



**Before you apply:**

- Visit [Calgary.ca/patios](http://Calgary.ca/patios) to find more information on rules, requirements and to estimate your fees
- For help with your drawings visit [Calgary.ca/drawingstandards](http://Calgary.ca/drawingstandards) for tips and examples

**NOTE:** Plans, drawings, and any other supplementary material submitted with this application must not include any personal information. 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 following required items are necessary in order to evaluate your application in a timely fashion:**

<b>SECTION 1: Required Documents</b>
<b>A. <a href="#">Application Form</a></b> (Do not fill out if applying online)
<b>B. Approved Development Permit</b> where required <i>NOTE: Upon review, if the submitted drawings do not match the approved plans by the Development Authority, this application may not be issued until such time that the Development Authority is satisfied that the plans match the approved development permit, or that a new development permit has been obtain and released.</i>
<b>Plans</b>
<b>C. One (1) copy of Architectural drawings, including a Site Plan</b> (preferred scale is Metric 1:100 or Imperial ¼" = 1'0")
Your <b>Site Plan</b> should include the following:
The location and dimensions of the patio area with distances to the property lines and other structures
Your <b>Floor Plan</b> should include the following:
Accessory buildings, structures, walls, fencing, roofs, overhead structures, decks, stages, type of construction materials, exits, occupant load, seating, tables, dance floor, barrier free access, number and location of washroom facilities, generators, propane tanks, and commercial cooking appliances.
<b>SECTION 2: Additional Information for Applicants</b>
Applicant or owner is responsible for proper maintenance of the Outdoor Café lands and structures within the Outdoor Café area, including landscaping, planters, guardrails, handrails, furniture, canopies and other amenities or structures.
Depending upon the scale, scope and location of the proposed Outdoor Café, a Development Permit and/or Building Permit may be required in addition to a Licence of Occupation.

**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 National Building Code - Alberta Edition)