

The following **Development Permit Complete Application Requirement List** outlines all of the information necessary to evaluate and provide a timely decision on your application. Only applications that are complete will be accepted. Applications and materials submitted must be clear, legible and precise. Plans submitted must be to a professional drafting standard. All plans must be clear of any previous approval stamps and/or notations. Please review the **Processing Times and Deemed Refusal** section.

**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.

The Development Authority may require additional material considered necessary to properly evaluate the proposed development (as stated in Part 2, Section 26(3) of the Land Use Bylaw 1P2007).

Processing Times and Deemed Refusals	
Applicants are advised of their option under the Municipal Government Act to treat their application as being refused if the Development Authority fails to make a decision within 40 days of the application being accepted by the Development Authority, or at the expiry of an extended review timeframe specified by a time extension agreement between the Development Authority and Applicant. <a href="#">Time extension agreements</a> must be initiated by the Applicant.	
To exercise the “deemed refusal” option, an appeal to the Subdivision and Development Appeal Board must be filed within 14 days of the latest specified date for the review, or the right to an appeal is lost until such time as a decision is rendered on the application by the Development Authority.	

SECTION 1: Applicant Details	
<input type="checkbox"/> Property Owner <input type="checkbox"/> Representing Owner	
Applicant’s Name:	Company Name (if applicable):
Applicant’s Email:	Applicant’s Phone Number (during business hours):

**NOTE:** Correspondence and approval notification will be sent to only the applicant

SECTION 2: Project Details			
Project Address:			
Cumulative gross floor area:	<input type="checkbox"/> Addition		<input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>
	<input type="checkbox"/> New Building		
New dwelling units created:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, number of new dwelling units:	

SECTION 3: Application Requirements for Development Approval (Development Permit)	
Supporting Documents	
A.	A copy of the current <b>Certificate(s) of Title</b>
B.	Current copies of any <b>Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats</b> registered on the Title(s)
C.	<b>A Letter of Authorization*</b> from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel. *You may use this <a href="#">sample letter of authorization template</a> or you can provide your own letter, but it must contain all information indicated on the sample letter
D.	<b>Colour Photographs</b> (minimum of four different views, label and identify each photograph)

	<ul style="list-style-type: none"> <li>▪ Site from front and rear</li> <li>▪ Two adjoining parcels on either side</li> <li>▪ Unique features and aspects of significance to development of the parcel</li> <li>▪ Details of curbs, driveways, sidewalks, waste enclosures and overhead poles</li> <li>▪ Indicate on a key plan or the site plan, the direction and location of photos</li> </ul>
E.	Development Permit fee ( <a href="#">Fee Schedule</a> )
F.	Completed <a href="#">Site Contamination Statement</a>
G.	Completed <a href="#">Public Tree Disclosure Statement</a> If public trees are identified one additional site plan may be required
H.	Completed <a href="#">Abandoned Well Declaration</a>
I.	Completed <a href="#">Climate Resilience Inventory</a> form
<b>Plans</b> (preferred scale is Metric 1:100 or Imperial ¼" = 1'0")	
<b>NOTE:</b> Plans must be uploaded as one complete drawing set. Plans should not be uploaded as separate documents.	
M.	One (1) copy of a <b>Site Plan</b>
Your <b>Site Plan</b> should include the following:	
1.	<b>North arrow</b> , pointing to top or left of page
2.	<b>Municipal address</b> (i.e. street address) and legal address (i.e. plan/block/lot)
3.	All elements of plan labelled as <b>existing</b> or <b>proposed</b>
4.	<b>Plot and dimension property lines:</b> <ul style="list-style-type: none"> <li>▪ Label existing and proposed</li> <li>▪ Label parcel area in square meters</li> </ul>
5.	<b>Easements, Utility Rights-Of-Way:</b> <ul style="list-style-type: none"> <li>▪ Dimension (width, depth and location)</li> <li>▪ Label type of easement and registration number)</li> </ul>
6.	<b>Utilities on and adjoining the parcel (deep, shallow and overhead):</b> <ul style="list-style-type: none"> <li>▪ Water, storm and sanitary sewer</li> <li>▪ Gas</li> <li>▪ Electrical</li> <li>▪ Cable, telephone</li> </ul>
7.	<b>If an abandoned gas or oil well is identified on the site</b> , indicate the necessary setback area for each well
8.	<b>Plot Rights-of-Way setback lines required in Section 53, Table 1:</b> <ul style="list-style-type: none"> <li>▪ Dimension depth of Rights-of-Way</li> <li>▪ Dimension distance from Rights-of-Way to building</li> </ul>
9.	<b>Floodway, Flood Fringe and Overland Flow:</b> <ul style="list-style-type: none"> <li>▪ Indicated on the Floodway/Flood Fringe maps [Section 3 (c) &amp; (d)]</li> <li>▪ Dimension distance to buildings and structures</li> </ul>
10.	<b>Adjacent to parcel:</b> <ul style="list-style-type: none"> <li>▪ City streets, label street names</li> <li>▪ Sidewalks, City and public paths (Regional Pathway System)</li> <li>▪ Curb cuts, medians and breaks in medians</li> </ul>
11.	<b>Outline and dimension buildings:</b> <ul style="list-style-type: none"> <li>▪ projections and structures (bay windows, cantilevers)</li> <li>▪ detached buildings and structures (sheds, garages)</li> <li>▪ mechanical equipment (parkade vents, air conditioners)</li> <li>▪ label projections and structures (2nd floor cantilever, deck)</li> <li>▪ label existing and proposed buildings or portions of buildings</li> <li>▪ location of all openings (windows, doors, overhead doors)</li> </ul>
12.	<b>Dimension to property line:</b> <ul style="list-style-type: none"> <li>▪ Back of sidewalk and curb</li> <li>▪ Lip of gutter</li> <li>▪ Width of sidewalk and public paths (Regional Pathway System)</li> </ul>

