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PST

## Development Permit Complete Application Requirement List

### New Single Detached, Semi-detached and Duplex Dwelling:

In the Developed Area

The following development permit 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

Plans submitted must be to a professional drafting standard and include the following:

- **contain a title block with information such as:**
  - address and legal description (plan; block; lot)
  - uses, project name
- **be sorted into sets:**
  - sets should be folded to a size no larger than 8-½” x 14” (21.5 x 35.5 cm)
  - each set must be stapled or taped together
  - sets may be accordion-pleated, provided they can be hole punched in the top left-hand corner
- **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)

**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 <b>Certificate(s) of Title</b>
<input type="radio"/>	<input type="radio"/>	2. Current copies of any <b>Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats</b> registered on the Title(s)
<input type="radio"/>	<input type="radio"/>	3. <b>A Letter of Authorization*</b> from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel.  *You can use this <a href="#">sample letter of authorization template</a> or you can provide your own letter but it must contain all information indicated on the sample letter
<input type="radio"/>	<input type="radio"/>	4. <b>Colour Photographs</b> , showing: <i>(minimum of four different views, label and identify each photograph)</i>
<input type="checkbox"/>	<input type="checkbox"/>	site from front and rear
<input type="checkbox"/>	<input type="checkbox"/>	two adjoining parcels on either side
<input type="checkbox"/>	<input type="checkbox"/>	unique features and aspects of significance to development of the parcel
<input type="checkbox"/>	<input type="checkbox"/>	details of curbs, driveways, sidewalks, garbage enclosures and overhead poles
<input type="radio"/>	<input type="radio"/>	5. Development Permit fee ( <a href="#">Fee Schedule</a> )
<input type="radio"/>	<input type="radio"/>	6. Residential Grades fee, where applicable
<input type="radio"/>	<input type="radio"/>	7. Completed <a href="#">Site Contamination Statement</a>
<input type="radio"/>	<input type="radio"/>	8. Completed <a href="#">Public Tree Disclosure Statement</a>
<input type="checkbox"/>	<input type="checkbox"/>	if public trees are identified, one additional site plan is required
<input type="radio"/>	<input type="radio"/>	9. Completed Single & Semi-detached Dwelling Exclusion from Permitted Evaluation Form (attached)
<input type="radio"/>	<input type="radio"/>	10. Completed <a href="#">New Driveway Information Form</a> , when an existing driveway is being widened or when a parcel is laned and a new driveway is accessing a street
<input type="radio"/>	<input type="radio"/>	11. Completed <a href="#">Abandoned Well Declaration Form</a>
<input type="radio"/>	<input type="radio"/>	12. Completed <a href="#">Applicant's Planning Overview</a>
<input type="radio"/>	<input type="radio"/>	13. <b>Seven (7) copies of Site Plans, including:</b> <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"/>	all elements of plan labelled as <b>existing</b> or <b>proposed</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Plot and dimension all property lines and buildings:</b>
<input type="checkbox"/>	<input type="checkbox"/>	label existing and proposed
<input type="checkbox"/>	<input type="checkbox"/>	label parcel area in square metres
<input type="checkbox"/>	<input type="checkbox"/>	<b>Easements, Utility Rights-of-Way, etc:</b>
<input type="checkbox"/>	<input type="checkbox"/>	dimension (width, depth and location)
<input type="checkbox"/>	<input type="checkbox"/>	label type of easement and registration number
<input type="checkbox"/>	<input type="checkbox"/>	<b>Utilities on and adjoining the parcel (deep, shallow and overhead):</b>
<input type="checkbox"/>	<input type="checkbox"/>	water, storm and sanitary sewer
<input type="checkbox"/>	<input type="checkbox"/>	gas

