



Urban Development Online Building Permit Clearance Tab Reference Guide

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Revision History

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Contents

Contents.....	3
Purpose of the Manual.....	4
Building Permit Clearance Tab Overview.....	5
Building Permit Clearance Tab Quick Reference Sheet.....	6
Request List and Add Clearance Request.....	7
Clearance Letters	7
Covenants and Caveats and Add Covenant Clause.....	7
Addressing Requests	7
Covenants and Caveats.....	8
Add a new Covenant Clause.....	8
Steps to create a Covenants and Caveats Special Clause	9
Building Permit Clearance Request Overview.....	11
Building Permit Clearance Request Quick Reference Sheet	12
Add a BP Clearance Request.....	13
Steps to create a BPC Request	13
BPC Status of Requests and Clearance Letters.....	17
Status of BPC job	17
Clearance Letter Available	17

Purpose of the Manual

This Urban Development Online (UDO) Reference Guide is to be used by Developers and/or their Consulting Engineers and will document the steps to complete the actions on the **Building Permit Clearance (BPC) Tab** of the Urban Development online Development Application.

NOTE:

The building of this training material required the use of existing Subdivision Application and Construction Drawing information provided to the City of Calgary. You may notice slight inconsistencies throughout the training material. The information used is for demonstration purposes only. These variances are not to deter from the intended content.

Building Permit Clearance Tab Overview

Section	Available Actions
<u>Request List and Add Clearance Request</u>	<ul style="list-style-type: none">• Review any existing Building Permit Clearance (BPC) jobs, including status• Add a new Clearance Request
<u>Clearance Letters</u>	<ul style="list-style-type: none">• View a clearance letter after the BPC has been approved
<u>Covenants and Caveats and Add Covenant Clause</u>	<ul style="list-style-type: none">• Add any Covenants and Caveats applicable to the Development Agreement• Review the list of existing Covenants and Caveats
<u>Addressing Requests</u>	<ul style="list-style-type: none">• View the status of DSR addressing requests related to the parcels within this Development Agreement

Building Permit Clearance Tab Quick Reference Sheet

URBAN DEVELOPMENT ONLINE

New Requests | Search | Securities | Find Requests By JAC | Sign Out

Development Agreement Request

Agreement Request Requirements

Request Number: DA20	Developer of Record: MAIN PROPERTIES GROUP	Status
Request Type: Development Agreement	Developer Tier: Tier 1	
Request Date:	Consultant of Record: CORPORATE PROPERTIES GROUP	DA: PDF
DA Request Status: Delivered	Agreement Type: Residential	
SC Status: Delivered	Subdivision Name: RIPPLING CREEK, PHASE 14	
File Manager:		

Request List

ADD CLEARANCE REQUEST

File Number	Created Date	Submit Date	Status	Type of Request	Issue Date

Clearance Letters

File Name	Type	Date Created

Covenants and Caveats

ADD COVENANT CLAUSE

Clause Type	Name	Roadway Location	Lots, Block	Length	Width	Clause Status

Addressing Requests

Description	Status
DSR20 , SB20 - Preliminary Addressing	Completed
DSR20 , SB20 - Tentative Address Approval	Completed

SAVE | **CANCEL**

BP Clearance

REQUEST LIST AND ADD CLEARANCE REQUEST

This section allows the user to Add a new Building Permit Clearance Request or review existing requests. The Building Permit Clearance (BPC) sub jobs are built from an existing Development Agreement.

To add a **new BPC**, click the **ADD CLEARANCE REQUEST** button, and a new window will open to allow you to add all the required details and attachments and then submit the request.

If an **existing BPC** job exists, it will show in this section:

Details	allows you to open the BPC and review it or edit it
File Number	the job number assigned to the BPC request
Created Date	when the BPC was first created
Submit Date	when the BPC was completed and the submit button was activated
Status	shows the status of the BPC, including which team the BPC is currently with
Type of Request	shows 1 of the 4 options (Show homes, Partial, Remainder, Whole)
Issue Date	when the BPC was approved

CLEARANCE LETTERS

This section shows all issued Building Permit Clearance letters. These PDF files will appear for each BPC request after the BPC is completed.

