driveways

Parking and loading area geodetic grades:

- Driveways grades and parkade ramp grades
- Detail any areas over 2 per cent slope

Bicycle parking:

- Location of bicycle parking stall - class 1 (secure) and class 2 (un-secure)
- Label surface material of bicycle parking stalls
- Dimension separation to surrounding structures
- Dimension separation of devices (bike racks) and rows of devices
- Dimension of bicycle parking area
- Location of signage related to bicycle parking
- Cross reference to a detail drawing (for each type of parking device)
- Total each type of bicycle parking stall (class 1 or class 2)
- Calculate bicycle parking stall requirement

Internal sidewalks:

- Label surface material
- Dimension height from grade or parking areas
- Dimension width

Fencing:

- Label height (include height of retaining walls)
- Cross reference to an elevation (for each type of fence)

Retaining walls:

- Label height (provide height of fences on top of wall)
- Provide geodetic datum points at top and bottom of wall
- Cross reference to elevation (for each wall)
- If one metre in height or higher, provide engineered, stamped structural design drawings, including cross-sections
- Provide geodetic datum points of grade on each side of the wall (**NOTE:** height of retaining wall measured as the vertical difference between the ground levels on each side of the wall)

Lighting:

- Plot locations of light fixtures and light standards
- Plot maximum wattage of fixtures
- Provide detail of light fixtures (drawing or specification)

NOTE: Site lighting plan, showing compliance with Part 3, Division 4 of Bylaw 1P2007, may be requested during the review of this application.

Signage:

- Outline and label the location of all proposed canopy, fascia and freestanding signage (for all other types of signage, obtain the appropriate requirement list for that sign)
- Label the source of power for the signage (underground, etc.)
- Plot location of all existing signage on the parcel
- Dimension distance from property lines to signage
- Dimension distance to all freestanding signs on the parcel or within 30 metres of the parcel

Phasing for multi-building developments must be included:

- Outline areas encompassed by each phase
- Label the sequence of phasing

13**One (1) copy of a Landscaping Plan(s), including:**

(preferred scale is Metric 1:100 or Imperial 1/4" = 1'0", landscaping plan and site plan may be combined if the site plan does not become cluttered)

North arrow, pointing to top or left of page

Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)

All elements of plan labelled as **existing** or **proposed**

Plot and dimension property lines

Draw, label and dimension required setbacks

Easements, Utility Rights-Of-Way:

- Dimension (width, depth and location) on or abutting the parcel
- Label type of easement and registration number)

