



Before you apply:

- For more information, please visit Calgary.ca/startabusiness and review the following sections:
 - ➔ Where am I operating?
 - ➔ Commercial-based location
 - ➔ Development Permit
- Please do not include personal information on plans

SECTION 1: Application Requirements

Required Documents

A. Completed [Use Questionnaire](#) (Do not fill out if applying online)

B. If applicable, please provide any of the following forms below:

[Care Facility Information Form](#) (i.e. addiction treatment, assisted living, or residential care)

[Child Care Service Information Form](#)

[Medical Treatment Letter of Intent](#) (i.e. medical clinics, counselling services, or service organizations where treatments are being provided)

[Payday Loan / Pawn Shop Information Form](#)

[Instructional Facility Information Form](#) (i.e. private schools, instructional facilities, and post-secondary learning institutions)

[Public School Information Form](#)

Plans

C. One (1) copy of a **Site Plan** - sample drawings can be found [here](#)

Your **Site Plan** should include the following:

- 1 North arrow, pointing to top or left of page
- 2 Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
- 3 Property lines
- 4 Names of adjacent city streets (label the street names)

Outline and dimensions of all buildings on the parcel:

- 5 Tenant locations within the building
- 6 Location of all doors (including entry and overhead doors)

Parking and loading areas, drive aisles, and circulation roads:

- 7 Label parking stalls (i.e. commercial, dwelling, live/work or visitor/guest)
- 8 Location and dimensions of any loading stalls
- 9 For automotive businesses – label stalls that are for the exclusive use for customers, employees and for display/inventory vehicles

If applicable, locate and dimension areas used for outdoor storage:

- 10 Outline areas used for outdoor storage
- 11 Label type of storage (i.e. vehicles, equipment, materials)

12 Provide details and screening of storage area

If applicable, locate and dimension areas used for outdoor display:

13 Plot the location of all outdoor displays used to display products related to the Use

14 For gas stations only, dimension the distance between building entrances and gas pump island

If applicable, details of signage:

15 Refer to appropriate requirement list for signage, available on Calgary.ca/requirementlist

D. One (1) copy of a Floor Plan(s) - sample drawings can be found [here](#)

Your **Floor Plan(s)** should include the following:

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

2 All elements of plan labelled as existing or proposed

3 Dimensions of all rooms

4 Purpose of all rooms/spaces (i.e. showroom, kitchen, bathroom, internal stairways, mechanical room)

5 Location of all walls, partitions, doorways, windows, and other openings

If applicable, public areas for food and beverage consumption:

6 Include a seating plan that clearly indicates the area that the public will have access to

7 Plot and label areas used for food preparations

8 Plot and label areas where entertainment is provided (i.e. dance floor, live music stage, live performances, recorded music)

If applicable, assembly and seating areas:

9 Label the gross usable area for the largest possible assembly area

10 Outline areas that have fixed seating

11 Provide seating count and/or length of bench seating

12 Dimension areas with non-fixed seating

13 Label maximum intended occupancy

If renovations to the exterior of the building are being proposed (i.e. new windows or doors), refer to the Changes Outside a Building requirements list, available on Calgary.ca/requirementlist

NOTE: The Development Authority or Safety Code Officer may require additional materials considered necessary to properly evaluate the proposed development (as stated in Part 2, Section 26(3) of Land Use Bylaw 1P2007, Section 6(1) of Bylaw 64M94 and Alberta Building Code 2014)