COVENANTS AND CAVEATS AND ADD COVENANT CLAUSE

This section shows any Covenants and Caveats that have been set up for the Development Agreement.

The **Add Covenant Clause** tool allows users to add all Covenant and Caveats that are applicable to the Tentative Plan (SB job) for the Development Agreement.

ADDRESSING REQUESTS

This section shows all addressing Data Service Requests (DSR) per Subdivision job and their status. Prior to processing a BPC, these DSR jobs must show that addressing for the Subdivision is Complete.

Covenants and Caveats

Prior to creating and submitting any BPC requests, the user must add all applicable Covenants and Caveats for the Development Agreement.

All existing Covenants and Caveats will be shown on the main BP Clearance tab.

Click the **ADD COVENANT CLAUSE** to create a new Covenant and Caveat.

Add a new Covenant Clause

When the ADD COVENANT CLAUSE button is clicked, a new Special Clause of type BPC Covenant and Caveats can be created. This tool is similar to the existing Special Clause tool, although the list of applicable placeholders to be used in the clause is smaller.

SAVE SAVE AND CLOSE CANCEL

Outstanding Special Clause Issues

If there are any outstanding Special Clause issues listed below, they must be resolved prior to submission.

Build Special Clause Text

1 If a Clause Category and Clause Type have not already been selected, select them from the dropdown lists. Clause Status: Not Reviewed

Clause Category: Covenants & Caveats (BPC) Clause Type: Access

2 To insert values into the special clause template, enter those values in the fields below.

Legal Description (Lots, Block):
Roadway/Location:
Length Measurement: Metres
Width Measurement: Metres
Boundary Direction A:
Traffic Direction:
Community / District:

Attach Supporting Documentation

3 Add any comments required to account for or document this special clause record.

4 To attach supporting documentation for this special clause, click the Attach File button.
Please note that the maximum acceptable file size is 10 MB.

File Name	Description

To update your changes on the parent screen, please use the "Save and Close" button.

SAVE SAVE AND CLOSE CANCEL

Steps to create a Covenants and Caveats Special Clause

Task	Steps
View Outstanding Special Clause Issues	<p>Resolve any Outstanding Special Clause Issues.</p> <p>Outstanding Special Clause Issues</p> <p>If there are any outstanding Special Clause issues listed below, they must be resolved prior to submission.</p> <ul style="list-style-type: none"> • All outstanding Special Clause Mandatory issues must be resolved.
Build a BPC Special Clause	<p>1. Add the Clause Category and Clause Type if not already added.</p> <p>① If a Clause Category and Clause Type have not already been selected, select them from the dropdown lists.</p> <p>Clause Category: Covenants & Caveats (BPC) Clause Type: Access</p> <p>The available Covenants and Caveats at this time are as follows:</p> <p>Build Special Clause Text</p> <p>① If a Clause Category and Clause Type have not already been selected, select them from the dropdown lists.</p> <p>Clause Category: Covenants & Caveats (BPC) Clause Type: (select type)</p> <p>② To insert values into the placeholders, click the DA button.</p> <p>Legal Description (Lot): (select type) Roadway/Location: (select type) Length Measurement: (select type) Width Measurement: (select type) Boundary Direction A: (select type) Traffic Direction: (select type) Community / District: (select type)</p> <p>Note: that if no Covenants and Caveats are applicable to the DA then please select – NONE</p> <p>Click SAVE and the new clause will show in section 2 below the placeholders</p> <p>Traffic Direction: (None) Community / District: (None)</p> <p>The Developer shall register a Restrictive Covenant, by way of Caveat, on {Legal Description} to prohibit driveways and direct vehicular access to/from {Roadway/Location}.</p>
Update Special Clause details	<p>2. Fill in all required fields highlighted within the clause noted using {}</p> <p>example:</p>

