



New digital intake process

There is a new digital intake process for large scale developments, land use amendment applications and outline plans. Please contact the Planning Services Centre at (403) 268-5343 to process your application. Allow for up to 45 minutes to process your application over the phone. Files will be transmitted securely via Microsoft OneDrive and reviewed during the call.

Plans submitted must be to a professional drafting standard and digital submission requirements include the following:

- All Documents must be named as listed on this Requirement List (in any naming convention that makes the document type identifiable)
- All files must be in PDF format
- One PDF file per requirement
- Have all files organized in a folder ready for transmission prior to calling
- **Contain a title block with information such as:**
 - address and legal description (plan; block; lot)
 - uses, project name
- **Paper size:**
 - all plans submitted must be on the same sized paper
 - drawings are clear and legible
 - drawings must be contained on each page (one plan should not span two pages)



Revised Plan

(for minor plan revisions after release of Development Permit)

Before you apply:

- Refer to [Revised Plan Guidelines](#) to determine if you can submit a Revised Plan application or if you are required to apply for a new Development Permit for your proposed changes. This information is provided as a guideline only and The City of Calgary reserves the right to deviate from it without notice. Your application will take longer to review if the proper process is not followed;
- Please do not include personal information on plans;
- Only complete applications will be accepted; and
- To estimate the permit fees, please visit our [Fee Schedule](#)

The following required items are necessary in order to evaluate your application in a timely fashion:

SECTION 1: Project Details	
Project Address:	
Legal Address:	
Original Development Permit application number:	
SECTION 2: Applicant Information	
Applicant's Name:	Company Name (if applicable):
Email:	Phone Number:
SECTION 3: Required Items	
A. One (1) copy of Plans – submit only those plans that are affected by the changes. All revisions must be circled in RED with each change numbered on the plan.	
B. A separate itemized description of all the changes and the reasons for the proposed changes. All revisions are to be listed numerically with the numbers corresponding to the circled revisions on the submitted plans.	
C. Applicant's Parking Rationale - If the Revised Plan proposes to reduce the number of on-site parking stalls for a discretionary use, explain how your site provides sufficient parking opportunities for your business.	

NOTE: Upon review of the Revised Plan application, a new Development Permit may be required in order to review and assess the proposed revisions. There will be no refund or transfer of application fee

Applicant's Signature:	Date:
(confirming that all required information has been provided and is correct)	
Screened by:	Date:
Planning Services Technician	

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

Phone: 403 268 5311

Chat: [Calgary.ca/livechat](https://calgary.ca/livechat)

8:00 a.m. to 4:15 p.m. Monday – Friday

In Person

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

8:00 a.m. to 4:15 p.m. Monday – Friday

Mail

The City of Calgary
Planning & Development (#8108)
800 Macleod Trail SE, Calgary, Alberta T2P2M5

The personal information on this form is being collected under the authority of The Municipal Government Act, Section 640, and The City of Calgary Land Use Bylaw 1P2007 (Part 2) and amendments thereto. It will be used for the permit review and inspection processes. It may also be used to conduct ongoing evaluations of services received from Planning, Development & Assessment. The name of the applicant and the nature of the permit will be available to the public. Please send inquiries by mail to the FOIP Program Administrator, Planning, Development & Assessment, PO Box 2100, Station M, Calgary, AB T2P 2M5 or contact us by phone at 311.E: The Development Authority or Safety Code Officer 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, Section 6(1) of Bylaw 64M94 and Alberta Building Code 2014)