

Before you apply:

- Visit Calgary.ca/additions to find more information about fees, timelines and more.
- Review our [Digital document criteria](#) prior to submitting your application.
- Please do not include personal information on plans

SECTION 1: Application Requirements for Building Safety Approval (Building Permit)

Supporting Documents

- A. Completed [Application Form](#) (Do not fill out if applying online)
- B. Completed [Asbestos Abatement Form](#) - This is only needed if your house was constructed **before 1990**
- C. Completed [ABC 2014 Section 9.36 \(Energy Efficiency\) Project Summary Form](#)
- D. If applicable, proof of registration from the Government of Alberta’s New Home Buyer Program
 Tip: Visit <https://residentialprotection.alberta.ca/public-registry> for more information

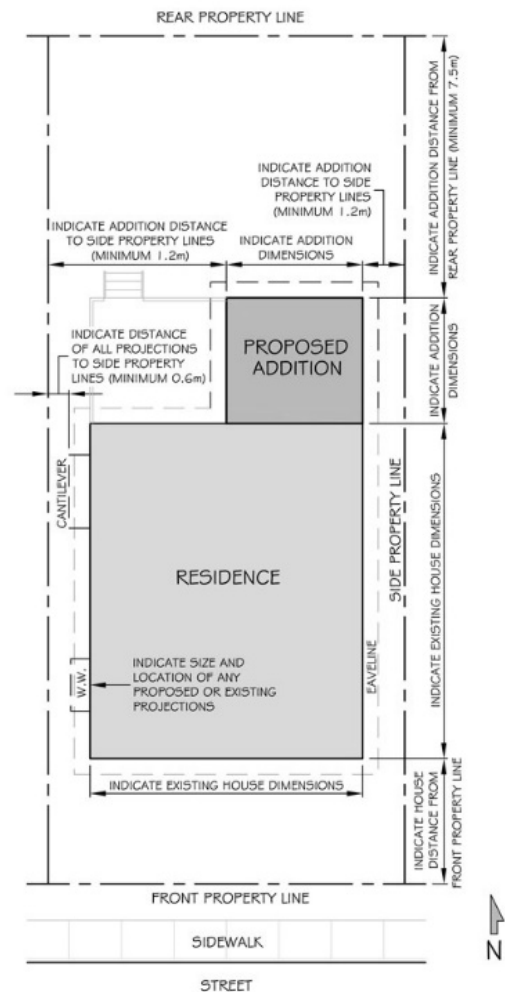
Plans

- E. One (1) copy of a **Site Plan** - Download the [Sample Drawings](#)

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

- 1 Address
- 2 Property lines
- 3 Names of adjacent city streets
- 4 Outline and dimensions of the home, the proposed addition, and any other buildings on the property
- 5 All elements of plan labelled as existing or proposed
- 6 Distance from the property lines to the house
- 7 Location and size of windows wells and air conditioning equipment

Tip: You can modify a Real Property Report (RPR) to use as your Site Plan



F. One (1) copy of a Floor Plans - sample drawings can be found [here](#)

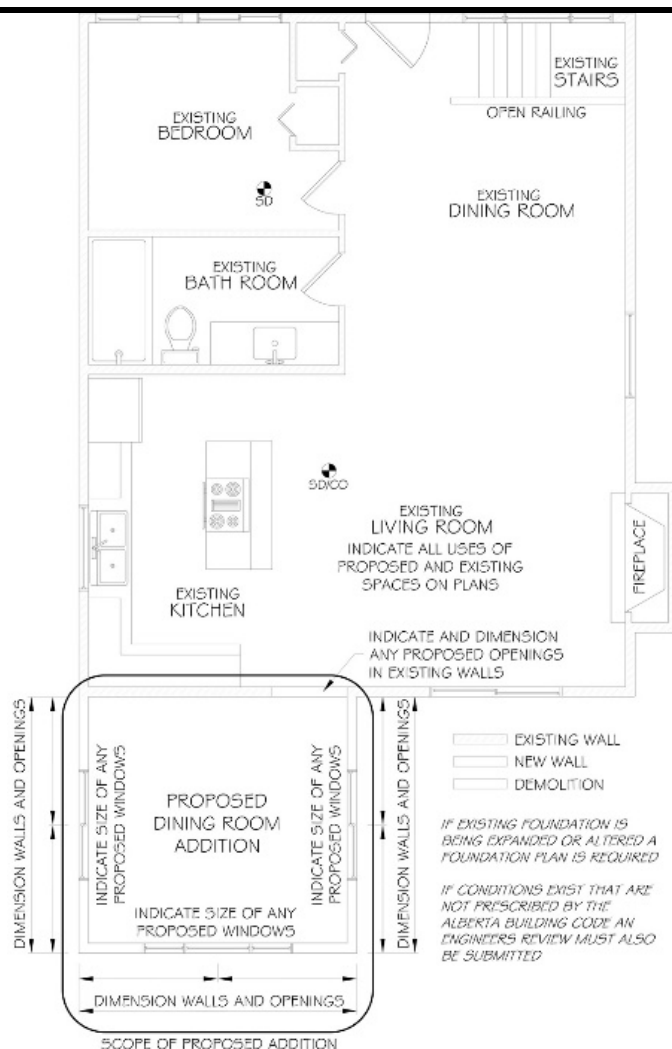
- 1 Address
- 2 Dimensioned layout of each floor affected by the proposed addition, including basement, main floor, upper floor(s)
- 3 Label how each room is used (i.e. kitchen, bathroom, bedroom)
- 4 All walls labelled as existing, proposed, or demolish

Tip: you can use a legend to identify walls being built, staying the same or being removed.

