



Community Planning – Development Engineering Bulletin December 12, 2025

Subject: New online submission process for Construction Drawing (CD) As-Built launched

Starting on December 12, 2025, The City of Calgary has introduced a streamlined online process for developers and engineering consultants to submit Construction Drawing (CD) As-Built documents. **ApplyCentral** is The City's secure intake platform, already used across multiple City business areas, and now serves as the primary method for CD As-Built submissions.

Important Transition Notice:

Starting on December 12, CD As-Built submissions and resubmissions will no longer be accepted by email. All CD As-Built documents must be submitted through ApplyCentral.

By uploading your submission directly to The City's central server, this new process offers several key benefits:

- **Faster reviews and DA closeouts** – Direct intake reduces delays and accelerates security returns.
- **Improved document visibility and data accuracy** – Centralized storage ensures Transparency and streamlined record management.
- **Enhanced security** – Eliminates the need to email documents, reducing risks and improving confidentiality.
- **Better customer service** – City staff can process submissions more efficiently, enabling faster approvals.

Why use ApplyCentral

- **Easy to use** – Log in securely using your [myID](#) username and password for a safe and reliable experience.
- **Time-saving** – Complete forms and upload all required documents in one convenient location through ApplyCentral.
- **Improved application accuracy** – The system automatically flags incomplete fields and verifies that all required information is provided, reducing errors and ensuring accuracy.
- **Transparency** – Monitor your application and know what's happening at each step.

Prepare Before You Upload

To make your experience as efficient as possible, assemble all required components of your CD As-Built intake application before accessing ApplyCentral. Preparing your documents in advance will help you streamline the upload process and avoid unnecessary delays.

If you experience issues or have questions, please contact Dinora.Nemeth@calgary.ca