	<p>Utilities on and adjoining the parcel (deep, shallow and overhead):</p> <ul style="list-style-type: none"> ▪ Water, storm and sanitary sewer ▪ Gas ▪ Electrical ▪ Cable, telephone
	<p>Corner parcels only:</p> <ul style="list-style-type: none"> ▪ Outline and dimension corner visibility triangle
	<p>Geodetic datum points/contours:</p> <ul style="list-style-type: none"> ▪ All the corners of the parcel ▪ At the back of sidewalk or curb ▪ At primary corners of the building ▪ Geodetic contours at 0.5 metres intervals including berming for site ▪ Label existing and proposed geodetic datum points
	<p>Outline and dimension buildings:</p> <ul style="list-style-type: none"> ▪ Include projections and structures (bay windows, cantilevers, deck, window wells) ▪ Include detached buildings and structures (sheds, garages) ▪ Include mechanical equipment (parkade vents, air conditioners) ▪ Label existing and proposed buildings (or portions of buildings)
	<p>Plot and label:</p> <ul style="list-style-type: none"> ▪ Fencing, retaining walls, sidewalks (dimension width)
	<p>Trees and shrubs</p> <ul style="list-style-type: none"> ▪ Plot location of trees by symbol (each symbol should be unique to size and type of tree) ▪ Plot shrubbed areas ▪ Label number of shrubs in each shrubbed area (only include shrubs greater than 0.6 metres in height or spread) ▪ Indicate trees and shrubs to be added, removed or retained
	<p>Landscape legend:</p> <ul style="list-style-type: none"> ▪ Label by symbol (each symbol should be unique to size and type of tree and shrub) ▪ Provide species ▪ Provide caliper of deciduous trees ▪ Provide height of coniferous trees ▪ Provide height and spread of shrubs (greater than 0.6 metres) ▪ Provide total of each type of tree and shrub (by height and size)
	<p>Landscaped area:</p> <ul style="list-style-type: none"> ▪ Surface treatment of all soft surfaced landscaped areas (i.e. grass, plant cover) ▪ Surface treatment of all hard surfaced landscaped areas (i.e. decorative pavers, brick, stamped concrete) ▪ Label surface material of bicycle parking area ▪ Curb details to separate landscaping ▪ Label new landscaped areas and areas to be retained
	<p>Irrigation:</p> <ul style="list-style-type: none"> ▪ Method of irrigation (specify if using Low Water Irrigation System) ▪ Label all soft surface landscaping to be irrigated or plot specific areas (zones)
	<p>If trees are existing on public lands adjacent to the site:</p> <ul style="list-style-type: none"> ▪ Specify the species of each tree (e.g. Green Ash, Colorado blue spruce, American Elm). Note that identification of deciduous or coniferous is not sufficient. If you require assistance in identifying the species of a tree, call 311 to obtain additional information. ▪ Diameter of each tree, measured at a height of 1.4 metres above the ground ▪ Estimated mature height of each tree (e.g. less than 3 metres, 3-6 metres, 6-9 metres, etc.) ▪ Location of the centre point of the trunk of each tree ▪ Outline of the "drip line" of each tree (i.e. the outline of the outer reach of the branches of the tree)
14	<p>One (1) copy of Floor Plan(s) (preferred scale is Metric 1:100 or Imperial scale, minimum 3/16"=1")</p>
	<p>Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)</p>
	<p>All elements of plan labelled as existing or proposed</p>

Outline and dimension walls:

- Include exterior dimensions (dimension to centre line of common walls)
- Plot location of interior and exterior openings (windows, doors, overhead doors)
- Internal motor vehicle and bicycle parking, loading and waste collection facilities (see site plan requirements)
- Label use in each use area (tenant space)
- Label the purpose of spaces (e.g. Kitchen, living room, bathroom, interior/exterior stairways, mechanical rooms, meter room, corridors, washrooms, laundry facilities)
- Label existing and proposed rooms and portions of the building
- Label units as dwelling units or live/work units

15 One (1) copy of **Elevation(s)**
(preferred scale is Metric 1:100 or Imperial scale, minimum 3/16"=1")

Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)

All elements of plan labelled as **existing** or **proposed**

Include elevations for:

- Buildings
- Fences
- Retaining walls (over 0.6 metres in height)
- Waste collection facilities
- Screening (e.g. Service meters, privacy screens, mechanical equipment)
- Additional walls or structures (e.g. Exhaust fan shed)
- Cross reference with other plans, where applicable

Include on elevations:

- Doors, windows, overhead doors
- Projections, service meters, decorative elements, rooftop equipment
- Screening (e.g. Service meters, rooftop equipment, privacy screens)
- Dimension all doors, windows and overhead doors

Label finishing materials:

- Exterior materials (brick, stucco, vinyl siding, metal siding)
- Roof materials (asphalt, cedar shakes, concrete tile)
- Colours of all major exterior materials

Lighting:

- Plot location of light fixtures
- Dimension height of fixtures from grade to bottom of fixture

Grade:

- Plot existing and proposed grade extending to property lines

Building height (indicate on all elevations):

- Plot line for main floor
- Plot line for roof when concealed by parapet
- Dimension height of building from existing and proposed grade
- Dimension height of main floor from existing and proposed grade
- Dimension height of structures (fences, retaining walls) from existing and proposed grade

Signage (where appropriate, provide separate sign elevation):

