



Before you apply:

- Visit calgary.ca/newhomedp to find more information about fees, timelines and bylaw information to help you with your application.
- Review our [Digital document criteria](#) prior to submitting your application.
- To apply for both your Development Permit and Building Permit in tandem, please also include the requirements for [New Home - Single Construction Permit application](#). You will also need to:
 - Apply for a [Demolition Permit](#), where applicable (your partial permit will not be released until the demolition permit is issued)
 - Ensure all subdivisions have been registered prior to applying for the Building Permit, as a maximum of one building is allowed on each titled parcel. If this application is for a Contextual Single Detached Dwelling,
 - If you are building a Semi-detached Dwelling: Two (2) approved building addresses (one for each unit), contact Addressing at 403-268-8127 or email a copy of your site plan to addressing@calgary.ca. A separate Building Permit is required for each unit.

The following **Development Permit 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. 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 |
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| 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: Application Requirements for Development Approval (Development Permit) |
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| Supporting Documents |
| A. A copy of the current Certificate(s) of Title |
| B. Current copies of any Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats registered on the Title(s) |
| C. 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 can 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 |
| D. Colour Photographs (minimum of four different views, label and identify each photograph) showing: <ul style="list-style-type: none"> - site from front and rear - one adjoining parcel on either side of the subject site - unique features and aspects of significance to development of the parcel - details of curbs, driveways, sidewalks, garbage enclosures and overhead poles |

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| E. | Development Permit Fee (Fee Schedule) |
| F. | Residential Grades fee, where applicable |
| G. | Completed Abandoned Wells Declaration |
| H. | Completed Public Tree Disclosure Statement |
| I. | Completed Site Contamination Statement |
| J. | Completed New Driveway Information Form , when an existing driveway is being widened or when a parcel is laned and a new driveway is accessing a street. |
| K. | Completed Single & Semi-detached Dwelling Exclusion from Permitted Evaluation Form (attached) |
| L. | Off-site Levy Bylaw Review the Off-site Levy Bylaw at calgary.ca/offsitelevy to determine if additional charges are applicable to the application. |
| Plans | |
| M. | One (1) copy of a Site Plan |
| Your Site Plan should include the following: | |
| 1 | Municipal address (i.e. street address) and legal address (i.e. plan/block/lot) |
| 2 | North arrow, pointing to top or left of page |
| 3 | All elements of plan labelled as either existing or proposed |
| 4 | Include a legend showing: parcel area in square metres labelled calculate areas of all buildings (include all covered structures) calculate parcel coverage (total area of footprint, divided by parcel area) |
| 5 | Plot and dimension property lines and building setbacks: dimension front, side and rear building setbacks from property lines draw, label and dimension required setback areas |
| 6 | On corner parcels, outline and dimension corner visibility triangle |
| 7 | Geodetic datum points: label existing and proposed geodetic datum points at the corners of the parcel at primary corners of the building main floor and roof peak of building |
| 8 | Easements, Utility Rights-of-Way, Utilities on and abutting the parcel (deep, shallow and overhead): dimension (width, length, and location) label type of easement and registration number water, storm and sanitary sewer gas, electrical, cable and telephone utility poles guy wires/pole anchors hydrants, utility fixtures or boxes |
| 9 | If an abandoned gas or oil well is identified on the site, indicate the necessary setback area for each well. |
| 10 | Plot Rights-of-Way setback lines required in Section 53, Table 1: dimension depth of Rights-of-Way dimension distance from Rights-of-Way to building |
| 11 | Floodway, Flood Fringe and Overland Flow: If located in the Floodway, use the New Single Detached, Semi-detached and Duplex Dwelling in the Developed Area requirement list indicated on the Floodway/Flood Fringe maps [Section 3 (c) &(d)] dimension distance to buildings and structures plot designated flood level |

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| | indicate method to prevent structural damage by floodwaters, if required in Section 60& 61 |
| | plot location of mechanical and electrical equipment, electrical master switch, and sewer back up valve, if required in Section 60 & 61 |
| 12 | Adjacent to parcel: |
| | City streets; label street names |
| | sidewalks, City and public paths (Regional Pathway System) |
| | curb cuts, medians and breaks in medians |
| | pedestrian crosswalks, bus zones and bus shelters |
| | light standards, utility poles |
| 13 | Dimension to property line: |
| | back of sidewalk and curb |
| | lip of gutter |
| 14 | Outline and dimension buildings: |
| | label projections (bay windows, eaves, decks, window wells, 2 nd floor cantilevers) |
| | detached buildings and structures (sheds, garages) |
| | mechanical equipment (air conditioners) |
| | location of all openings (windows, doors, overhead doors) |
| 15 | Driveways & parking areas: |
| | label surface material |
| | 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 |
| 16 | Retaining Walls (must be less than one metre): |
| | label height (provide height of fences on top of wall) |
| | cross reference to elevation (for each wall) |
| | provide geodetic datum points at top and bottom of wall |
| | provide geodetic datum points of grade on each side of the wall (NOTE: Height of the retaining wall is measured as the vertical difference between the ground levels on each side of the wall) |
| 17 | If trees are existing on public lands adjacent to the site: |
| | 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 3-1-1 to obtain additional information. |
| | diameter of each tree, measured at a height of 1.4 meters 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) |
| | NOTE: If parcel is located within the area governed by the Airport Vicinity Protection Act (AVPA) clearly label the NEF layer to which the parcel is located. AVPA calculations will be required at time of Building Permit application. If you are uncertain as to the location within the AVPA phone 403-268- 5311. |

