

Before you apply:

- Visit Calgary.ca/decks 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 on apply.calgary.ca)

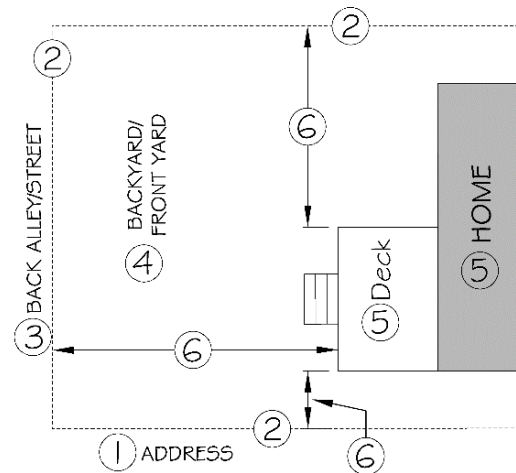
Plans

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

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

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

1. Address
2. Property Lines
3. Label back alleys/streets
4. Label backyard/front yard
5. Outline of your home and deck
6. Distance from property lines to deck



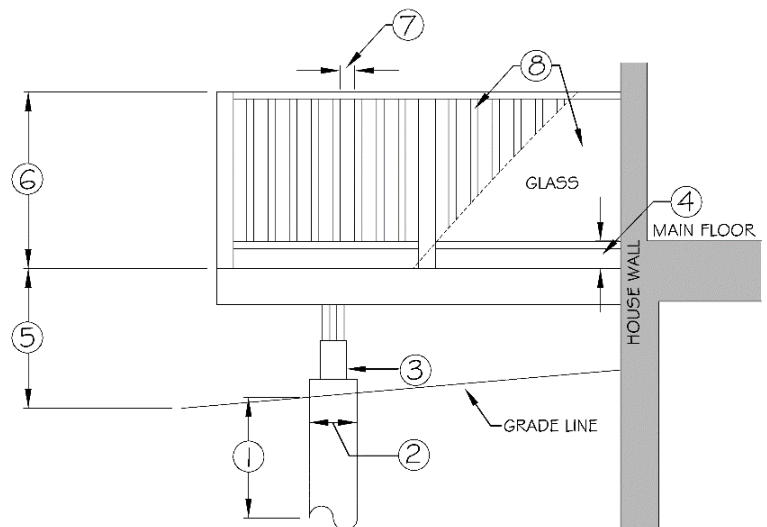
Tip: You can use the [uncovered deck worksheet](#) to replace the drawing requirements for both items C and D

C. One (1) copy of a **Cross Section** - Download the [Sample Drawings](#)

Your **cross-section** should include the following:

1. Concrete pile depth
 2. Concrete pile diameter
- Note: If you are using anything other than concrete piles, replace items 1 and 2 with an engineering report.*
3. Post size
 4. Deck floor to main floor distance
 5. Ground to deck floor height (measured from lowest point)
 6. Railing height
 7. Railing opening size
 8. Railing material

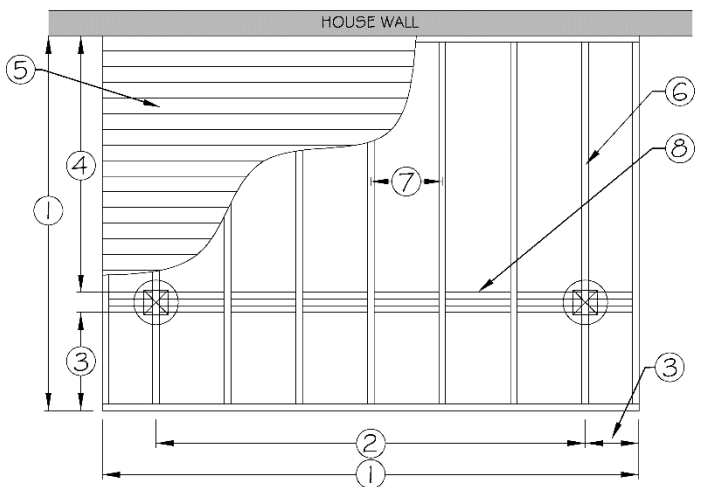
Note: If you are using a frameless glass railing, an engineer's review will be required.



D. One (1) copy of a plan view – Download the [Sample Drawings](#)

Your **plan view** should include the following:

1. Length and width of deck
2. Distance between posts
3. Size of cantilever
4. Length of joist span
5. Size and type of decking (provide **CCMC#** for composite decking)
6. Size of joist
7. Spacing between joists
8. Size of beam



Questionnaire

1. Is the deck closer than 1.2 metres (3 feet 11 inches) to the side property line? Yes No
2. Is the deck closer than 6 metres (19 feet 8 inches) to the rear property line? Yes No
- 3a. Is the deck at the front of the house? Yes No
- 3b. If yes, does it extend more than 1.5 metres (4 feet 11 inches) from the house? Yes No
4. Did you answer 'Yes' to any of the questions above?
 Yes, proceed to **SECTION 2** below No, **SECTION 2** is not required

Note: the above questions may not cover all scenarios. Your application will be reviewed to determine if additional requirements and fees are needed.

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

NOTE: These items are required in addition to those listed in Section 1.

Supporting Documents

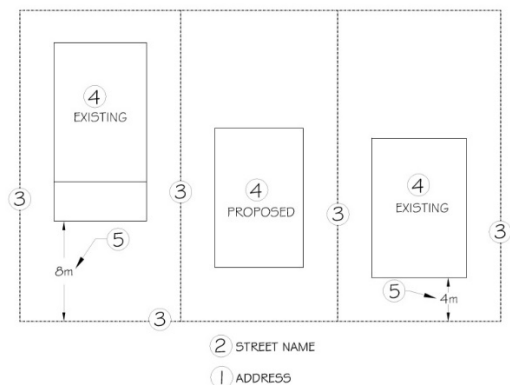
A. Completed [Public Tree Disclosure Statement](#)

Plans – Only required if the property is located in the developed area AND deck is located in the front yard

B. One (1) copy of a Block Plan

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

- 1 Address
- 2 Street name
- 3 Property lines of the subject parcel and adjacent parcels.
- 4 The outline of your house and the houses on either side of your house.
- 5 The distances from the houses beside your house to the front property line.



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.