	<p>② To insert values into the special clause template, enter those values in the fields below.</p> <p>Legal Description (Lots, Block) <input type="text"/></p> <p>Roadway/Location: <input type="text"/></p> <p>Length Measurement: <input type="text"/> Metres</p> <p>Width Measurement: <input type="text"/> Metres</p> <p>Boundary Direction A: <input type="text"/> (None) <input type="button" value="▼"/></p> <p>Traffic Direction: <input type="text"/> (None) <input type="button" value="▼"/></p> <p>Community / District: <input type="text"/></p> <p>The Developer shall register a Restrictive Covenant, by way of Caveat, on Legal Description to prohibit driveways and direct vehicular access to/from Roadway/Location.</p>		
Add Comment or attach other Supporting Documentation	<p>3. Add any required comments or additional details related to the BPC Special Clause.</p> <p>Attach Supporting Documentation</p> <p>③ Add any comments required to account for or document this special clause record.</p> <p>4. Attach supporting documentation using the Attach File button.</p> <p>④ To attach supporting documentation for this special clause, click the Attach File button. Please note that the maximum acceptable file size is 10 MB.</p> <p>ATTACH FILE</p> <table border="1"> <thead> <tr> <th data-bbox="535 925 670 952">File Name</th> <th data-bbox="1008 925 1165 952">Description</th> </tr> </thead> </table> <p>Click Upload to attach the file. Acceptable file extensions are pdf, dwg, doc, docx, xls, xlsx, jpg, jpeg, msg and text.</p> <p>Document Upload</p> <p>Fill in filename (including path) and then click [Upload] to send.</p> <p>Remember that uploads are only accepted for files with extensions of: .doc, .docx, .dwg, .jpeg, .jpg, .msg, .pcz, .pdf, .tiff, .txt, .xls or .xlsx</p> <p>*File Name: <input type="text"/> Choose File No file chosen <input type="button" value="Upload"/></p> <p>* An asterisk indicates a required field.</p>	File Name	Description
File Name	Description		
Save Updates to BPC Special Clauses Section	<p>5. The Save and Close button will update the Covenants and Caveats section on the BP Clearance tab.</p> <p><i>To update your changes on the parent screen, please use the "Save and Close" button.</i></p> <p>SAVE SAVE AND CLOSE CANCEL</p>		

Building Permit Clearance Request Overview

Section	Available Actions
<u>Header</u>	<ul style="list-style-type: none">• Reference job number• Applicable Development Agreement and Subdivision name
<u>Request Details</u>	<ul style="list-style-type: none">• Select the type of request• Provide a total number of lots applicable to this request• Confirm GBP detail
<u>Existing job references and list of Covenants and Caveats</u>	<ul style="list-style-type: none">• After the BPC is first saved then items will show in this area for reference only:<ul style="list-style-type: none">◦ list of related jobs (DSR addressing, SB subdivision, LP legal plan)◦ any Covenants and Caveats applicable to the Development Agreement
<u>Required Documents</u>	<ul style="list-style-type: none">• A list of the various required documents to allow submission• Note that almost all require a "Minimum 1" doc / PDF / image be attached
<u>Additional Documents</u>	<ul style="list-style-type: none">• Allows the user to attach any additional documents that may help with the BPC review• Not mandatory
<u>Submit Request</u>	<ul style="list-style-type: none">• When all the required documents are attached then the Submit button will be available to submit the request to the City

Building Permit Clearance Request Quick Reference Sheet

URBAN DEVELOPMENT ONLINE

[New Requests](#)[Search](#)[Securities](#)[Find Requests By JAC](#)[Sign Out](#)[SAVE](#)[CANCEL](#)**Building Permit Clearance Reference:**

Development Agreement: DA20

Subdivision: RIPPING CREEK, PHASE 14

Request Details

NOTE: Please complete these three items to allow you to save the BPC and return to it later.