<input type="checkbox"/>	<input type="checkbox"/>	electrical
<input type="checkbox"/>	<input type="checkbox"/>	cable, telephone
<input type="checkbox"/>	<input type="checkbox"/>	<b>Plot Rights-of-Way setback lines required in Section 53, Table 1:</b>
<input type="checkbox"/>	<input type="checkbox"/>	dimension depth of Rights-of-Way
<input type="checkbox"/>	<input type="checkbox"/>	dimension distance from Rights-of-Way to building
<input type="checkbox"/>	<input type="checkbox"/>	<b>Floodway, Flood Fringe and Overland Flow:</b>
<input type="checkbox"/>	<input type="checkbox"/>	indicated on the Floodway/Flood Fringe maps [Section 3 (c) & (d)]
<input type="checkbox"/>	<input type="checkbox"/>	dimension distance to buildings and structures
<input type="checkbox"/>	<input type="checkbox"/>	plot designated flood level
<input type="checkbox"/>	<input type="checkbox"/>	indicate method to prevent structural damage by floodwaters, if required in Section 60 & 61
<input type="checkbox"/>	<input type="checkbox"/>	plot location of mechanical and electrical equipment, electrical master switch, and sewer back up valve, if required in Section 60 & 61
<input type="checkbox"/>	<input type="checkbox"/>	<b>Adjacent to parcel:</b>
<input type="checkbox"/>	<input type="checkbox"/>	City streets, label street names
<input type="checkbox"/>	<input type="checkbox"/>	sidewalks, City and public paths (Regional Pathway System)
<input type="checkbox"/>	<input type="checkbox"/>	curb cuts, medians and breaks in medians
<input type="checkbox"/>	<input type="checkbox"/>	pedestrian crosswalks, bus zones and bus shelters
<input type="checkbox"/>	<input type="checkbox"/>	light standards, utility poles, street signage, street furniture
<input type="checkbox"/>	<input type="checkbox"/>	<b>Dimension to property line:</b>
<input type="checkbox"/>	<input type="checkbox"/>	back of sidewalk and curb
<input type="checkbox"/>	<input type="checkbox"/>	lip of gutter
<input type="checkbox"/>	<input type="checkbox"/>	width of sidewalk and public paths (Regional Pathway System)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Setbacks:</b>
<input type="checkbox"/>	<input type="checkbox"/>	outline and dimension front, side and rear setbacks for all buildings on subject and adjacent parcels
<input type="checkbox"/>	<input type="checkbox"/>	draw, label, and dimension required setback areas (as prescribed in Bylaw 1P2007)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Parcel and building coverage:</b>
<input type="checkbox"/>	<input type="checkbox"/>	calculate areas of all buildings (include all covered structures)
<input type="checkbox"/>	<input type="checkbox"/>	calculate parcel coverage (total area of footprint, divided by Parcel Area)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Location of all:</b>
<input type="checkbox"/>	<input type="checkbox"/>	guy wires/pole anchors
<input type="checkbox"/>	<input type="checkbox"/>	hydrants, utility fixtures or boxes
<input type="checkbox"/>	<input type="checkbox"/>	<b>On corner parcels, outline and dimension corner visibility triangle</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Geodetic datum points:</b>
<input type="checkbox"/>	<input type="checkbox"/>	at the corners of the parcel
<input type="checkbox"/>	<input type="checkbox"/>	at the back of sidewalk or curb
<input type="checkbox"/>	<input type="checkbox"/>	at primary corners of the building
<input type="checkbox"/>	<input type="checkbox"/>	main floor and roof peak of building
<input type="checkbox"/>	<input type="checkbox"/>	label existing and proposed geodetic datum points
<input type="checkbox"/>	<input type="checkbox"/>	<b>Geodetic datum points for Direct Control Sites prior to Land Use Bylaw 1P2007:</b>
<input type="checkbox"/>	<input type="checkbox"/>	at the corners of the parcel
<input type="checkbox"/>	<input type="checkbox"/>	at the back of sidewalk or curb
<input type="checkbox"/>	<input type="checkbox"/>	main floor and roof peak of building
<input type="checkbox"/>	<input type="checkbox"/>	on the side property line, 6.0 metres from the front property line
<input type="checkbox"/>	<input type="checkbox"/>	on the side property line, 12.0 metres from the rear property line
<input type="checkbox"/>	<input type="checkbox"/>	<b>Outline and dimension buildings:</b>
<input type="checkbox"/>	<input type="checkbox"/>	projections and structures (bay windows, cantilevers, window wells)
<input type="checkbox"/>	<input type="checkbox"/>	detached buildings and structures (sheds, garages)

