



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)



Changes outside a Building (including Changes inside a Building, Exterior Renovations and Minor Changes to Site Plan):

In any 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: Applicant Details	
<input type="checkbox"/> Property Owner <input type="checkbox"/> Representing Owner	
Applicant’s Name:	Company Name (if applicable):
Applicant’s Email:	Applicant’s Phone Number (during business hours):

NOTE: Correspondence and approval notification will be sent to only the applicant

SECTION 2: Project Details
Project Address:

SECTION 3: 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. *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

	Colour Photographs (minimum of four different views, label and identify each photograph) showing:
4	<ul style="list-style-type: none"> ▪ Site from front and rear ▪ Interior where new floor area is being added ▪ Unique features and aspects of significance to development of the parcel ▪ Details of curbs, driveways, sidewalks, waste enclosures and overhead poles
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	When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a written planning rationale in support of the deficiencies
9	Completed Climate Resilience Inventory form
Plans	
10	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: <ul style="list-style-type: none"> ▪ Label existing and proposed ▪ Label parcel area in square meters
	Easements, Utility Rights-Of-Way: <ul style="list-style-type: none"> ▪ Dimension (width, depth and location) ▪ Label type of easement and registration number)
	Plot Rights-of-Way setback lines required in Section 53, Table 1: <ul style="list-style-type: none"> ▪ Dimension depth of Rights-of-Way ▪ Dimension distance from Rights-of-Way to building
	Adjacent to parcel: <ul style="list-style-type: none"> ▪ City streets, label street names ▪ Sidewalks, City and public paths (Regional Pathway System) Curb cuts, medians and breaks in medians
	Dimension to property line: <ul style="list-style-type: none"> ▪ Back of sidewalk and curb ▪ Lip of gutter ▪ Width of sidewalk and public paths (Regional Pathway System)
	Corner parcels only: <ul style="list-style-type: none"> ▪ Outline and dimension corner visibility triangle
	Setbacks: <ul style="list-style-type: none"> ▪ Dimension front, side and rear building setbacks from property lines ▪ Draw, label and dimension required setback areas (as prescribed in the Land Use Bylaw)
	Outline and dimension buildings: <ul style="list-style-type: none"> ▪ Projections and structures (bay windows, cantilevers, deck, window wells) ▪ Detached buildings and structures (sheds,garages) ▪ 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)
	Setbacks: <ul style="list-style-type: none"> ▪ Dimension front, side and rear building setbacks from property lines ▪ Draw, label and dimension required setback areas (as prescribed in the Land Use Bylaw)
	Parking areas, drive aisles and circulation roads: <ul style="list-style-type: none"> ▪ Label all surface material of areas accessible by motor vehicles

	<ul style="list-style-type: none"> ▪ Dimension widths of all aisles and roads ▪ Provide details on vehicle circulation (direction of travel, signage and fire lanes)
	<p>Waste and collection and loading areas:</p> <ul style="list-style-type: none"> ▪ 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
	<p>Firefighting Access</p> <ul style="list-style-type: none"> ▪ 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
	<p>Motor vehicle parking stalls:</p> <ul style="list-style-type: none"> ▪ Label as Commercial, Dwelling, Live/Work or Visitor ▪ Total each type of motor vehicle parking stall by use ▪ Dimension width and depth ▪ Provide calculations for motor vehicle parking stall requirement by use
	<p>Loading stalls:</p> <ul style="list-style-type: none"> ▪ Dimension width and depth ▪ Label surface material of loading areas
	<p>Location of driveways</p>
	<p>Bicycle parking:</p> <ul style="list-style-type: none"> ▪ Location of bicycle parking stall - class 1 (secure) and class 2 (un-secure) ▪ Total each type of bicycle parking stall (class 1 or class 2) ▪ Calculate bicycle parking stall requirement
	<p>Fencing:</p> <ul style="list-style-type: none"> ▪ Label height (include height of retaining walls) ▪ Cross reference to an elevation (for each type of fence)
	<p>Lighting:</p> <ul style="list-style-type: none"> ▪ Plot locations of light fixtures and light standards ▪ Plot maximum wattage of fixtures ▪ Provide detail of light fixtures (drawing or specification) <p>NOTE: Site lighting plan, showing compliance with Part 3, Division 4 of Bylaw 1P2007, may be requested during the review of this application.</p>
	<p>Signage:</p> <ul style="list-style-type: none"> ▪ 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
	<p>Plot and label retaining walls and sidewalks (dimension width)</p>
11	<p>Include the following additional information on all Site Plans when changes are being made impacting the parking, loading or storage area:</p>