- 1 Type of Request:
- 2 Number of Lots:

Please confirm if the BGP attached below is identical to the most recently approved BGP through CD/CDMR process.

 No Yes**3 Existing items references**

Reference	Status			
Summary of Covenants and Caveats				
Type	Roadway Location	Lots, Block	Length	Width

4 Required Documents

DocumentName	FileName	
Application Form:	<input type="text"/>	ATTACH APPLICATION (Minimum 1)

Please include a list of the lots under this request.

Building Grade Plan (BGP)	FileName	
<input type="text"/>	ATTACH BGP	(Minimum 1)

Note: BGP shall be authenticated and digitally verifiable, and lots requested shall be shaded in orange

Cost Sharing Letter	FileName	
<input type="text"/>	ATTACH COST SHARE	

If applicable, include any cost sharing letters

Downstream Infrastructure Form	FileName	
<input type="text"/>	ATTACH INFRASTRUCTURE	(Minimum 1)

Note: The letter shall be authenticated and digitally verifiable.

Fire Hydrant Form	FileName	
<input type="text"/>	ATTACH HYDRANT	(Minimum 1)

Note: Please provide both a copy of the letter, and the email containing the letter sent to CFD_Mapping@calgary.ca

Land Use Photo	FileName	
<input type="text"/>	ATTACH PHOTO	(Minimum 1)

Please upload a photo of the approved land use sign installed onsite (not applicable for showhome requests)

Schedule A	FileName	
<input type="text"/>	ATTACH SCHEDULE A	(Minimum 1)

Please upload a copy of the Schedule A from the DA, with the requested lots highlighted in orange

Surface Permission	FileName	
<input type="text"/>	ATTACH SURFACE	(Minimum 1)

Upload a copy of your Surface Permission

5 Additional Documents

ATTACH FILE	File Name	Label
<input type="text"/>		

6 Submit Building Clearance Request

Note: BP's cannot be released until addressing is approved.

There are missing documents on this request.

[SUBMIT](#)[SAVE](#)[CANCEL](#)

Add a BP Clearance Request

The process to create a new Building Permit Clearance request can be started when the Addressing jobs (DSR) are "Completed" and after Covenants and Caveats are added for the DA.

Note: if no Covenants and Caveats are required then please create one that is of type

“ —None ”

to help with clarification that this section has been reviewed and none are required.

Steps to create a BPC Request

Task	Steps
Reference Information	<p>This section will show your new BPC job number (after it has been saved). This section also shows the Development Agreement and Subdivision name that this BPC job is related to.</p> <p>SAVE CANCEL</p> <p>Building Permit Clearance Reference: Development Agreement: DA2020-0037 Subdivision: RIPPING CREEK, PHASE 14</p>
Type of Request	<ol style="list-style-type: none">Select the Type of request from the menu Showhomes or Partial or Remainder or Whole <p>Request Details</p> <p>NOTE: Please complete these three items to allow you to save the BPC and return to it later.</p> <p>① Type of Request: <input type="button" value="Showhomes"/> (None) <input type="button" value="Partial"/> <input type="button" value="Remainder"/> <input type="button" value="Whole"/></p> <p>② Number of Lots: <input type="button" value="4"/> (None) <input type="button" value="No"/> <input type="button" value="Yes"/></p> <p>Please confirm if the BGP attached below is identical to the most recently approved BGP through CD/CDMR process.</p> <p>③ Existing items refer to the attached BGP. <input type="button" value="Showhomes"/> <input type="button" value="Whole"/></p>
Number of Lots	<ol style="list-style-type: none">Add the total number of lots applicable to this BPC request <p>Request Details</p> <p>NOTE: Please complete these three items to allow you to save the BPC and return to it later.</p> <p>① Type of Request: <input type="button" value="Showhomes"/> (None) <input type="button" value="Partial"/> <input type="button" value="Remainder"/> <input type="button" value="Whole"/></p> <p>② Number of Lots: <input type="button" value="4"/> (None) <input type="button" value="No"/> <input type="button" value="Yes"/></p> <p>Please confirm if the BGP attached below is identical to the most recently approved BGP through CD/CDMR process.</p>
Confirm GBP	<ol style="list-style-type: none">Confirm Yes or No for the BGP question <p>Please confirm if the BGP attached below is identical to the most recently approved BGP through CD/CDMR process.</p> <p><input type="button" value="No"/> <input type="button" value="Yes"/></p>