<p><b>13. Setbacks:</b></p> <ul style="list-style-type: none"> <li>▪ Dimension front, side and rear building setbacks from property lines</li> <li>▪ Draw, label and dimension required setback areas (as prescribed in the Land Use Bylaw)</li> </ul>
<p><b>14. Parcel and building coverage:</b></p> <ul style="list-style-type: none"> <li>▪ Calculate area of each building (include all covered structures)</li> </ul>
<p><b>15. Corner parcels only:</b></p> <ul style="list-style-type: none"> <li>▪ Outline and dimension corner visibility triangle</li> </ul>
<p><b>16. Gross Floor Areas (GFA is the total area of all above-grade floors) of:</b></p> <ul style="list-style-type: none"> <li>▪ Proposed and existing buildings</li> <li>▪ Each distinct use area in buildings (tenant location)</li> <li>▪ Calculate Floor Area Ratio (FAR) (GFA divided by Parcel Area)</li> </ul>
<p><b>17. Density:</b></p> <ul style="list-style-type: none"> <li>▪ Calculate number of existing and proposed units</li> <li>▪ Calculate the density in units per hectare (UPH) (Units divided by Parcel Area)</li> </ul>
<p><b>18. Parking areas, drive aisles and circulation roads:</b></p> <ul style="list-style-type: none"> <li>▪ Include curbs and sidewalks</li> <li>▪ Crosswalks (provide detail if raised)</li> <li>▪ Speed bumps (provide detail)</li> <li>▪ Label all surface material of areas accessible by motor vehicles</li> <li>▪ Dimension widths of all aisles and roads</li> <li>▪ Provide details on vehicle circulation (direction of travel, signage and fire lanes)</li> </ul>
<p><b>19. Waste and collection and loading areas:</b></p> <ul style="list-style-type: none"> <li>▪ Enclosure location</li> <li>▪ Enclosure dimensions</li> <li>▪ Geodetic elevations at all corners of the enclosure</li> <li>▪ Grades of the collection area</li> <li>▪ Sweep paths for collection vehicles and dimensions of clearance</li> <li>▪ Vehicle weight supported in collection area (minimum 25,000kg)</li> <li>▪ Method of collection (e.g. individual pick-up or dumpster pick-up)</li> <li>▪ Identification of garbage, recycling, and organics containers for the three streams of waste</li> <li>▪ Types of waste containers within the enclosure or on site</li> <li>▪ Volume of waste containers</li> <li>▪ Refer to the <a href="#">Development Reviews Design Standards for the Storage and Collection of Waste</a></li> </ul>
<p><b>20. Motor vehicle parking stalls:</b></p> <ul style="list-style-type: none"> <li>▪ Label as Commercial, Dwelling, Live/Work or Visitor</li> <li>▪ Total each type of motor vehicle parking stall by use</li> <li>▪ Dimension width and depth</li> <li>▪ Dimension overhead clearance</li> <li>▪ Dimension column size and distance between columns</li> <li>▪ Dimension angle or parking stall (if less than 90 degrees)</li> <li>▪ Location and size of wheel stop (provide next to sidewalk)</li> <li>▪ Provide calculations for motor vehicle parking stall requirement by use</li> </ul>
<p><b>21. Loading Stalls:</b></p> <ul style="list-style-type: none"> <li>▪ dimension width and depth</li> <li>▪ dimension overhead clearance</li> <li>▪ label surface material of loading areas</li> <li>▪ turning radius (sweep path) for large vehicle access to drive aisles, waste and loading areas</li> </ul>
<p><b>22. Signage:</b></p> <ul style="list-style-type: none"> <li>▪ Outline and label the locations of all proposed canopy, fascia and freestanding signage (for all other types of signage, obtain the appropriate requirement list for that sign)</li> <li>▪ Label the source of power the signage (underground, etc.)</li> <li>▪ Plot location of all existing signage on the parcel</li> <li>▪ Dimension distance from property lines to signage</li> <li>▪ Dimension distance of all freestanding signs on the parcel or within 30 meters of the parcel</li> </ul>
<p><b>N. One (1) copy of a <b>Landscaping Plan(s)</b> (landscaping and site plans may be combined provided all elements of the plan are clear and legible)</b></p>
<p>Note: for small residential development, refer to <a href="#">Landscape Design Guide for Small Residential Sites</a></p>