	<p>Location of all:</p> <ul style="list-style-type: none"> ▪ Catch basins ▪ Utility poles ▪ Guy wires/pole anchors <p>Hydrants, utility fixtures or boxes</p>
	<p>Parking areas, drive aisle and circulation roads:</p> <ul style="list-style-type: none"> ▪ 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 <p>Provide details on vehicle circulation (direction of travel, signage and firelanes)</p>
	<p>Motor vehicle parking stalls:</p> <ul style="list-style-type: none"> ▪ Dimension overhead clearance ▪ Dimension column size and distance between columns ▪ Dimension angle or parking stall (if less than 90 degrees) <p>Location and size of wheel stop (provide next to sidewalk)</p>
	<p>Loading stalls:</p> <ul style="list-style-type: none"> ▪ Dimension overhead clearance ▪ Turning radius (sweep path) for large vehicle access to drive aisles, waste and loading areas
	<p>Driveways:</p> <ul style="list-style-type: none"> ▪ 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
	<p>Parking and loading area geodetic grades:</p> <ul style="list-style-type: none"> ▪ Driveway grades and parkade ramp grades ▪ Detail any areas over 2 per cent slope ▪ Dimension width of driveway at throat and flare (adjacent to street) ▪ Dimension distance to adjoining driveways
	<p>Bicycle parking:</p> <ul style="list-style-type: none"> ▪ 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 detailed drawing (for each type of parking device)
	<p>For parcels 2.0 hectares or larger, provide a Storm Water Management Report</p>
12	<p>Include the following additional information on all Site Plans when changes are being made that will impact the landscaped areas:</p>
	<p>Label surface and material of internal sidewalks</p>
	<p>Retaining walls:</p> <ul style="list-style-type: none"> ▪ 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 <p>Provide geodetic datum points of grade on each side of the wall (NOTE: height of retaining wall measured)</p>
	<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 <p>Label existing and proposed geodetic datum points</p>
	<p>Plot and label:</p> <p>Fencing, retaining walls, sidewalks (dimension width)</p>

	<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)
	<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>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)
13	<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>
	<p>Outline and dimension walls:</p> <ul style="list-style-type: none"> 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
14	<p>One (1) copy of Elevation(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>
	<p>Include elevations for:</p> <ul style="list-style-type: none"> 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
	<p>Include on elevations:</p> <ul style="list-style-type: none"> 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
	<p>Label finishing materials:</p> <ul style="list-style-type: none"> Exterior materials (brick, stucco, vinyl siding, metal siding) Roof materials (asphalt, cedar shakes, concrete tile) Colours of all major exterior materials