Existing items reference	<p>After filling in the 3 items (type, lot number, BGP question), press SAVE and the BGP job number will be created. Additional reference information related to this Development Agreement will now show</p>
Attach Required BPC Documents	<p>4. Attach all required documents to the BPC job Each document type has:</p> <ul style="list-style-type: none"> o its own button for adding a document for that type o a note saying "Minimum 1" for all those this applies to <p>As the documents are added they will show at the top of this section</p>

	<p>4 Required Documents</p> <table border="1"> <thead> <tr> <th>DocumentName</th> <th>FileName</th> <th></th> </tr> </thead> <tbody> <tr> <td>Open Application Form</td> <td>bpc-1-APPLICATION FORM.pdf</td> <td>X</td> </tr> <tr> <td>Open Building Grade Plan</td> <td>bpc-2-BUILDING GRADE PLAN.pdf</td> <td>X</td> </tr> <tr> <td>Open Downstream Infrastructure Form</td> <td>bpc-4-DOWNSTREAM INFRASTRUCTURE FORM.pdf</td> <td>X</td> </tr> <tr> <td>Open Fire Hydrant Form</td> <td>bpc-5-FIRE HYDRANT FORM.pdf</td> <td>X</td> </tr> </tbody> </table> <p>Application Form: <input type="button" value="ATTACH APPLICATION"/> (Minimum 1) Please include a list of the lots under this request.</p> <p>Building Grade Plan (BGP) <input type="button" value="ATTACH BGP"/> (Minimum 1) Note: BGP shall be authenticated and digitally verifiable, and lots requested shall be shaded in orange</p> <p>Cost Sharing Letter <input type="button" value="ATTACH COST SHARE"/> If applicable, include any cost sharing letters</p> <p>Downstream Infrastructure Form <input type="button" value="ATTACH INFRASTRUCTURE"/> (Minimum 1) Note: The letter shall be authenticated and digitally verifiable.</p> <p>Fire Hydrant Form <input type="button" value="ATTACH HYDRANT"/> (Minimum 1) Note: Please provide both a copy of the letter, and the email containing the letter sent to CFD_Mapping@calgary.ca</p> <p>Land Use Photo <input type="button" value="ATTACH PHOTO"/> (Minimum 1) Please upload a photo of the approved land use sign installed onsite (not applicable for showhome requests)</p>	DocumentName	FileName		Open Application Form	bpc-1-APPLICATION FORM.pdf	X	Open Building Grade Plan	bpc-2-BUILDING GRADE PLAN.pdf	X	Open Downstream Infrastructure Form	bpc-4-DOWNSTREAM INFRASTRUCTURE FORM.pdf	X	Open Fire Hydrant Form	bpc-5-FIRE HYDRANT FORM.pdf	X
DocumentName	FileName															
Open Application Form	bpc-1-APPLICATION FORM.pdf	X														
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Open Downstream Infrastructure Form	bpc-4-DOWNSTREAM INFRASTRUCTURE FORM.pdf	X														
Open Fire Hydrant Form	bpc-5-FIRE HYDRANT FORM.pdf	X														
Attach additional documentation	<p>5. Add any additional documents that may help with the review of the BPC request</p> <p>5 Additional Documents</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Label</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="ATTACH FILE"/></td> <td></td> </tr> </tbody> </table> <p>Note: If the BPC is submitted and an additional document is requested by the Development Commitments team during their review, you may add them here.</p>	File Name	Label	<input type="button" value="ATTACH FILE"/>												
File Name	Label															
<input type="button" value="ATTACH FILE"/>																
Submit	<p>6. When all the required documents for the BPC are attached then the Submit button will be visible and the user can click it to submit the request to the City</p> <p>6 Submit Building Clearance Request</p> <p>Note: BP's cannot be released until addressing is approved.</p> <p><input type="button" value="SUBMIT"/></p>															