N. One (1) copy of a Block Plan

Your **Block Plan** should include the following:

- municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
- north arrow, pointing to top or left of page
- all elements of plan labelled as existing or proposed

1 Adjacent parcels:

- City streets, label street names and addresses
- indicate one parcel on either side of the subject parcel that are located on the same block face (total of two parcels)
- if there are no buildings located on the parcels adjoining the subject parcel, plot all parcels, to the closest two parcels containing buildings, on the block face (including the parcels containing the buildings)

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| 2 | Plot and dimension all property lines and buildings: outline and dimension front, side and rear setbacks for all buildings on subject and adjacent parcels outline eave and include eave depth porches, projections, and exterior walls plot location of exterior openings of subject house label geodetic datum of roof peak of adjacent buildings if the Contextual Single Detached Dwelling is greater than 8.6m in building height |
| O. One (1) copy of Floor Plans | |
| Your Floor Plans should include the following: | |
| | municipal address (i.e. street address) and legal address (i.e. plan/block/lot) all elements of plan labelled as existing or proposed |
| 1 | Outline and dimension walls: interior and exterior walls (dimension to centre line of common walls) plot location of interior and exterior openings (windows, doors, overhead doors) plot location of roof line label the purpose of spaces (i.e. kitchen, living room, bathroom) |
| P. One (1) copy of Elevation Plans | |
| Your Elevation Plans should include the following: | |
| | municipal address (i.e. street address) and legal address (i.e. plan/block/lot) all elements of plan labelled as existing or proposed |
| 1 | Include elevations for: dwellings and accessory residential buildings (e.g. detached garage) privacy screens and retaining walls (retaining walls must be less than one metre) |
| 2 | Include on elevations: decks, balconies and decorative elements dimension all doors, windows and overhead doors label roof slope exterior materials (brick, stucco, vinyl siding, metal siding) |
| 3 | Grade: plot existing and proposed grade extending to property lines plot property lines (extending vertically) plot all geodetic datum points required on site plan |
| 4 | Building height (indicate on all elevations): plot line for main floor dimension height (vertically) of building from existing and proposed grade dimension height of structures (fences, retaining walls) from existing and proposed grade |
| 5 | Building Code Information (screened by a Safety Codes Officer at the time of application): calculations for spatial separation (on each side elevation drawing) label point of egress for floors above the second floor (on elevation drawings) |

SECTION 3: 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.

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 the Alberta Building Code 2014)

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

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

1. If **ANY** of the criteria **Applies (AP)**, the Development Permit is Discretionary and will be assigned to Stream 3.
2. If **ALL** the criteria are **Not Applicable (N/A)**, the file will go through a triage process to determine whether it could be a Permitted or Discretionary use application. For the file to be a Permitted use application, changes to the submitted plans may be required at the applicant's request.

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|----------------------------|--------------------------|---|--|--|---------|--|----|---|
| FOR OFFICE USE ONLY | AP | N/A | | | | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | Parcel slope between front/rear average geodetics is greater than 2.4 (2.45 and greater) | | | | | |
| | | | Front A | | Front B | | /2 | =Front Average Building Reference Point |
| | | | Rear A | | Rear B | | /2 | = Rear Average Building Reference Point |
| | | | Difference | | | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | Parcel is located in a Multi-Residential District | | | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | Parcel is located in the Floodway | | | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | Plan contains an attached garage, accessed from the lane | | | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | Parcel is part of a comprehensive DP or Tract housing application | | | | | |
| | <input type="checkbox"/> | | No triage required if an Apply (AP); Discretionary application, Stream 3 | | | | | |
| | <input type="checkbox"/> | Triage required if all Not Applicable (N/A) | | | | | | |

Planning Service Technician Signature

Date

I confirm that the above information is correct and that my application will proceed as:

- Discretionary** - aware of non-compliance with contextual rules
- Screening for Permitted** - Application will be bylaw checked and the applicant will be notified of the bylaw discrepancies by a File Manager. If the applicant chooses to amend plans to comply with the Bylaw, amended plans must be submitted with all changes made. If all changes are accurately made within ten days of notification, the application will be processed as a Contextual Permitted Use application.

Applicant's Signature

Date