<input type="checkbox"/>	<input type="checkbox"/>	mechanical equipment (air conditioners)
<input type="checkbox"/>	<input type="checkbox"/>	label projections and structures (2 <sup>nd</sup> floor cantilever, deck)
<input type="checkbox"/>	<input type="checkbox"/>	location of all openings (windows, doors, overhead doors)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Driveways &amp; parking areas:</b>
<input type="checkbox"/>	<input type="checkbox"/>	label surface material
<input type="checkbox"/>	<input type="checkbox"/>	label curb cuts to be removed and rehabilitated
<input type="checkbox"/>	<input type="checkbox"/>	dimension length from back of curb or sidewalk
<input type="checkbox"/>	<input type="checkbox"/>	dimension width of driveway at throat and flare (adjacent to street)
<input type="checkbox"/>	<input type="checkbox"/>	dimension distance to adjoining driveways
<input type="checkbox"/>	<input type="checkbox"/>	<b>Fencing:</b>
<input type="checkbox"/>	<input type="checkbox"/>	label height (include height of retaining walls)
<input type="checkbox"/>	<input type="checkbox"/>	cross reference to an elevation (for each type of fence)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Retaining walls:</b>
<input type="checkbox"/>	<input type="checkbox"/>	cross reference to elevation (for each wall)
<input type="checkbox"/>	<input type="checkbox"/>	label height (provide height of fences on top of wall)
<input type="checkbox"/>	<input type="checkbox"/>	provide geodetic datum points at top and bottom of wall
<input type="checkbox"/>	<input type="checkbox"/>	provide geodetic datum points of grade on each side of the wall ( <b>NOTE:</b> The height of the retaining wall is measured as the vertical difference between the ground levels on each side of the wall)
<input type="checkbox"/>	<input type="checkbox"/>	if one metre in height or higher, provide engineered, stamped structural design drawings, including cross-sections
<input type="checkbox"/>	<input type="checkbox"/>	<b>If trees are existing on public lands adjacent to the site:</b>
<input type="checkbox"/>	<input type="checkbox"/>	specify 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.
<input type="checkbox"/>	<input type="checkbox"/>	diameter of each tree, measured at a height of 1.4 meters above the ground
<input type="checkbox"/>	<input type="checkbox"/>	estimated mature height of each tree (e.g. less than 3 metres, 3-6 metres, 6-9 metres, etc)
<input type="checkbox"/>	<input type="checkbox"/>	location of the centre point of the trunk of each tree
<input type="checkbox"/>	<input type="checkbox"/>	outline of the “drip line” of each tree (i.e. the outline of the outer reach of the branches of the tree)
<input type="checkbox"/>	<input type="checkbox"/>	<b>If an abandoned gas or oil well is identified on the site,</b> indicate the necessary setback area for each well.
<input type="radio"/>	<input type="radio"/>	<b>14. Six (6) copies of Block Plans, including:</b> <i>(1:100 metric scale recommended)</i>
		<i>A Block Plan provides a visual representation of the adjacent buildings in order to establish the context of a proposed development. (The block plans and site plans may be combined if the site plan doesn't become cluttered).</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"/>	all elements of plan labelled as <b>existing</b> or <b>proposed</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Adjacent parcels:</b>
<input type="checkbox"/>	<input type="checkbox"/>	City streets, label street names and addresses
<input type="checkbox"/>	<input type="checkbox"/>	indicate two parcels on either side of the subject parcel that are located on the same block face (total of four parcels)
<input type="checkbox"/>	<input type="checkbox"/>	if there are fewer than two parcels on either side of the subject parcel, provide all the parcels on the block face
<input type="checkbox"/>	<input type="checkbox"/>	if there are no buildings located on the parcels adjoining the subject parcel, plot all parcels to the closest two parcels with buildings contained in the block face (including the parcels containing the buildings)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Plot and dimension all property lines:</b>
<input type="checkbox"/>	<input type="checkbox"/>	dimension front, side and rear building setbacks from property lines

