



Building Advisory B23-005
August 01, 2024

Subject: Building Permit Complete Application

Background:

Under provincial law, all residential and commercial building projects must follow the safety codes standards that are outlined in the Safety Codes Act.

The Alberta Safety Codes Act, RSA 2000 c. S-1 (SCA) and associated regulations codes, building permit inspection, permitting and compliance monitoring service.

The City of Calgary is committed to providing a timely response on building permit applications. A building permit for the scope of work applied for, can be issued when the code requirements are met, and all necessary documentation is submitted as part of the complete application.

Preparing the building permit application:

The City of Calgary has several guidance documents that can assist you with ensuring your application is complete before you apply for your permit:

- Visit [Calgary.ca/car/](https://calgary.ca/car/) for the building permit application prescreen requirement list, Complete (Permit) Application Requirement Lists, and Guides to a Complete Application. Additional resources are listed below.
- [Project drawing standards](#) can help guide you through the process of drawing your project plans.
- [Digital permit application criteria](#) has information on how to organize your plans and documents when uploading to the online application.

Submitting drawings and plans:

Drawings are required to include enough detail to clearly convey the entire scope of intended work and include information needed to guide the construction process. All areas covered by the National Building Code (Alberta Edition) including mechanical, plumbing and electrical systems, washrooms and fire ratings should be included in your plans. Submitting a comprehensive set of plans will result in a specific and accurate review process, leading to efficient and timely approval of the building permit application.

If you need assistance or are unable provide complete plans and documents, it is recommended that you consider hiring an experienced person such as Draftsperson or Architect.

Professional architects or engineers:

An architect or professional engineer may be required to design and inspect your project design for compliance. The National Building Code (Alberta Edition), Division C, Section 2.4.1. provides guidance to determine if professional involvement is required or you can speak to a consultant to help make that determination. Where professional involvement is required, plans or documents must be stamped by the corresponding professional(s).



Complete application review:

Applications are pre-screened to ensure a complete application is submitted and the submitted drawings have all the necessary information for a Safety Codes Officer (plans examiner) to perform a detailed review. At prescreen or detailed review stage applications may require further information, which is required to be provided by the applicant in a timely manner, this will prevent the application from being refused. The timeline for issuance of a permit will increase if amendments or resubmissions are needed from the applicant. If information requested by the plans examiner is not received within the timelines specified, the following advisory will be applied.

Advisory:

The SCA under Section 44, 46 and the Safety Code Act Permit Regulation, Alberta Regulation 204/2007 provides the Authority Having Jurisdiction the ability to refuse issuance, suspend or cancel a permit.

1. Prescreen Review

Should an application for a building permit not pass a prescreen review the applicant will be given notification in writing and 30 days to resubmit the missing information. An application for a permit that does not pass a prescreen may be refused if adequate information and documentation is not supplied to the Safety Codes Officer within the 30 days provided.

2. Detailed Review

An application for a building permit that has passed prescreen may be refused if sufficient information to demonstrate compliance with the applicable codes is not provided. Should a permit have missing information the applicant will be given notification in writing and a total of 90 days to submit the outstanding information.

A reminder for the missing information will be issued at 30 days and again at 60 days. The 60 day reminder will be a final notification and will allow the applicant 30 days to submit all outstanding information. If the missing information is not submitted within the 90 days allowed, the building permit may be refused. Through the detailed review process, if the applicable code requirements are met and all necessary documentation is submitted, the building permit will be issued.

If an applicant submits a written request to [cancel an application](#), any eligible refund shall follow the [Building & Trade Permit Fee Schedule](#).

This interpretation was accepted by the Codes and Standards Technical Interpretation Committee (CSTIC – August 01, 2024).

Chief Building Official
The City of Calgary

This Advisory is issued by The City of Calgary. Advisories have no legal status and cannot be used as an official interpretation of the various bylaws, codes, and regulations currently in effect. The City of Calgary accepts no responsibility to persons relying solely on this information.