



Before you Apply:

- Visit Calgary.ca/fireplaces to find more information on rules and requirements for your project.
- For help with your drawings visit Calgary.ca/drawingstandards for tips and examples
- To estimate your permit fee, visit Calgary.ca/alterationscalculator
- Please do not include personal information on plans

Section 1: Minimum Application Requirements

A. Completed [Application Form](#)

B. Provide 1 scope of work statement

Your scope of work should include the following:

- 1 Address _____
- 2 Description of overall project _____
- 3 Location of the wood burning fireplace _____

Tip: If installing a gas fireplace you will need to hire a licensed contractor

C. For a factory built fire place provide the following:

- 1 Make of the fireplace _____
- 2 Model number of the fireplace _____
- 3 The CSA, ULC or WHI approval number for the fireplace _____

Section 2: Additional Requirements, only applicable if you answer yes to the following question

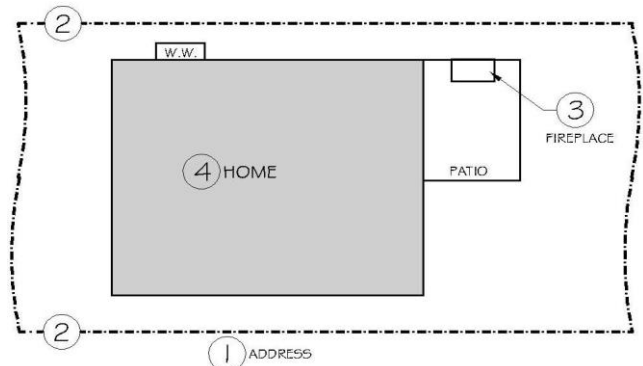
Note: The below questions may not cover all scenarios where an additional permit for land use approval may be required. A Planning Services Technician will help you during your visit to see if additional requirements and fees are needed.

- 1 Will the fireplace be located outside of and detached from the house? Yes No

A. Provide 1 site plan

Your site plan should include the following:

- 1 Address _____
- 2 Property line _____
- 3 Location of the fireplace _____
- 4 Outline of the home and any other building on the property _____



Tip: You can use a real property report as your site plan.

NOTE: The Development Authority may require additional materials considered necessary to properly evaluate the proposed development (as stated in Part 2, Section 26(3) of Land Use Bylaw 1P2007). Land Use Bylaw 1P2007 Part 2, Division 3, Section 23 states: A development permit is required for every development unless it is otherwise exempted. Your building permit plans must match the approved plans by the development authority. If insufficient information has been provided, a request for information will be sent out. A permit application may be refused if that information is not provided within 90 days of the request. Refunds will be processed as per our current [fee schedule](#).