Your <b>Landscaping Plan</b> should include the following:	
1.	<b>North arrow</b> , pointing to top or left of page
2.	<b>Municipal address</b> (i.e. street address) and legal address (i.e. plan/block/lot)
3.	All elements of plan labelled as <b>existing</b> or <b>proposed</b>
4.	<b>Plot and dimension property lines</b>
5.	<b>Draw, label and dimension required setbacks</b>
6.	<b>Plot and label:</b> <ul style="list-style-type: none"> <li>▪ Fencing, retaining walls, sidewalks (dimension width)</li> </ul>
7.	<b>Trees and shrubs</b> <ul style="list-style-type: none"> <li>▪ Plot location of trees by symbol (each symbol should be unique to size and type of tree)</li> <li>▪ Plot shrubbed areas</li> <li>▪ Label number of shrubs in each shrubbed area (only include shrubs greater than 0.6 metres in height or spread)</li> <li>▪ Indicate trees and shrubs to be added, removed or retained</li> </ul>
8.	<b>Landscape legend:</b> <ul style="list-style-type: none"> <li>▪ Label by symbol (each symbol should be unique to size and type of tree and shrub)</li> <li>▪ Provide species</li> <li>▪ Provide caliper of deciduous trees</li> <li>▪ Provide height of coniferous trees</li> <li>▪ Provide height and spread of shrubs (greater than 0.6 metres)</li> <li>▪ Provide total of each type of tree and shrub (by height and size)</li> </ul>
9.	<b>Landscaped area:</b> <ul style="list-style-type: none"> <li>▪ Surface treatment of all soft surfaced landscaped areas (i.e. grass, plant cover)</li> <li>▪ Surface treatment of all hard surfaced landscaped areas (i.e. decorative pavers, brick, stamped concrete)</li> <li>▪ Label surface material of bicycle parking area</li> <li>▪ Curb details to separate landscaping</li> <li>▪ Label new landscaped areas and areas to be retained</li> </ul>
10.	<b>Irrigation:</b> <ul style="list-style-type: none"> <li>▪ Method of irrigation (specify if using Low Water Irrigation System)</li> <li>▪ Label all soft surface landscaping to be irrigated or plot specific areas (zones)</li> </ul>
11.	<b>If trees are existing on public lands adjacent to the site:</b> <ul style="list-style-type: none"> <li>▪ Specify the species of each tree (e.g. Green Ash, Colorado blue spruce, American Elm). Note that identification of deciduous or coniferous is not sufficient. If you require assistance in identifying the species of a tree, call 311 to obtain additional information.</li> <li>▪ Diameter of each tree, measured at a height of 1.4 metres above the ground</li> <li>▪ Estimated mature height of each tree (e.g. less than 3 metres, 3-6 metres, 6-9 metres, etc.)</li> <li>▪ Location of the centre point of the trunk of each tree</li> <li>▪ Outline of the “drip line” of each tree (i.e. the outline of the outer reach of the branches of the tree)</li> </ul>
O.	On <b>M-CG, M-C1 and M-C2</b> designated parcels, provide one (1) copy of <b>Block Plan(s)</b> (block and site plans may be combined provided all elements are clear and legible)
Your <b>block plans</b> should include the following:	
1.	<b>North arrow</b> , pointing to top or left of page
2.	<b>Municipal address</b> (i.e. street address) and legal address (i.e. plan/block/lot)
3.	All elements of plan labelled as <b>existing</b> or <b>proposed</b>
4.	<b>Plot and dimension property lines</b>
5.	<b>Outline</b> subject parcel
6.	<b>Draw, label and dimension required setbacks</b>
7.	<b>Outline and dimension all buildings:</b> <ul style="list-style-type: none"> <li>▪ Eaves, porches, projections and exterior walls</li> <li>▪ Plot location of exterior openings (windows, doors, overhead doors)</li> <li>▪ Label geodetic datum of roof peak of adjacent buildings</li> </ul>

