



Development Permit Complete Application Requirement List

Special Function/Event Class 1 or Class 2

This checklist outlines all the information necessary to evaluate and provide a timely review and issuance of your application. Applications and materials submitted must be clear, legible, and precise. Plans/drawings stamped with “not for construction”, “preliminary”, or “for permit purposes only” are not acceptable.

For help with your drawings visit calgary.ca/drawingstandards for tips and examples
See the [planning application fee schedule](#) for the development permit fee

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.

A. Special Function Development Permit [Application Form](#) (Do not fill out if applying online)

Plans

B. One (1) copy of a complete **Architectural** set of drawings, including a **Site Plan** (preferred scale is Metric 1:100 or Imperial ¼" = 1'0")

Site Plan

- | | |
|----|---|
| 1 | north arrow, pointing to top or left of page |
| 2 | municipal address (ie, street address) and legal address (ie, plan/block/lot) |
| 3 | all elements of plan labelled as existing or proposed |
| 4 | property lines |
| 5 | adjacent city streets, sidewalks, curbs and curb cuts |
| 6 | dimensioned location of temporary tent structure(s) |
| 7 | portion of site/parking lot to be used for the temporary tent; include area that is unavailable for parking |
| 8 | any off-site or alternate parking facilities; include number of parking stalls |
| 9 | driving aisles/lanes for emergency vehicle access |
| 10 | outdoor storage areas including storage vehicle locations, refrigeration units, etc |
| 11 | loading zones for the facility; including those for the main building |
| 12 | permanent buildings; include dimensions to the temporary structure(s), dimensions to property lines, and dimensions between buildings/structures |
| 13 | other structures in the parking area (corrals, gazebos, etc) |
| 14 | fencing (restricted area) |
| 15 | portable washroom facilities and garbage/waste storage areas |
| 16 | queuing area for people waiting to attend the event |
| 17 | dimensions and location of exits, entrances, seating/table areas, entertainment areas (stages, dance floor), smoking areas, food & liquor handling areas, etc |
| 18 | indicate any proposed signage associated with the tent or signage to be placed on the tent |
| * | on corner parcels , outline and dimension corner visibility triangle |
| * | If an abandoned gas or oil well is identified on the site, indicate the necessary setback for each well |

Floor Plan

- | | |
|---|---|
| 1 | north arrow, pointing to top or left of page |
| 2 | municipal address (ie, street address) and legal address (ie, plan/block/lot) |
| 3 | all elements of plan labelled as existing or proposed |
| 4 | outside dimensions of the temporary structure(s) |
| 5 | dimensions and location of exits, entrances, seating/table areas, entertainment areas (stages, dance floor), smoking areas, food & liquor handling areas, etc |
| 6 | portable washroom facilities and garbage/waste storage areas |

Elevation Plan

- | | |
|---|---|
| 1 | municipal address (ie, street address) and legal address (ie, plan/block/lot) |
|---|---|
-

-
- | | |
|---|--|
| 2 | all elements of the plan labelled as existing or proposed |
| 3 | exterior elevations of the structure(s) (materials, dimensions, etc) |
| 4 | location of all entrances, exits and windows |
| 5 | indicate any proposed signage associated with the tent or signage to be placed on the tent |
| 6 | elevations of the stage and entertainment areas/platforms within the tent(s); include materials, dimensions, etc |
-

Supporting Documents

C. A Letter of Authorization from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel. (Please click [here](#) for a sample template)

D. A copy of the current Certificate(s) of Title

E. Colour Photographs, showing:

A minimum of four (4) different views. Label and identify each photograph showing:

1 Parcel from front and rear

2 Include any existing buildings and the location of the tent(s)

3 Unique features and aspects of significance to development of the parcel

F. Completed [Abandoned Well Declaration form](#)

G. When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a **written planning rationale in support of the deficiencies**

H. A comprehensive crowd management plan, a comprehensive traffic/parking plan and a comprehensive emergency response plan may be required, depending on the use.
