

Before you apply:

- Visit Calgary.ca/basements 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

SECTION 1: Minimum Application Requirements

Supporting Documents

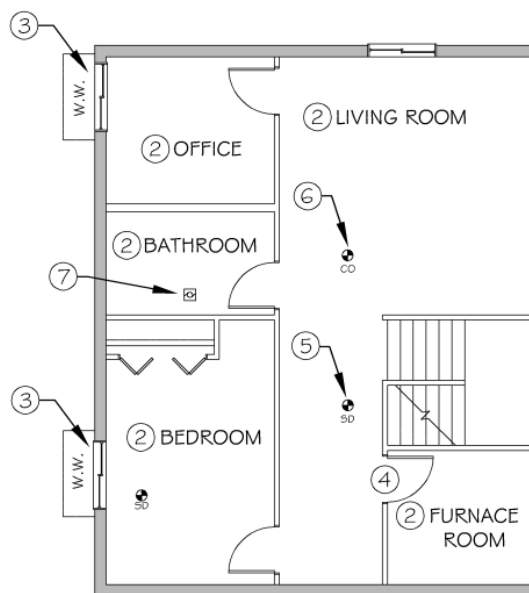
- A. Completed [Application Form](#) (Do not fill out if applying online)
- B. Completed [Asbestos Abatement Form](#) - This is only needed if your house was constructed before 1980

Plans

- C. One (1) copy of a Floor Plans

Your Floor Plan should include the following:

- 1 Address
- 2 Room designations
 - Window locations, sizes, types, and indicate if new or existing
 - Window well locations, sizes, and indicate if new or existing
- 3 Door locations and sizes
- 4 Smoke detector(s)
- 5 Carbon monoxide detector(s)
- 6 Bathroom fan location(s)
- 7 Area of basement
- 8 Description of structural changes, such as:
 - Adding new exterior doors or windows
 - Altering load bearing walls
 - Adding a beam



- ① ADDRESS
- ② AREA OF BASEMENT
- ③ DESCRIPTION OF STRUCTURAL CHANGES

SECTION 2: Additional Requirements

- The below questions cover most scenarios where additional requirements and fees may be needed, however it does not cover all scenarios
- A Planning Services Technician will help you during your visit to determine if additional requirements and fees are needed and advise of the next steps required to help you get your permit

1	Are you adding a new window well or increasing the size of an existing window well?	<input type="radio"/> Yes	<input type="radio"/> No
2	Are you adding a new window or altering the size of an existing window?	<input type="radio"/> Yes	<input type="radio"/> No
3	Are you adding a second kitchen and bathroom to the basement (Secondary Suite)? NOTE: If you answer yes to this question use the Secondary Suite (inside or attached to existing house) Permit Checklist	<input type="radio"/> Yes	<input type="radio"/> No

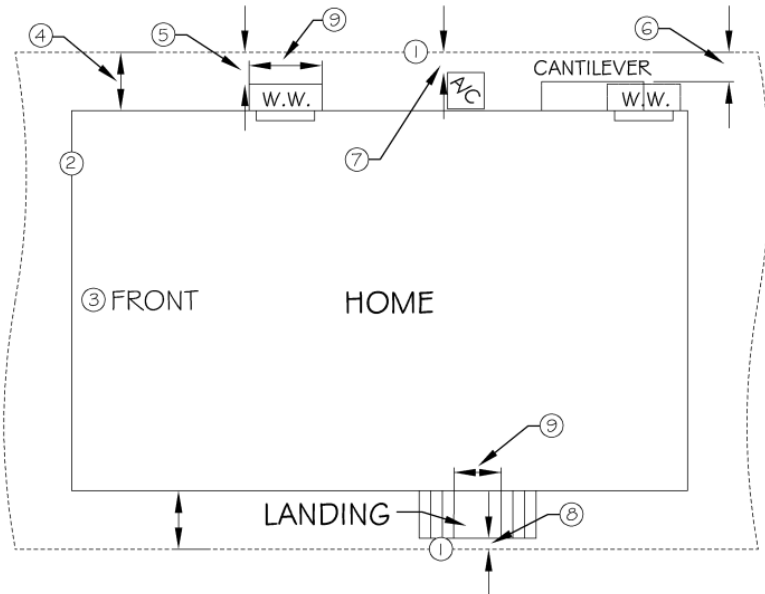
Additional Plans

NOTE: The Additional Plans below are only a requirement if you have answered 'yes' to either Section 2: Question 1 or Section 2: Question 2 above

A. One (1) copy of a Site Plan

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

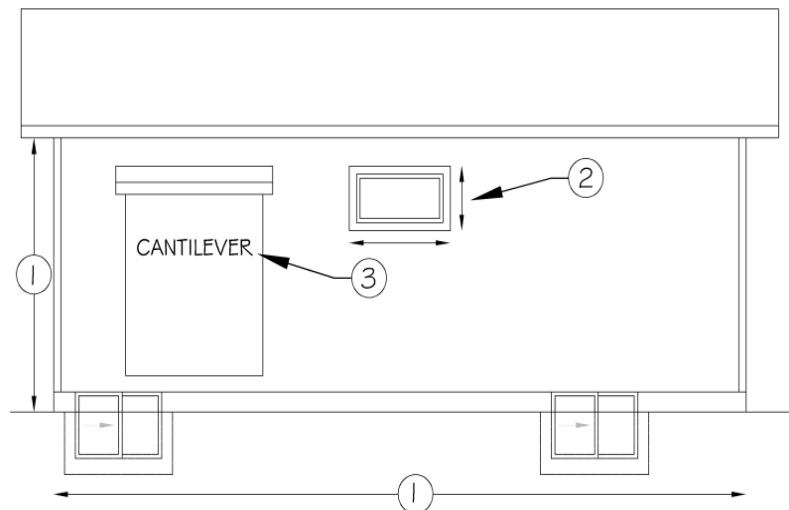
- 1 Property lines
 - 2 Outline of the home
 - 3 Label front of the home
- Location and distance(s) from property lines to:
- 4 All sides of the home
 - 5 Window well(s)
 - 6 Cantilevers (i.e fireplace)
 - 7 Air conditioning equipment
 - 8 Landings
 - 9 Sizes for new or existing window wells and landings



B. One (1) copy of Elevations – only required for the sides that are changing

Your **Elevations** should include the following:

- 1 Height and width of the home
- 2 Dimensions of existing and new windows
- 3 Location of cantilevers, decks and landings



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)