



LUD _____
PST _____

Building Permit Application Requirement List

Single Detached or Duplex Dwelling

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, staff has been instructed to accept only complete applications which **include plans prepared to professional drafting standards**. Plans/drawings must conform to the Alberta Building Code. Drawings stamped with “not for construction”, “preliminary”, or “for permit purposes only” are not acceptable.

NOTE: Building and Development Permit applications must be submitted without personal information on any plans. Omitting this information will protect builders and tenants by reducing the risk of any personal information being wrongfully displayed, while also following the Province of Alberta’s FOIP Act. Failure to follow this requirement may result in an incomplete application. If you consider the information to be personal, do not put it on the plans.

Save time by applying for permits online using Residential ePermit. Registered businesses with The City interested in applying online can refer to the [Online CARL](#) and visit calgary.ca/epermit to learn how to become an ePermit user.

Project Address	
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completed by applicant	office use only	Required Items
		Prerequisites, where applicable:
<input type="radio"/>	<input type="radio"/>	1. Approved Development Permit , if the Land Use Bylaw requirements are not met.
<input type="radio"/>	<input type="radio"/>	2. Application for Demolition Permit , where applicable. <i>NOTE: Partial permit will not be released until the demolition permit is issued</i>
<input type="radio"/>	<input type="radio"/>	3. If the application is for a Duplex Dwelling, two approved building addresses are required (one for each unit). Email site plan and floor plan(s) to addressing@calgary.ca prior to submitting your building permit application. Contact Addressing at 403-268-8127 with questions.
<input type="radio"/>	<input type="radio"/>	4. Fee (Fee Schedule).
		Permit Documents:
<input type="radio"/>	<input type="radio"/>	5. Completed Construction Permit Application Form
<input type="radio"/>	<input type="radio"/>	6. Completed Building Permit Fee Calculation – New Homes
<input type="radio"/>	<input type="radio"/>	7. Completed ABC 2014 Section 9.36 (Energy Efficiency) Project Summary Form
<input type="radio"/>	<input type="radio"/>	8. Three (3) copies of the building grade slip
<input type="radio"/>	<input type="radio"/>	9. Proof of registration from the Government of Alberta’s New Home Buyer Protection Program .
<input type="radio"/>	<input type="radio"/>	10. If the application is for a Show Home (Temporary Residential Sales Centre), include a letter indicating duration of show home

Architectural Documents:

- 11. Two (2) copies of a dimensioned **Site Plan** including:
(preferred scale is Metric 1:200 or Engineer 1" = 20' 0")
 - north arrow
 - municipal address
 - property lines
 - parcel width or lot line dimensions
 - site area & coverage
 - front, side and rear yard dimensions
 - adjacent City streets, lanes and adjacent lots
 - right-of-way setbacks, easements and utility rights-of-way, if any
 - foundation outline of the dwelling, cantilevers, decks, and other projections
 - dimension the distance from the property lines to the foundation, cantilevers, decks, porches, and other projections
 - provide geodetics for roof peak, main floor (TOJ), and footing (ATF)
 - outline of accessory buildings **NOTE:** A separate building permit is required for Accessory Buildings – See [Accessory Building Requirement List](#)
 - retaining walls, including height from grade
 - location of window wells and air conditioning equipment
 - parking area, including dimensioned depth and width if no garage
 - surface treatment of parking area
 - outdoor private amenity space, when required, including dimensioned depth, width, and area
 - include Show Home (Temporary Residential Sales Centre) components, when applicable

- 12. Two (2) copies of dimensioned **Building Plans** including:
(preferred scale is Imperial 1/4" = 1'- 0", minimum 3/16" = 1' 0", or Metric 1:50)
 - foundation plans (preserved wood foundation or pile and grade beam to be signed and sealed by Professional Engineer)
 - floor plans
 - building elevations (provide glazed opening calculations for all elevations not facing a street or lane) ***maximum height plane not required***
 - structural cross sections
 - electrical lighting layout with fixtures and switch controls
 - wall and column footings – size and thickness
 - fireplace type and specifications (ULC approved)
 - size of doors and windows (indicate whether they are vented or sealed units)
 - indicate performance grades and "U" values for all exterior windows, doors, and skylights (NAFS - North American Fenestration Standard / Specification for windows, doors, skylights)
 - wall, floor and roof construction details
 - furnace location and location of combustion air and fresh intakes
 - show rough-in for a radon subfloor depressurization system (on foundation plan inlet – outlet)

- 13. Two (2) copies of **Construction Details** (may be included with Building Plans) including:
 - flashing details (above windows, doors, decks, battens, and service penetrations)
 - window installation details (staged details of the window installation)
 - wire and stucco support details (lath installation and spacing of supports)
 - section detail of radon subfloor depressurization system rough-in

Structural Documents:

- 14. Two (2) copies of **Manufacturer's Floor Joist Layouts** including:

- beam loading calculations and details
- beam sizes, grades and species
- 15. Two (2) copies of **Manufacturer's Roof Layouts**
- 16. Two (2) copies of **Beam Runs (beam loading calculations)**, if applicable
- 17. Two (2) copies of the **manufacturers floor joist Installation Guide**, if applicable

Engineering Documents:

- 18. Two (2) copies of a completed [Form 'A' Manufactured Stone used in Exterior Wall Cladding Systems](#) (Note: this form requires an engineer's stamp), if applicable.
- 19. Two (2) copies of the **Lateral Support design** (designed by a Professional Engineer or to AHITC 2009 guidelines), if applicable.
- 20. Two (2) copies of the **Tall Wall design** (designed by a Professional Engineer or to AHITC 2009 guidelines), if applicable.
- 21. Two (2) copies of a **Retaining Wall design** (designed by a Professional Engineer), if applicable.

Supporting Documents:

- 22. Completed [Request for Specific Variance](#) form, if a variance is being requested.
- 23. A copy of a **Zero Lot Line Easement Agreement**, if applicable
- 24. **Building Permit Declaration** - Applicant certifies the following:

By submission of this building permit application, the applicant acknowledges that the drawings submitted herein will match the most currently approved development permit for the site address listed below. Upon review, if the submitted drawings do not match the approved plans by the Development Authority, this application may not be issued until such time that the Development Authority is satisfied that the plans match the approved development permit, or that a new development permit has been obtained and released.

Site Address: _____

Applicant Name: _____

Applicant Signature: _____

NOTE: *Land Use Bylaw 1P2007 Part 2, Division 3, Section 23 states: A development permit is required for every development unless it is otherwise exempted. Furthermore, Building Permit Bylaw Number 64M94 states: An application for a permit may be refused if, within 90 days from the date of receipt, adequate information and documentation is not supplied to the Safety Codes Officer, and there shall be no refund of any fees that have been paid.*

Applicant's Signature

Date

(confirming that all required information has been provided and is correct)

Screened by

Date

Planning Services Technician

Date

Safety Codes Officer

Checklists are updated periodically. Please ensure you have the most recent edition.

Phone: 403-268-5311

In Person:

Mail:

Web: calgary.ca

3rd floor, Calgary Municipal Building
800 Macleod Trail SE, Calgary, Alberta

The City of Calgary
Planning & Development (#8108)

8:00 a.m. to 4:30 p.m. Monday – Friday

800 Macleod Trail SE, Calgary, Alberta T2P 2M5