<p><b>8. Adjacent parcels:</b></p> <ul style="list-style-type: none"> <li>▪ Indicate two parcels on either side of the subject parcel that are located on the same block face (total of four parcels)</li> <li>▪ If there are fewer than two parcels on either side of the subject parcel, provide all the parcels on the block face</li> <li>▪ Where a building is on a corner parcel, the block plan should extend to include the parcels on both streets within the block.</li> <li>▪ If there are no buildings located on the parcels adjoining the subject parcel, plot all parcels to the closest two parcels with buildings contained in the block face (including the parcels containing the buildings)</li> </ul>
<p><b>P. One (1) copy of Floor Plan(s)</b></p>
<p>Your <b>floor plans</b> should include the following:</p>
<p><b>1. Municipal address</b> (i.e. street address) and legal address (i.e. plan/block/lot)</p>
<p><b>2. All elements of plan labelled as existing or proposed</b></p>
<p><b>3. Outline and dimension walls:</b></p> <ul style="list-style-type: none"> <li>▪ Include exterior dimensions (dimension to centre line of common walls)</li> <li>▪ Plot location of interior and exterior openings (windows, doors, overhead doors)</li> <li>▪ Internal motor vehicle and bicycle parking, loading and waste collection facilities (see site plan requirements)</li> <li>▪ Label use in each use area (tenant space)</li> <li>▪ Label the purpose of spaces (e.g. Kitchen, living room, bathroom, interior/exterior stairways, mechanical rooms, meter room, corridors, washrooms, laundry facilities)</li> <li>▪ Label existing and proposed rooms and portions of the building</li> <li>▪ Label units as dwelling units or live/work units</li> </ul>
<p><b>Q. One (1) copy of Elevation(s)</b></p>
<p>Your <b>elevations</b> should include the following:</p>
<p><b>1. Municipal address</b> (i.e. street address) and legal address (i.e. plan/block/lot)</p>
<p><b>2. All elements of plan labelled as existing or proposed</b></p>
<p><b>3. Include elevations for:</b></p> <ul style="list-style-type: none"> <li>▪ Buildings</li> <li>▪ Fences</li> <li>▪ Retaining walls (over 0.6 metres in height)</li> <li>▪ Waste collection facilities</li> <li>▪ Screening (e.g. Service meters, privacy screens, mechanical equipment)</li> <li>▪ Additional walls or structures (e.g. Exhaust fan shed)</li> <li>▪ Cross reference with other plans, where applicable</li> </ul>
<p><b>4. Include on elevations:</b></p> <ul style="list-style-type: none"> <li>▪ Doors, windows, overhead doors</li> <li>▪ Projections, service meters, decorative elements, rooftop equipment</li> <li>▪ Screening (e.g. Service meters, rooftop equipment, privacy screens)</li> <li>▪ Dimension all doors, windows and overhead doors</li> </ul>
<p><b>5. Label finishing materials:</b></p> <ul style="list-style-type: none"> <li>▪ Exterior materials (brick, stucco, vinyl siding, metal siding)</li> <li>▪ Roof materials (asphalt, cedar shakes, concrete tile)</li> <li>▪ Colours of all major exterior materials</li> </ul>
<p><b>6. Lighting:</b></p> <ul style="list-style-type: none"> <li>▪ Plot location of light fixtures</li> <li>▪ Dimension height of fixtures from grade to bottom of fixture</li> </ul>
<p><b>7. Grade:</b></p> <ul style="list-style-type: none"> <li>▪ Plot existing and proposed grade extending to property lines</li> <li>▪ Plot property lines (extending vertically)</li> <li>▪ Plot all geodetic datum points required on site plan</li> </ul>
<p><b>8. Building height (indicate on all elevations):</b></p> <ul style="list-style-type: none"> <li>▪ Plot line for main floor</li> <li>▪ Plot line for roof when concealed by parapet</li> <li>▪ Dimension height of building from existing and proposed grade</li> <li>▪ Dimension height of main floor from existing and proposed grade</li> </ul>

