



## Calgary Approvals Bulletin – Mar. 23, 2020

### Process Update for Submission / Approval of Construction Completion Certificate (CCC) and Final Acceptance Certificate (FAC)

Effective immediately, Calgary Approvals Coordination has introduced a process to enable faster delivery of documents to and from The City, quicker reviews, elimination of time needed for photocopying and scanning, and saving paper and postage costs.

This new electronic inspection process applies to:

- Construction Completion Certificates
- Final Acceptance Certificates

Packages formerly sent between Calgary Approvals Coordination and development clients using Canada Post or couriers will now be sent by email. This applies to:

- 1) the submission process,
- 2) the delivery processes

All required documents *must* be included in emailed packages for both Completed Construction Certificates and Final Acceptance Certificates. These documents can be found in the Submission Checklist requirements for each utility.

<https://www.calgary.ca/PDA/pd/Pages/Urban-Development/Consulting-Engineers-Field-Services-guide.aspx>

Additional criteria:

- All required signatures and stamps **MUST** be shown on the documents
- Please use PDF format for required documents
- Email to the relevant Infrastructure Strategist
- Infrastructure Strategist will review the submitted documents, date, sign and record in the UDO.
- Infrastructure Strategist will distribute the approved or rejected CCC / FAC with the approval or rejected letter to all recipients via email.
- There will be no paper approval or rejection package to follow the email.

We welcome your comments – email us at: [urban@calgary.ca](mailto:urban@calgary.ca)