

Please visit [Calgary.ca/myhome](http://Calgary.ca/myhome) to find more information on rules, requirements and fees. If you are applying online through [apply.calgary.ca](http://apply.calgary.ca), this information will be requested through the online application and you will **not** need to fill out this form.

SECTION 1: Where is the work happening?	
Address:	

SECTION 2: Who is applying?	
Applicant <input type="checkbox"/> Property Owner <input type="checkbox"/> Representing Owner	
Applicant Name:	Company Name (if applicable):
Email:	Phone Number (during business hours):

SECTION 3: Who is doing the work?	
Builder <input type="checkbox"/> Property Owner <input type="checkbox"/> Licensed Contractor	
Business Name (if applicable):	
Property Owner Contact <input type="checkbox"/> N/A Property Owner is applicant	
Owner Name:	
Owner Email:	
Owner Mobile Number:	

SECTION 4: What are you applying for?			
Home Renovation Permits		Home renovation projects are projects you complete inside your home or that increase the area of your home (Check all that apply. Click the <u>underlined text</u> for checklist)	
<input type="checkbox"/> <u>Basement</u>	Square Feet: _____	<input type="checkbox"/> <u>Addition</u>	Square Feet: _____
<input type="checkbox"/> <u>Porch</u>	Square Feet: _____	<input type="checkbox"/> <u>Indoor Fireplace</u>	<input type="checkbox"/> Wood <input type="checkbox"/> Gas <input type="checkbox"/> Both
<input type="checkbox"/> <u>Interior, Exterior or Structural Alterations</u>			Estimated Cost: _____
Describe the scope of work:			

<b>SECTION 4: continued</b>			
Suite Project		Suites come in two types Secondary (inside or attached to a house) or Backyard (above a detached garage). (Check <b>ONE</b> option below only. Click the <u>underlined text</u> for checklist)	
<input type="checkbox"/> <b><u>Proposed Secondary Suite</u></b> (built after March 12, 2018)	Estimated Cost: _____ Square Feet: _____	<input type="checkbox"/> <b><u>Existing Secondary Suite</u></b> (built prior to March 12, 2018)	Estimated Cost: _____ Square Feet: _____
<input type="checkbox"/> <b><u>Backyard Suite</u></b>	Square Feet: _____		

<b>Outdoor Projects</b> <u>underlined text</u> for checklist)			
<input type="checkbox"/> <b><u>Uncovered Deck</u></b>	Square Feet: _____	<input type="checkbox"/> <b><u>Balcony</u></b>	Square Feet: _____
<input type="checkbox"/> <b><u>Garage, Shed, Carport, Greenhouse</u></b>	Square Feet: _____	<input type="checkbox"/> <b><u>Outdoor Fireplace</u></b>	<input type="checkbox"/> Wood <input type="checkbox"/> Gas <input type="checkbox"/> Both
<input type="checkbox"/> <b><u>Hot Tub, Pool</u></b>	Estimated Cost: _____	<input checked="" type="checkbox"/> <b><u>Covered deck, Pergola</u></b>	Square Feet: _____
<input type="checkbox"/> <b><u>Retaining Wall</u></b>	Estimated Cost: _____	<input type="checkbox"/> <b><u>Driveway</u></b>	
<input type="checkbox"/> <b><u>Fence</u></b>		<input type="checkbox"/> <b><u>Solar Panel(s)</u></b>	

<b>SECTION 5: Are you doing any Electrical and/or plumbing work? (Check all that apply)</b>	
<input type="checkbox"/> <b><u>Homeowner Electrical Permit</u></b>	Describe what you are doing
<input type="checkbox"/> <b><u>Homeowner Plumbing Permit</u></b>	Describe what you are doing
<b>Declaration:</b>	
<input type="checkbox"/> I declare that I am the legal landowner of the property stipulated on this application, that this is my primary place of residence, and I will be performing the work.	

**NOTE:** Your Building Permit will be reviewed and issued in a digital format. You will receive access to the stamped and approved digital copy once the permit has been issued.

<b>Applicant's Declaration</b>	
In relation to the submission of this application,	
i. I confirm that I am an owner of the parcel, an authorized agent of the owner of the parcel, or other person having legal or equitable interest in the parcel	
a. If the application includes land that is common property or other land to which I am not the sole owner, I have all authorizations of those other owners to make this application.	
ii. I certify that all information submitted with this application, including information shown on plans and documents, to be true and correct. Incomplete or inactive applications may be cancelled or refused at the discretion of the proper authority in accordance with their respective bylaw.	
<input type="checkbox"/> I agree to receive correspondence via electronic message related to this application.	

<b>Advisory Comment</b>	
<i>The following advisory comments are provided as a courtesy of the Applicant and registered property owner:</i>	
1. <i>Be advised other legislation may apply to the project, and the applicant may need other authorizations from other entities prior to commencing work authorized by a City issued permit. It is the applicant's sole responsibility to ensure any and all other applicable legislation is complied with.</i>	

**POPA ATIA DISCLAIMER:** 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 4(c) of the Protection of Privacy Act (**POPA**)(<https://www.alberta.ca/protection-of-privacy-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, as authorized by the Access to Information Act (**ATIA**)(<https://www.alberta.ca/access-to-information-act>), unless exempted under the Act's disclosure provisions. 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 Access Privacy Protection Administrator for Planning and Development by telephone at (403)268-5311 or by using the live chat services provided on our websites.