<ul style="list-style-type: none"> <li>▪ Dimension height of structures (fences, retaining walls) from existing and proposed grade</li> </ul>
<p><b>9. Signage (where appropriate, provide separate sign elevation):</b></p> <ul style="list-style-type: none"> <li>▪ Label materials, lettering details, copy and colours</li> <li>▪ Dimension sign and signable area</li> <li>▪ Dimension distance from grade to bottom of sign</li> <li>▪ Label means of supporting sign (structures, guy wires, brackets, bracing)</li> <li>▪ Label physical form of sign (cabinet, box, individual letters)</li> <li>▪ Provide details on exterior lighting, label if internally illuminated</li> </ul>
<p><b>R. One (1) copy of Cross-sections</b></p>
<p><b>NOTE:</b> If the parcel is designated M-CG, M-C1 or M-C2, provide two (2) horizontal cross-sections at the distances above average grade prescribed by the Building Height Rule.</p>
<p>Your <b>cross-sections</b> should include the following:</p>
<p><b>1. Label width</b> of any roof structure, mechanical rooms, projections</p>
<p><b>2. Dimension</b> to outermost limits of the cross-section</p>
<p><b>3. Calculate the area</b> of the cross-section, including all elements of buildings</p>
<p><b>4. For landscaped areas with building below (e.g. parkade):</b></p> <ul style="list-style-type: none"> <li>▪ Detail location of underlying slabs and abutting walls</li> <li>▪ Dimension depth of the growing medium for each planting area</li> <li>▪ Detail the waterproofing membranes, protection board, insulation and drainage layer</li> </ul>
<p><b>5. Cross-section of sloping driveways and parkade ramps</b></p> <ul style="list-style-type: none"> <li>▪ Indicate slope and include transition lengths</li> <li>▪ Provide geodetic datum points at transition points in ramp (including top and bottom)</li> <li>▪ Dimension overhead clearance</li> </ul>
<p><b>6. Cross-sections may be required if there are retaining walls on the parcel that are 1.2 metre or higher, or to provide more information on the impact of the proposed building on the adjacent properties, showing:</b></p> <ul style="list-style-type: none"> <li>▪ Existing and proposed grade of parcel</li> <li>▪ Grade of adjacent parcels and city streets</li> <li>▪ Cross-sectional outline of the building</li> <li>▪ Geodetic datum points</li> </ul>

