



Before you apply:

- Visit Calgary.ca/additions to find more information on rules, requirements and to estimate your fee
- For help with your drawings visit Calgary.ca/drawingstandards for tips and examples
- Please do not include personal information on plans

STEP 1: Planning Approval (Development Permit)

- Additions may be exempt from requiring Step 1. To find out if your addition is exempt, visit “Do you meet the exempt addition rules in the land use bylaw” found at Calgary.ca/additions
- If your addition is exempt or you have completed this step, proceed to Step 2. If not, provide the information below

Supporting Documents

- A. Completed [Application Form](#) (Do not fill out if applying online)
- B. Completed [Site Contamination Statement](#)
- C. Completed [Abandoned Well Declaration](#)
- D. Completed [Public Tree Statement](#)

Plans

- E. One (1) copy of a **Site Plan** - sample drawings can be found [here](#)

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 addition, and any other buildings on the property
- 5 Distance from the property lines to the house
- 6 Location and size of windows wells and air conditioning equipment

If increasing the height of the house or adding another floor provide the following geodetic datum points:

- 7 Geodetic datum points at the corners of the parcel
- 8 Geodetic datum points at the primary corners of the building
- 9 Main floor and roof peak of the building
- 10 Roof peak of the adjacent buildings

If adding more than 1.5m at the front, or if adding more than 1.8m for a porch, measured from the existing house, provide the following:

- 11 Show the parcels on either side of the subject parcel
- 12 Outline of the adjacent homes
- 13 Distance from front of home to front property line of adjacent parcels

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

Your **Plans** should include the following:

- 1 Address
- 2 Dimensioned layout of **each** floor of the house (i.e. basement, main floor, upper floor(s))
- 3 Label the purpose of each room (i.e. kitchen, bathroom)

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- 4 Walls to be removed and to remain
 - 5 Location of all windows and exterior doors (indicate the size, type and operation)
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G. One (1) copy of a **Elevations** - sample drawings can be found [here](#)

Your elevations should include the following:

- 1 Height and width of the entire existing house and addition
 - 2 Location of all windows and exterior doors (indicate the size, type and operation)
 - 3 Show the grade and main floor line
 - 4 Exterior wall finish material and colour
 - 5 Roof finish material and colour
 - 6 Label roof slope
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STEP 2: 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 1980**
 - 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
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Plans

- E. One (1) copy of a **Site Plan** – refer to **Step 1, Item E** for drawings requirements
 - F. One (1) copy of a **Floor Plans** - refer to **Step 1, Item F** for drawings requirements
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In addition to the above drawings requirements, please provide the following information on your Floor Plans:

- 1 Show rough-in for a radon subfloor depressurization system on foundation plan (inlet – outlet)
 - 2 Fireplace type (i.e. wood, gas, or electric)
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G. One (1) copy of a **Elevations** - refer to **Step 1, Item G** for drawings requirements

H. One (1) copy of a **Structural Cross Sections**

- 1 Indicate all wall, floor, and roof assembly construction
 - 2 Indicate wall, floor, and roof insulation values and RSI calculations
 - 3 Indicate the ceiling height for each floor of the home
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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 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**

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 Alberta Building Code 2014)