4 Required Documents

DocumentName	FileName
Open Application Form	bpcl-APPLICATION FORM.pdf
Open Building Grade Plan	bpcl-BUILDING GRADE PLAN.pdf
Open Downstream Infrastructure Form	bpcl-4-DOWNSTREAM INFRASTRUCTURE FORM.pdf
Open Fire Hydrant Form	bpcl-5-FIRE HYDRANT FORM.pdf
Open Land Use Sign Photo	bpcl-6-LAND USE SIGN PHOTO image.jpg
Open Schedule A	bpcl-7-SCHEDULE A.pdf
Open Surface Permission	bpcl-8-SURFACE PERMISSION.pdf

Application Form:[ATTACH APPLICATION](#)

(Minimum 1)

Please include a list of the lots under this request.

Building Grade Plan (BGP):[ATTACH BGP](#)

(Minimum 1)

Note: BGP shall be authenticated and digitally verifiable, and lots requested shall be shaded in orange

Cost Sharing Letter:[ATTACH COST SHARE](#)

If applicable, include any cost sharing letters

Downstream Infrastructure Form:[ATTACH INFRASTRUCTURE](#)

(Minimum 1)

Note: The letter shall be authenticated and digitally verifiable.

Fire Hydrant Form:[ATTACH HYDRANT](#)

(Minimum 1)

Note: Please provide both a copy of the letter, and the email containing the letter sent to CFD_Mapping@calgary.ca

Land Use Photo:[ATTACH PHOTO](#)

(Minimum 1)

Please upload a photo of the approved land use sign installed onsite (not applicable for showhome requests)

Schedule A:[ATTACH SCHEDULE A](#)

(Minimum 1)

Please upload a copy of the Schedule A from the DA, with the requested lots highlighted in orange

Surface Permission:[ATTACH SURFACE](#)

(Minimum 1)

Upload a copy of your Surface Permission

5 Additional Documents[ATTACH FILE](#)**File Name****Label****6 Submit Building Clearance Request**

Note: BP's cannot be released until addressing is approved.

[SUBMIT](#)

BPC Status of Requests and Clearance Letters

Status of BPC job

After you submit a BPC request, the main Building Permit Clearance tab will display the status of your submission, including which team is currently reviewing it.

Not yet submitted:

Request List					
ADD CLEARANCE REQUEST					
	File Number	Created Date	Submit Date	Status	Type of Request
Details	BPC2026-00003	Jan 19, 2026	mmm dd, yyyy	New	Showhomes

Submitted including status:

Request List					
ADD CLEARANCE REQUEST					
	File Number	Created Date	Submit Date	Status	Type of Request
Details	BPC2026-00003	Jan 19, 2026	Jan 19, 2026	In Review	Showhomes

Clearance Letter Available

When the BPC request circulation is complete (see Issue Date), the Clearance Letter will appear on the BP Clearance tab as an attachment.

Details	Infrastructure	Areas	Assessments	Special Clauses	Security	CCC-FAC	Financial	Attachments	Summary	Request Changes	BP Clearance
Request List											
ADD CLEARANCE REQUEST											
	File Number	Created Date	Submit Date	Status	Type of Request	Issue Date					
Details	BPC2026-00003	Jan 19, 2026	Jan 19, 2026	Closed	Showhomes	Jan 27, 2026					
Clearance Letters											
File Name	Type			Date Created							
Open BPC2026-00003 - showhomes -- Clearance letter.pdf	CLEARANCE - BUILDING PERMIT CLEARANCE LETTER			Jan 27, 2026							