	<p>Lighting:</p> <ul style="list-style-type: none"> Plot location of light fixtures Plot direction of illumination (vertical, horizontal) Dimension height of fixtures from grade to bottom of fixture
	<p>Grade:</p> <ul style="list-style-type: none"> Plot existing and proposed grade extending to property lines Plot property lines (extending vertically) Plot all geodetic datum points required on site plan Dimension all doors, windows and overhead doors
	<p>Building height (indicate on all elevations):</p> <ul style="list-style-type: none"> 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
	<p>Signage (where appropriate, provide separate sign elevation):</p> <ul style="list-style-type: none"> 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
15	<p>One (1) copy of Cross-sections, including: (preferred scale is Metric 1:100 or Imperial scale, minimum 3/16"=1")</p>
	<p>Label width of any roof structure, mechanical rooms, projections</p>
	<p>Dimension to outermost limits of the cross-section</p>
	<p>Cross-section of sloping driveways and parkade ramps</p> <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
	<p>Cross-sections may be required if there are retaining walls on the parcel that are 1.2 metre or higher, or to provide more information on the impact of the proposed building on the adjacent properties, showing:</p> <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
<p>SECTION 4: Supporting Information</p>	
16	<p>If the use is discretionary and the application proposes to reduce the number of parking stalls on the site, explain how your site will continue to provide sufficient parking opportunities for your business.</p>
17	<p>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.</p>
	<p>If the application is being submitted concurrently with an existing Land Use Amendment, a completed Concurrent Submission Declaration Form is required.</p>
18	<p><input type="checkbox"/> Yes, this application is being submitted concurrently with a Land Use Amendment, LOC20___ - _____</p> <p><input type="checkbox"/> No, this application is not being submitted concurrently with a Land Use Amendment</p>
<p>SECTION 5: Use Application Requirement Lists</p>	
19	<p>Please list all Uses* that are being proposed as part of the Development Permit application below. A list of Uses, and their definitions, are available online under Schedule A at calgary.ca/landusebylaw.</p> <p>Proposed or Existing Use(s):</p> <p>*If the use being proposed is listed below, a completed additional information form is required at the time of application.</p> <ul style="list-style-type: none"> Agriculture and Animal - Use

- [Automotive Use](#)
- [Eating and Drinking Use](#)
- [Residential, Care and Health Use](#)
- [Commercial Use](#)
- [Commercial Multi-Residential Uses](#)
- [Industrial Use](#)
- [Care Facility Information Form](#)
- [Child Care Service Information Form](#)
- [Instructional Facility Information Form](#)
- [Medical Treatment Letter of Intent](#)
- [Payday Loan /Pawn Shop Information Form](#)
- [Public School Information Form](#)

SECTION 6: Applicant's Declaration

By submitting this application to The City of Calgary (the "City"), I understand and acknowledge that, as part of the City's process in reviewing, evaluating, and processing this application, the City will be required to circulate hard or electronic copies of my application materials to members of City Administration, members of the public who may be affected by the application's approval, and to relevant Community Associations' Boards of Directors, including their Planning Committees. The City will also make my application materials available online for public viewing through its website, www.calgary.ca. I hereby consent to the City's copying of these application materials, solely for the purposes of such circulation, dissemination and online viewing as aforesaid, provided that those parties to whom the copies are circulated or made available online are made aware that their use of the copies is specific and limited to providing input on my application and that any further reproduction and distribution of the plans is strictly prohibited.

If you do not want to make your application materials available online for public viewing you must send an email to planninghelp@calgary.ca within 48 hours of submitting your application and we will consider your request. If your request is accepted our website will reflect that the applicant has chosen not to have their application materials online for public viewing.

The personal information on this form is being collected under the authority of The Calgary Building Permit Bylaw 64M94 (Section 5) and amendments thereto, as well as section 33(c) of the [FOIP Act](#). This information is being collected for the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services. It may also be used to conduct ongoing evaluations of services received from Planning & Development. The name of the applicant and the nature of the permit will be available to the public through general inquiries, paid subscription reports for permit data and resources found online, as authorized by the FOIP Act. You may direct questions about the collection, use or disclosure of your personal information by the City of Calgary at 800 Macleod Trail SE Calgary, Alberta in relation to this program by contacting the FOIP Program Administrator for Planning and Development through telephone at 403-268-5480 or by writing to PO Box 2100, Station M, Calgary, AB T2P 2M5.

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.

Need help or have questions? Contact the [Planning Services Centre](#).

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