

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](#)

If any part of the proposed business activity is located outside (i.e. Auto Sales or Outside Storage) one (1) copy of a **Site Plan** is required with this submission. For details on the **Site Plan** requirements, please refer to this [checklist](#) and [click here](#) for the sample drawings.

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)