



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)



| |
|-----------|
| LUD _____ |
| PST _____ |

Development Permit Complete Application Requirement List

Mezzanine Addition / Interior 2nd Floor Addition, Changes inside a Building

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. All plans must be clear of any previous approval stamps and/or notations.

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.

| completed by applicant | office use only | Required Items |
|------------------------------|--------------------------|--|
| <input type="radio"/> | <input type="radio"/> | 1. A copy of the current Certificate(s) of Title |
| <input type="radio"/> | <input type="radio"/> | 2. 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 |
| <input type="radio"/> | <input type="radio"/> | 3. Colour Photographs (minimum of four different views, label and identify each photograph) showing: |
| <input type="checkbox"/> | <input type="checkbox"/> | exterior of building |
| <input type="checkbox"/> | <input type="checkbox"/> | unique features and aspects of significance to development of the parcel |
| <input type="radio"/> | <input type="radio"/> | 4. Development Permit Fee (Fee Schedule) |
| <input type="radio"/> | <input type="radio"/> | 5. One (1) copy of a Site Plan, including: <i>(1:100 metric scale recommended)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | north arrow, pointing to top or left of page |
| <input type="checkbox"/> | <input type="checkbox"/> | municipal address (i.e. street address) and legal address (i.e. plan/block/lot) |
| <input type="checkbox"/> | <input type="checkbox"/> | property lines |
| <input type="checkbox"/> | <input type="checkbox"/> | adjacent City streets (label street names) |
| <input type="checkbox"/> | <input type="checkbox"/> | outline and dimensions of all buildings on the parcel |
| <input type="checkbox"/> | <input type="checkbox"/> | tenant location(s) within the building |
| <input type="checkbox"/> | <input type="checkbox"/> | location of all windows, doors, overhead doors |
| <input type="checkbox"/> | <input type="checkbox"/> | list and location of all tenants in building and on site. Indicate total area of each (ft ² or m ²) |
| <input type="checkbox"/> | <input type="checkbox"/> | parking areas, drive aisles and circulation roads |
| <input type="checkbox"/> | <input type="checkbox"/> | motor vehicle parking stalls, labeled as commercial, dwelling, live/work, or visitor |
| <input type="checkbox"/> | <input type="checkbox"/> | location and dimensions of loading stalls |
| <input type="checkbox"/> | <input type="checkbox"/> | location of bicycle parking stalls – class 2 (secure) and class 2 (un-secure) |
| <input type="checkbox"/> | <input type="checkbox"/> | details of new signage. Complete the appropriate application requirement list for signage, available at calgary.ca/carls |
| <input type="radio"/> | <input type="radio"/> | 6. If the application includes a Change of Use , include a completed Use Questionnaire . |
| <input type="radio"/> | <input type="radio"/> | 7. One (1) copy of Floor Plans including: <i>(minimum 1:100 or imperial scale, minimum 3/16"=1')</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | municipal address (i.e. street address) and legal address (i.e. plan/block/lot) |
| <input type="checkbox"/> | <input type="checkbox"/> | all elements of plan labelled as existing or proposed |
| <input type="checkbox"/> | <input type="checkbox"/> | dimensions of all rooms |
| <input type="checkbox"/> | <input type="checkbox"/> | purpose of all rooms/spaces (e.g. show room, kitchen, bathroom, internal stairways, mechanical room) |
| <input type="checkbox"/> | <input type="checkbox"/> | location of all walls, partitions, doorways, windows, and other openings |
| <input type="checkbox"/> | <input type="checkbox"/> | if a restaurant and/or drinking establishment , include seating plan that clearly indicates the area (both indoor and outdoor) in which the public will have access for the consumption of food and/or beverages |

8. Does this application include any of the following uses? (check all that apply)

The definitions of these Uses can be found in Part 4 of Land Use Bylaw 1P2007, available online at calgary.ca/landusebylaw.

- Addiction Treatment
- Assisted Living
- Child Care Service
- Counselling Service
- Custodial Care
- Health Services Laboratory – With Clients
- Instructional Facility
- Medical Clinic
- Post-secondary Learning Institution
- Residential Care
- School – Private
- School Authority – School
- School Authority Purpose – Major
- School Authority Purpose – Minor

If any of the above uses are applicable, complete and attach the [Use-related Requirement List – Residential Care & Health](#).

9. Additional Information Required, depending on site conditions:

if a new waste enclosure is to be constructed, include elevations and construction details for enclosure.

when the applicant is aware that the proposal does not meet a standard of the Land Use Bylaw (e.g. minimum parking standard), any deficiencies should be identified and a written account of the planning rationale provided in support of such deficiencies.

when the mezzanine addition is likely to affect the adequacy of hard services (e.g. sanitary sewer, storm sewer) for the site, additional information on existing services and utilities may be required after the application has been submitted.

where service meters will be placed on the exterior wall and how these meters will be screened; if appropriate, include details on screening enclosures.

10. If renovations to the exterior of the building are proposed (i.e. outer shell of the building is being renovated), provide **one (1) copy of Elevation Drawings (minimum scale 1:100) including:**

exterior of the proposed building(s); including all windows, doors, loading bays, projections, fascia trim, decorative elements, lighting, stairways and exits

all finishing materials indicating:

exterior materials (e.g. brick, stucco, vinyl siding, metal siding)

roof material (e.g. asphalt shingle, concrete tile, metal)

fascia, soffit, and trim

colours of all major exterior building materials

dimensioned height from grade on all elevations

dimensioned height to main floor from grade

Supporting Information:

11. Off-site Levy Bylaw

Review the Off-site Levy Bylaw at calgary.ca/offsitelevy to determine if additional charges are applicable to the application.

12. If the renovation includes an addition to the building and/or changes to the site plan (e.g. parking, landscaping), refer to the [Addition](#) or [Exterior Renovation](#) requirement list.

13. For further information regarding parking relaxations for existing buildings in commercial districts, please refer to the City of Calgary's [Planning Policy for Parking Relaxations](#).

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.

Applicant's Signature

Date

(confirming that all required information has been provided and is correct)

Screened by

Date

Planning Services Technician

Date

Senior Planning Technician

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

Phone: 403-268-5311

In Person:

Mail:

Web: calgary.ca

3rd floor, Calgary Municipal Building
800 Macleod Trail SE, Calgary, Alberta

The City of Calgary
Planning & Development (#8108)

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

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