

Appendix E – Quick Reference Timeline

The following timelines indicate the **minimum days** required to receive your information so we may properly review, assess, support and permit the work necessary to ensure your event is as safe and successful as possible.

REQUIREMENT	DAYS PRIOR TO YOUR EVENT/SET UP
Festivals and Events Application	90
Development Permit Application	90
Road Closure and Street Use Request	90
Emergency Response Plan - Draft	90
Production Site Map	60
Parks Site Map and/or Pathway Route Map	60
Calgary Police Request	60
Calgary Bylaw Request	60
Recreation Event Technical Services Request	60
EMS Stand By Request Form	60
Power Plan	30
Roads Maintenance Request	30
Pyrotechnics, Fireworks and Open Flame Permits	30
Insurance	30
Emergency Response Plan - Final	30
Recreation Production/Parks Site Meeting	15-30
Community Notification	30
Building Permit Application	30
Building Inspection Request	10
Utility Line Markings	10
Irrigation Line Markings	3