



Complete Building Permit Application Requirement List

Demolish or Move a Building

This checklist outlines all the information necessary to evaluate and provide a timely review and issuance of your application. Applications and materials submitted must be clear, legible, and precise. Plans/drawings stamped with “not for construction”, “preliminary”, or “for permit purposes only” are not acceptable.

For help with your drawings visit calgary.ca/drawingstandards for tips and examples

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.

Plans

- A. One (1) copy of a complete Site Plan**
(preferred scale is Metric 1:100 or Imperial 1/4" = 1'0")
- 1 north arrow
 - 2 municipal address
 - 3 property lines
 - 4 outline of all buildings on the site – indicating the building to be removed

Supporting Documents

- B. Completed [Service Disconnect Form](#)**
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- C. Completed [Public Tree Disclosure Statement](#)**
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- D. Completed [Asbestos Abatement Form](#)**
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- E. Letter of Authorization** from the registered owner of the land
*You can use this [sample letter of authorization template](#) or you can provide your own letter but it must contain all information indicated on the sample letter
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- F. Colour photographs** of the front and rear elevations of the building to be removed
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- G. Public Protection Site Safety Plan** – required for buildings described as 3.2.6 Division B for High Buildings and/or buildings that are 5 storeys or greater in height. This plan may also be required for other buildings, deemed by the authority having jurisdiction, to be complicated or an unusual structure.
Refer to the [Public Site Safety Plan – Building Regulations Advisory](#) for further information
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- H. Advanced Weather Forecasting System** – required for buildings that are 5 storeys or greater in height.
Refer to **Advanced Weather Forecasting System** and the [Advanced Weather Forecasting System – Building Regulations Advisory](#) for further information
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NOTE: Land Use Bylaw 1P2007 Part 2, Division 3, Section 23 states: A development permit is required for every development unless it is otherwise exempted. Furthermore, Building Permit Bylaw Number 64M94 states: An application for a permit may be refused if, within 90 days from the date of receipt, adequate information and documentation is not supplied to the Safety Codes Officer, and there shall be no refund of any fees that have been paid