<input type="checkbox"/>	<input type="checkbox"/>	outline subject parcel
<input type="checkbox"/>	<input type="checkbox"/>	<b>Outline and dimension all buildings on subject and adjacent parcels:</b>
<input type="checkbox"/>	<input type="checkbox"/>	outline eave and include eave depth
<input type="checkbox"/>	<input type="checkbox"/>	porches and other projections
<input type="checkbox"/>	<input type="checkbox"/>	plot location of exterior openings of subject house and houses across shared property lines (windows, doors, overhead doors)
<input type="checkbox"/>	<input type="checkbox"/>	label geodetic datum of roof peak of adjacent buildings
<input type="radio"/>	<input type="radio"/>	<b>15. Six (6) copies of Streetscape Drawings, including:</b> <i>(1:100 metric scale recommended)</i>
		<i>The Streetscape Drawing is used in the assessment of compatibility of scale and design with the existing neighbouring houses.</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"/>	<b>Adjacent parcels:</b>
<input type="checkbox"/>	<input type="checkbox"/>	plot the front elevation of the proposed building and the adjacent buildings that are required on the Block Plan
<input type="checkbox"/>	<input type="checkbox"/>	<b>Include on elevations:</b>
<input type="checkbox"/>	<input type="checkbox"/>	projections, doors, windows, overhead doors
<input type="checkbox"/>	<input type="checkbox"/>	geodetic elevation at roof peak of adjacent buildings
<input type="checkbox"/>	<input type="checkbox"/>	label roof slopes
<input type="checkbox"/>	<input type="checkbox"/>	<b>Grade:</b>
<input type="checkbox"/>	<input type="checkbox"/>	plot existing and proposed grade extending to property lines
<input type="checkbox"/>	<input type="checkbox"/>	plot property lines (extending vertically)
<input type="radio"/>	<input type="radio"/>	<b>16. Six (6) copies of Floor Plans, including:</b> <i>(minimum 1:100 or imperial scale, minimum 1/8"=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 <b>existing</b> or <b>proposed</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Outline and dimension walls:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Interior and exterior walls (dimension to centre line of common walls)
<input type="checkbox"/>	<input type="checkbox"/>	plot location of interior and exterior openings (windows, doors, overhead doors)
<input type="checkbox"/>	<input type="checkbox"/>	plot location of roof line
<input type="checkbox"/>	<input type="checkbox"/>	label the purpose of spaces (i.e. kitchen, living room, bathroom, interior/exterior stairways, mechanical rooms, meter room, corridors, washrooms, laundry facilities)
<input type="radio"/>	<input type="radio"/>	<b>17. Six (6) copies of Elevation Drawings, including:</b> <i>(minimum 1:100 or imperial scale, minimum 1/8"=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 <b>existing</b> or <b>proposed</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Include elevations for:</b>
<input type="checkbox"/>	<input type="checkbox"/>	buildings
<input type="checkbox"/>	<input type="checkbox"/>	fences
<input type="checkbox"/>	<input type="checkbox"/>	walls (over 0.6 metres in height)
<input type="checkbox"/>	<input type="checkbox"/>	accessory residential buildings (e.g. detached garages)
<input type="checkbox"/>	<input type="checkbox"/>	cross reference with other plans, where applicable
<input type="checkbox"/>	<input type="checkbox"/>	<b>Include on elevations:</b>
<input type="checkbox"/>	<input type="checkbox"/>	doors, windows, overhead doors
<input type="checkbox"/>	<input type="checkbox"/>	projections and decorative elements
<input type="checkbox"/>	<input type="checkbox"/>	label roof slope
<input type="checkbox"/>	<input type="checkbox"/>	screening (e.g. service meters, privacy screens, mechanical equipment)
<input type="checkbox"/>	<input type="checkbox"/>	dimension all doors, windows and overhead doors

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**Label finishing materials:**

exterior materials (brick, stucco, vinyl siding, metal siding)  
roof materials (asphalt, cedar shakes, concrete tile, metal)  
colours of all major exterior materials

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**Grade:**

plot existing and proposed grade extending to property lines  
plot property lines (extending vertically)  
plot all geodetic datum points required on Site Plan

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**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

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**18. Six (6) copies of Cross-Sections, including:**

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**Cross-section of sloping driveways:**

indicate slope and include transition lengths  
provide geodetic datum points at transition points in ramp (including top and bottom)  
dimension overhead clearance

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**Cross-sections may be required if there are retaining walls on the parcel that are one metre or higher, or to provide more information on the impact of the proposed building on the adjacent properties, including:**

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existing and proposed grade of parcel  
grade of adjacent parcels and City streets  
cross-sectional outline of the building  
geodetic datum points

**Supporting Information:**

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**19. Slope Stability Report including:**

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slope across the property is fifteen (15) per cent or greater; and/or  
development is to be located within a zone where an imaginary line, drawn from the toe to the top of an embankment, exceeds a slope of one in three; and  
required by City Engineer

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**20. Information on the installation of weeping tile, or a geotechnical report on groundwater if seeking exemption from the weeping tile requirement as per Section 3.3.6.2.2 of the Stormwater Management and Design Guidelines.**

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**21. Building Code Information**

*(screened by a Safety Codes Officer at the time of application)*

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provide calculations for spatial separation (on each side elevation drawing)  
label point of egress for floors above the second floor (on elevation drawings)

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**22. Off-site Levy Bylaw**

Review the Off-site Levy Bylaw at [calgary.ca/offsitelevy](http://calgary.ca/offsitelevy) to determine if additional charges are applicable to the application.

Initial by applicant

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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.

**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

**Date**

Safety Codes Officer

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

**Phone:** 403-268-5311

**Web:** [calgary.ca/livechat](http://calgary.ca/livechat)

**In Person:**

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

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

**Mail:**

The City of Calgary  
Planning & Development (#8108)

800 Macleod Trail SE, Calgary, Alberta T2P 2M5