- 5 Location of all windows and exterior doors
 - indicate the size, type and operation (i.e. horizontal or vertical slider, awning, casement)
- 6 Show rough-in for a radon subfloor depressurization system on foundation plan (inlet – outlet)

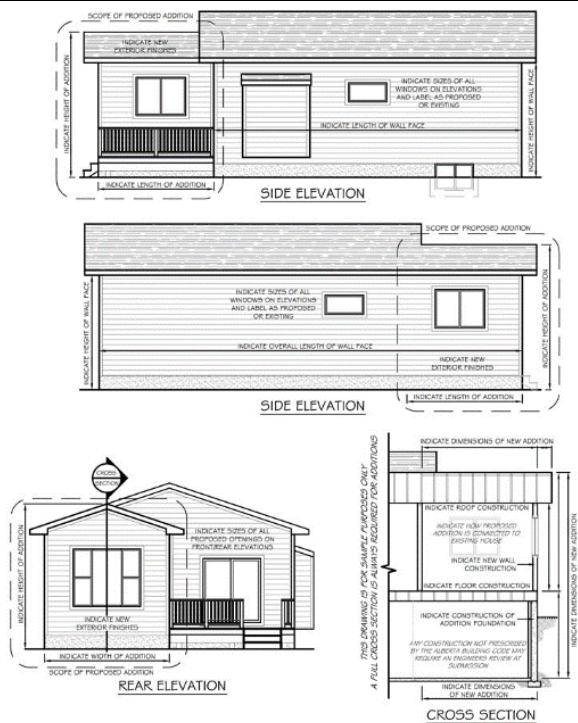
For more information see [Radon Requirements on calgary.ca/additions](http://calgary.ca/additions)

- 7 If a fireplace is proposed, label type (ie wood, gas, or electric)



G. One (1) copy of Elevations - sample drawings can be found [here](#)

- 1 Height and width of the entire existing house and the proposed addition
- 2 Location of all windows and exterior doors (indicate the size, type and operation)
- 3 Show the grade (ground level) and main floor line
- 4 Exterior wall finish material and colour (ie, vinyl, stucco)
- 5 Roof finish material and colour (ie, asphalt shingles, cedar shakes)
- 6 Label roof slope

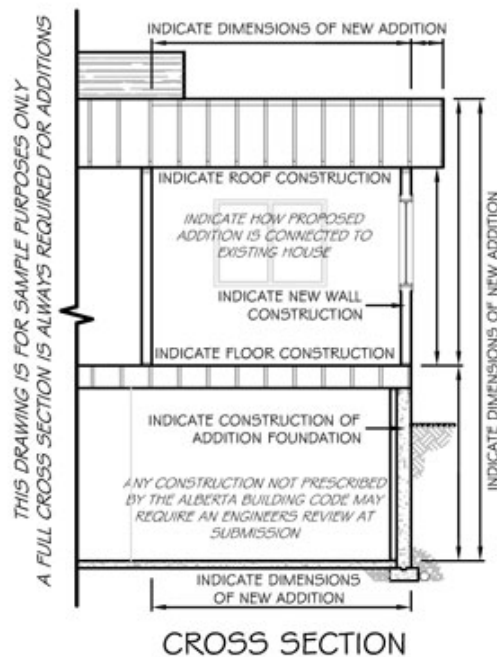


H. One (1) copy of **Structural Cross Sections** - sample drawings can be found [here](#)

- 1 Indicate all components of wall, floor, and roof assembly construction
- 2 Indicate wall, floor, and roof insulation values and effective RSI calculations.

RSI is the metric system of measuring the resistance to heat flow. The higher the number, the more resistant to heat loss a building component is.

Tip: you can calculate your effective RSI value using the calculator at <https://cwc.ca/en/design-tools/effective-r-calculator/>
- 3 Indicate the ceiling height for each floor of the home
- 4 Indicate overall dimensions of the new addition (ie, distance from existing house, overall height from grade)



I. One (1) copy of the **Manufacturer's floor joist layouts, manufacturer's roof layouts and the beam runs (beam loading calculations)**

J. One (1) copy of the **Engineering Documents** (where applicable)

Tip: Engineer documents as required (i.e. lateral support, tall wall, connection of new foundation to existing). Other structural details/members not covered under The National Building Code – Alberta Edition Part 9 may be required to be sealed by a Professional Engineer.

If using manufactured stone a Professional Engineer is required to complete [Form 'A' Manufactured Stone used in Exterior Wall Cladding System](#)

SECTION 2: Application Requirements for Development Approval (Development Permit)

Supporting Documents

- A. Completed [Abandoned Wells Declaration](#)
- B. Completed [Public Tree Disclosure Statement](#)
- C. Completed [Site Contamination Statement](#)
- D. Colour Photographs (minimum of four different views, label and identify each photograph) showing:
 - side(s) of house where addition is being proposed
 - unique features and aspects of significance to development of the parcel

Plans – Please refer to Section 1, Items E-G for all drawing requirements

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.