

Complete Application Requirements List

eConstruction Drawings

eConstruction Drawing and Permission to Construct

To submit Construction Drawings and Permission to Construct requests online, applicants must become a registered user to log onto The City of Calgary’s website – **VISTA**. To request an account and ID, visit calgary.ca/vista. One account/ID will be assigned per organization.

Applicants must accept the terms of the eConstruction Drawings that are outlined on the online application form and provide all required data on the online application forms.

Help resources:

- [Construction drawings for public infrastructure](#)
- [Alberta Environment and Parks](#)

To expedite the evaluation, all materials submitted must be clear, legible and precise. To maintain a high level of quality in customer service, staff have been instructed to accept only complete applications which include plans prepared to professional drafting standards.

eConstruction Drawings Required Items

1. Information to complete VISTA Application

- Company Name
- Developer Name
- Project Name/Approved Community Name only (No marketing names)
- Phase Number (Numerical values only – e.g. Tuscany Phase 41)
Note: Do not use Phase 0. Instead use Phase 1,2,3 etc.
- Type of submission (e.g. Preliminary, Final or Revised Final)
- Related application (e.g. Subdivision Plan, Outline Plan, Development Permit) with the corresponding [Job Access Code](#) (JAC) number.
- All drawings must be labelled with Community Name, phase, in accordance with the Development and/or Indemnification Agreement.

2. Drawings and documents

- Construction Drawings Package – must be submitted in a single, multi-page portable document format (PDF) for review and mark-up. [Comment sheet](#) must be included at the front of this drawing package.
- Authenticated Drawing Set – a single, multi-page PDF, stamped and signed, required for ALL construction drawing submissions.
- Subdivision design for a Development Agreement - provide copies of the Tentative Plan and the CPC approved and stamped Outline Plan in the drawing sets.
- Short Main Extension for an Indemnification Agreement - provide a copy of a legal or site plan in the drawing sets.
- Cost Estimate PDF from an indemnified contractor on contractor letterhead for Indemnification Agreements.
- Detailed Cover Letter – include the project scope and a comprehensive explanation of any justifications or unusual conditions. Include responses to comments received when submitting Finals or Revised Finals.
- Alberta Environment Letter of Authorization Application Form and Data Sheet – must be included with the Preliminary submission, signed and stamped.
- Letter of Authorization (LOA) ([Item 1B](#)) application form, complete with project data sheet ([Item 1A](#))

3. Drawing Package Structure & Standards

- Consolidate comment sheet, title sheet, index sheet, approved/stamped Outline Plan, Tentative Plan, all cover sheets, detail sheets, all block profiles and any other drawings as named under Sheet Names into one PDF file.
- Sheets must be monochrome with white background
- Templates and Sample Drawings [CAD standard \(calgary.ca\)](#)



- Construction drawings must follow the current CAD Standards [CAD standard \(calgary.ca\)](http://www.calgary.ca/cad-standard)
- Scale Bar – All plans must be drawn to scale; each drawing must include a scale bar. When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable details.

4. Sheet Names

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

- Comment Sheet Document
- Title Page/Cover Page
- Key Plan and Index
- Tentative Plan
- Outline Plan and Land Use Re-Designation (APPROVED and CPC STAMPED)
- Surface Improvements Cover Sheet(s)
- Storm Design Cover Sheet(s)
- Sanitary Design Cover Sheet(s)
- Water Design Cover Sheet(s)
- Building Grade Plan Cover Sheet(s)
- Storm Drainage Plan and Design Calculations Cover Sheet(s)
- Overall Sanitary Design Cover Sheet(s)
- Overland Drainage Cover Sheet(s)
- Structure Details Cover Sheet(s) (if necessary)
- Block Profiles
Note: All affected City of Calgary Block profiles bordering or adjoining the project must be included and UPDATED to show current information
- All other necessary Cover Sheets (e.g. Detail, Cross-sections, etc.)

Permission to Construct Required Items

If submitting a partial construction request, please outline, in red, the portion to be constructed and indicate, with a hatch, the remaining portion(s) to be requested at a future date

5. Underground Construction Request

- Official request letter with project name and developer name
- Site map of area to be constructed with construction boundary outlined in red
- Copy of ESC Approval from Water Resources and Water Quality Services

6. Surface Construction Request

- Official request letter with project name and developer name
- Site Map of area to be constructed with construction boundary outlined in red
- Copy of Approved Pavement Design letter from Roads, Construction, Material and Research

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

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In Person:
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 800 Macleod Trail SE, Calgary, Alberta

8:00 a.m. to 4:30 p.m. Monday – Friday