



Security Requirements for Development Completion Permit

What is a Development Completion Permit Security?

In some circumstances, at the discretion of the Development Authority, a security deposit may be accepted to allow the occupancy of a building, or the commencement of use, prior to the development being completed. The amount of the security must be 110% of the costs of the outstanding deficiencies. The Development Authority will then issue the Development Completion Permit (DCP). The minimum security is \$3000 and may require written quotes to substantiate the value of outstanding materials and labour.

After a security is posted, and once the development is complete, a request for inspection must be called in. The site will be inspected once again and the security funds will be returned if the site complies with the Development Permit requirements. In the event the development is not completed, the City may utilize the security funds held to complete any outstanding work on the site to bring the development into compliance.

Posting a Security for a Development Completion Permit

1. Contact the Development Inspector assigned to your site. Inform the Inspector you would like to have a security submission considered for the issuance of the DCP. The Inspector will discuss the status of the development with you and may provide further instructions. If you don't have the Inspector's contact information, call 403-268-5311 and request it. Be sure to have your Development Permit number ready.
2. Prepare an itemized list of the items which are not yet completed on your project. The list must include the associated cost of both materials and labour, even if you already have the materials on site. A form is included in this handout or you may provide the information in a similar format.
3. Some security submissions require itemized quotes from contractors to substantiate the value of the outstanding work. If the Development Inspector has requested you to submit quotes, prepare these documents along with the list of incomplete items.
4. Submit the list of incomplete items and quotes (if required) to the Development Inspector for review. Once the Development Inspector has reviewed the information, he or she will book an inspection appointment with you to confirm the status of the development. After the inspection, the Development Inspector will advise you if the submitted details are acceptable or if revisions are required to the list of incomplete items. If the submission is acceptable, you will be advised to prepare the funds for the security.
5. Funds for the security must be 110% of the quoted amount, be in the form of a certified cheque, bank draft, or Letter of Credit, and be payable to **The City of Calgary, Planning, Development and Assessment**. Ensure that your bank draft includes the name of the party submitting the funds or provide a letter with this information to ensure the funds are returned to the appropriate party. Contact the Development Inspector once the funds are available to arrange submission to the Inspector.
6. Once development is complete, call 403-268-5311 to request a Security Return Inspection.