



Complete Application Requirement List Construction Drawings and Permission to Construct – Development Engineering

The following **Complete Application Requirement List** outlines all 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.

To submit Construction Drawings and Permission to Construct requests, applicants must have a myID Business account to access [ApplyCentral](#). If you don't already have an account, visit [myID business account \(calgary.ca\)](#). Applicants must accept the terms of the Construction Drawings that are outlined on the online application and provide all required data.

For more information visit: [calgary.ca/constructiondrawings](#)

SECTION 1: Project Details

The following information is required to be completed in ApplyCentral

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|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. | Project Type
e.g. Landscape, Main Extension, Offsite, Onsite, Storm Pond |
| B. | Community Name (Do not use marketing name) |
| C. | Phase Number (numerical values only – e.g. Tuscany Phase 41)
NOTE: Do not use Phase 0, instead use Phase 1, 2, 3, etc. |
| D. | Related Application with the corresponding Job Access Code (JAC) Number
e.g. Subdivision Plan, Outline Plan, Development Permit, Miscellaneous Legal Plan |

SECTION 2: Application Requirements for Construction Drawings

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| A. | Detailed Cover Letter - Required for ALL construction drawing submissions <ul style="list-style-type: none">▪ Include the project scope and a comprehensive explanation of any justifications or unusual conditions.▪ Include responses to comments received and any deviations from previous design when submitting Submission 2, Submission 3, etc. |
| B. | Alberta Environment Letter of Authorization Application Form (Item 1B) and Data Sheet (Item 1A) - Required with Submission 1 <ul style="list-style-type: none">▪ Must be submitted in a single PDF.▪ Must be digitally signed and stamped by an APEGA member using Notarius.▪ Authentication for both the Engineer's Stamp and Permit to Practice must be verifiable (in the signature panel of the PDF viewer), in accordance with APEGA Standards. |
| C. | Authenticated Drawings Package – Required for ALL construction drawings submissions <ul style="list-style-type: none">▪ Must be submitted as a single PDF document or as a PDF portfolio. (Creating a PDF Package (bluebeam.com))▪ Must be digitally signed and stamped by an APEGA member, in accordance with APEGA Standards, using Notarius.▪ Authentication for both the Engineer's Stamp and Permit to Practice must be verifiable (in the signature panel of the PDF viewer), in accordance with APEGA Standards.▪ In cases where multiple stamping engineers or companies are contributing to the drawing package, the drawings must be submitted as a PDF package. This package should include authenticated and verifiable signatures for all stamps and permits.▪ ALL drawings in the package that are considered Professional Work Products (PWP) as defined in APEGA's Practice Standard shall be digitally authenticated. |

D.	Construction Drawing Package – Required for ALL construction drawings submissions NOTE: Construction Drawing Package must be submitted in a single, multi-page PDF in vector format for review and mark-up. <ul style="list-style-type: none">All viewports in the document must be cleared prior to submission.This set must precisely match the submitted authenticated drawing package, with all stamps and permits removed.
E.	For Indemnification Agreement (IA) and Surface only – Required with Submission 1 <ul style="list-style-type: none">A copy of the cost estimate for all infrastructure components, including quantities and unit rates on a contractor or consultant company letterhead.

SECTION 3: Drawing Package Structure & Standards

A.	Comment Sheet must be included at the front of the drawings package
B.	Sheets must: <ul style="list-style-type: none">Be monochrome with white backgroundFollow the current CAD Standards on Calgary.ca/cadSize must follow the current CAD Standards (ANSI D 22x34) and be consistent within the drawings package
C.	Scale Bar <ul style="list-style-type: none">All plans must be drawn to scaleEach drawing must include a scale barWhen more than one scale is used on a sheet, an independent graphic scale must accompany the applicable details
D.	Thumbnails – PDF sheet thumbnails must match Index showing ONLY Sheet ID and Sheet Title in the following form: Sheet ID – Sheet Title (e.g., C101 - Surface Improvements)
E.	Oversize – must be included in all applicable coversheets with technical calculations for underground (length, depth, size, material)

SECTION 4: Sheet Names

Applications must include conventional sheet names. Conventionally named sheets may include, but are not limited to:

A.	Comment Sheet Document
B.	Title Page/Cover Page
C.	Key Plan and Index
D.	Tentative Plan for Development Agreement (DA) or Site Plan for IA and Surface only
E.	Approved and Calgary Planning Commission (CPC) stamped Outline Plan and Land Use Re-designation (applicable to DA only)
F.	Surface Improvements Cover Sheet(s)
G.	Storm Design Cover Sheet(s)
H.	Sanitary Design Cover Sheet(s)
I.	Water Design Cover Sheets(s)
J.	Building Grade Plan Cover Sheet(s)
K.	Storm Drainage Plan and Design Calculations Cover Sheet(s)
L.	Sanitary Drainage Plan and Design Calculations Cover Sheet(s) (if applicable)
M.	Overland Drainage Cover Sheet(s)
N.	Structure Details Cover Sheet(s) (if applicable)
O.	Block Profiles (scale metric 1:500) NOTE: All affected City of Calgary Block Profiles bordering or adjoining the project must follow CAD Standards and be updated to show current information

- P. All other necessary Cover Sheet(s) (e.g., Detail, Cross-sections, Turning Templates, etc.) – For sample drawings visit calgary.ca/cad

SECTION 5: Application Requirements for Permission to Construct

If submitting a partial construction request, please outline in red the portion to be constructed, hatch the area to be excluded, and clearly label the remaining portion(s) to be requested at a future date.

NOTE: Incomplete/incorrect packages will be returned for re-submission.

A. Underground Construction Request

- Official request letter with community name, phase number and developer name
- Cover sheet(s) for underground utilities to be constructed with boundaries outlined in red
- Copy of Erosion Sediment Control (ESC) approval letter from Water Quality & Regulatory Assurance
- Copy of Pond approval letter from Alberta Environment and Protected Areas (AEPA) (for storm ponds requests only)

B. Surface Construction Request

- Official request letter with community name, phase number and developer name
- Cover sheet(s) for surface improvements to be constructed with boundary outlined in red
- Pavement Design approval letter from Pavements, Soils and Asset Management, required for paved roads, lanes, pond maintenance access, gravel roads, pathways, etc.
- Storm Water Management Report approval letter from Development Engineering
- Noise Analysis Report approval letter from Infrastructure Services (if applicable)

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? Email urban@calgary.ca or visit Calgary.ca/constructiondrawings

Complete Application Requirement Lists (CARL) are updated periodically and posted on Calgary.ca/carl. Please ensure you are using the most recent edition.

Updated: January 3, 2025