<p><b>SECTION 4: Supporting Information</b></p>	
<p><b>A.</b></p>	<p>If the site is within the Airport Vicinity Protection Area (AVPA), please note that additional copies of plans may be required during the review of this application.</p>
<p><b>B.</b></p>	<p>When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a <b>written planning rationale</b> in support of such deficiencies.</p>
<p><b>C.</b></p>	<p><b>Off-site Levy Bylaw</b> Review the Off-site Levy Bylaw at <a href="http://calgary.ca/offsitelevy">calgary.ca/offsitelevy</a> to determine if additional charges are applicable to the application.</p>
<p><b>D.</b></p>	<p><b>Energy Code Compliance Declaration</b></p> <ul style="list-style-type: none"> <li>▪ By submitting this application, the applicant acknowledges that the proposed development will be designed to comply with either NECB or Alberta Building Code Section 9.36 for energy efficiency as required. This compliance will be verified as a condition of Building Permit issuance. At the time of application for the Building Permit, the applicant will declare a compliance path as described on the appropriate Building Permit requirement list.</li> </ul>

## SECTION 5: Use Application Requirement Lists

E. Please **list all Uses\*** that are being proposed as part of the Development Permit application below. A list of Uses, and their definitions, are available online under [Schedule A](#) at [calgary.ca/landusebylaw](http://calgary.ca/landusebylaw).

Proposed or Existing Use(s):

\*If the use being proposed is listed below, a completed additional information form is required at the time of application.

- [Agriculture and Animal - Use](#)
- [Automotive Use](#)
- [Eating and Drinking Use](#)
- [Residential, Care and Health Use](#)
- [Commercial Use](#)
- [Commercial Multi-Residential Uses](#)
- [Industrial Use](#)
- [Care Facility Information Form](#)
- [Child Care Service Information Form](#)
- [Instructional Facility Information Form](#)
- [Medical Treatment Letter of Intent](#)
- [Payday Loan /Pawn Shop Information Form](#)
- [Public School Information Form](#)

## SECTION 6: Applicant's Declaration

By submitting this application to The City of Calgary (the "City"), I understand and acknowledge that, as part of the City's process in reviewing, evaluating, and processing this application, the City will be required to circulate hard or electronic copies of my application materials to members of City Administration, members of the public who may be affected by the application's approval, and to relevant Community Associations' Boards of Directors, including their Planning Committees. The City will also make my application materials available online for public viewing through its website, [www.calgary.ca](http://www.calgary.ca). I hereby consent to the City's copying of these application materials, solely for the purposes of such circulation, dissemination and online viewing as aforesaid, provided that those parties to whom the copies are circulated or made available online are made aware that their use of the copies is specific and limited to providing input on my application and that any further reproduction and distribution of the plans is strictly prohibited.

If you do not want to make your application materials available online for public viewing, you must send an email to [planninghelp@calgary.ca](mailto:planninghelp@calgary.ca) within 48 hours of submitting your application and we will consider your request. If your request is accepted our website will reflect that the applicant has chosen not to have their application materials online for public viewing.

The personal information on this form is being collected under the authority of The Calgary Building Permit Bylaw 64M94 (Section 5) and amendments thereto, as well as section 33(c) of the [FOIP Act](#). This information is being collected for the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services. It may also be used to conduct ongoing evaluations of services received

from Planning & Development. **The name of the applicant and the nature of the permit will be available to the public through general inquiries, paid subscription reports for permit data and resources found online, as authorized by the FOIP Act.** You may direct questions about the collection, use or disclosure of your personal information by the City of Calgary at 800 Macleod Trail SE Calgary, Alberta in relation to this program by contacting the FOIP Program Administrator for Planning and Development through telephone at 403-268-5480 or by writing to PO Box 2100, Station M, Calgary, AB T2P 2M5.

**NOTE:** This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

**Need help or have questions? Contact the [Planning Services Centre](#).**

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