- Label materials, lettering details, copy and colours
- Dimension sign and signable area
- Dimension distance from grade to bottom of sign
- Label means of supporting sign (structures, guy wires, brackets, bracing)
- Label physical form of sign (cabinet, box, individual letters)
- Provide details on exterior lighting, label if internally illuminated

16 One (1) copy of **Cross-sections**, including:
(preferred scale is Metric 1:100 or Imperial scale, minimum 3/16"=1")

Label width of any roof structure, mechanical rooms, projections

	Dimension to outermost limits of the cross-section
	Calculate the area of the cross-section, including all elements of buildings
	Cross-section of sloping driveways and parkade ramps <ul style="list-style-type: none"> ▪ Indicate slope and include transition lengths ▪ Provide geodetic datum points at transition points in ramp (including top and bottom) ▪ Dimension overhead clearance
	Cross-sections may be required if there are retaining walls on the parcel that are one metre or higher, or to provide more information on the impact of the proposed building on the adjacent properties, showing: <ul style="list-style-type: none"> ▪ Existing and proposed grade of parcel ▪ Grade of adjacent parcels and city streets ▪ Cross-sectional outline of the building ▪ Geodetic datum points
Supporting Information	
17	If the site is within the Airport Vicinity Protection Area (AVPA), please note that additional copies of plans may be required during the review of this application.
18	When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a written planning rationale in support of such deficiencies.
	If the applicant will be providing digital plans, the Requirements for Digital Submission form will be provided at the Planning Services Counter and must be filled out at the time of application.
19	<input type="checkbox"/> Yes, this application will include digital plans <input type="checkbox"/> No, this application will not include digital plans
	If the application is being submitted concurrently with an existing Land Use Amendment, a completed Concurrent Submission Declaration Form is required.
20	<input type="checkbox"/> Yes, this application is being submitted concurrently with a Land Use Amendment, LOC20__ - _____ <input type="checkbox"/> No, this application is not being submitted concurrently with a Land Use Amendment
	Slope Stability Report where:
21	<ul style="list-style-type: none"> ▪ Slope across the property is fifteen (15) per cent or greater; and/or ▪ Development is to be located within a zone where an imaginary line, drawn from the toe to the top of an embankment, exceeds a slope of one in three, and ▪ Required by city engineer
22	Where a residential development is adjacent to a major road, expressway, railway, LRT line, or any other transportation and/or utility corridor – information confirming the provision for sound attenuation meets The City’s standards (for information on such standards, contact the Transportation Department)
	Transportation Impact Assessment: where required by the Land Use Bylaw and at the discretion of the approving authority
23	When proposed development is to be phased (e.g. portions are to be occupied prior to the completion of the entire development), include a phasing plan showing the sequence of the phases and the area encompassed by each phase <ul style="list-style-type: none"> ▪ include information detailing how the site will function throughout the phasing; details such as access to waste facilities
24	Off-site Levy Bylaw Review the Off-site Levy Bylaw at calgary.ca/offsitelevy to determine if additional charges are applicable to the application.

Energy Code Compliance Declaration

By signing this declaration, the applicant acknowledges that the proposed development will be designed to comply with either NECB or Alberta Building Code Section 9.36 for energy efficiency as required. This compliance will be verified as a condition of Building Permit issuance. At the time of application for the Building Permit, the applicant will declare a compliance path as described on the appropriate Building Permit requirement list.

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Site Address:

Applicant Name:

Date:

Applicant Signature:

NOTE: This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

Applicant's Signature	Date:
(confirming that all required information has been provided and is correct)	
Screened by	Date:
Planning Services Technician	Date:
Senior Services Technician	Date:

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

Contact Us

Phone: 403 268 5311

In Person

3rd floor, Calgary Municipal Building 800
Macleod Trail SE, Calgary, Alberta

Mail

The City of Calgary
Planning & Development (#8108)
800 Macleod Trail SE, Calgary, Alberta T2P 2M5

Chat: [Calgary.ca/livechat](https://calgary.ca/livechat)

8:00 a.m. to 4:15 p.m. Monday – Friday

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