

## Before you apply:

- Visit [Calgary.ca/condos](http://Calgary.ca/condos) to find more information on requirements and to estimate your fee
- Please do not include personal information on plans

## SECTION 1: Application Requirements

### Supporting Documents

#### A. Completed [Application for a Condominium Certificate](#) (Do not fill out if applying online)

**NOTE:** If the site is being developed under a **phasing plan**, the relevant **phase number**, as shown on the approved Development Permit, must be indicated on the application form

#### B. A **Letter of Authorization** from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel. (Please click [here](#) for a sample template)

#### C. A copy of the current **Certificate(s) of Title**

#### D. Current copies of any **Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats** registered on the Title(s)

#### E. Completed [Certificate of Municipal Authority](#) Form

#### F. [Surveyor's Affidavit](#)

#### G. **Colour Photographs**, showing:

- 1 The site and adjacent area

#### H. An **itemized list**, showing:

- 2 The reconciliation of unit numbers to suite numbers

### Plans

#### I. One (1) copy of the proposed **Condominium Plan** - including a Site Plan

- 1 If the building was constructed prior to August 1, 1966, a copy of a Structural Engineers' Report on the Structural Condition of the Building and one set of "as built" drawings, is required.
- 2 If the building was constructed prior to 1980, one set of "as built" drawings, including site plan, floor plan, and building elevations may be required.

**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.

#### Section 10(2) of the Condominium Property Act, the Municipal Authority:

- a) may, with respect to a building that was constructed prior to August 1, 1966, or for which the building permit was issued prior to August 1, 1966, prohibit the issue of the certificate if it considers it proper to do so, and
- b) shall, with respect to the building for which a building permit was issued on or after August 1, 1966, direct the issue of the certificate if it is satisfied that the building conformed to
  - i) the development scheme, development control bylaw, zoning bylaw or land use bylaw, as the case may be, and
  - ii) any permit issued under that scheme or bylaw that existed at the time the building permit was issued.

For an existing building, an inspection will be carried out, to determine if the building conformed to approvals and permits issued when the building was constructed. If the building does not conform, the Certificate will not be issued until compliance issues are resolved to the satisfaction of the Approving Authority.

For buildings that are two years old or newer, the Certificate cannot be issued until completion of the development is acknowledged through issuance of the Development Completion Permit (DCP).