



Building Advisory B23-007  
February 12, 2025

Subject: Commercial Partial Building Permit Requirements for New Buildings and Additions

#### Background:

1. A partial permit allows the owner to proceed with excavation or construction of part of a building before a building permit is issued. This may be issued at the Authority Having Jurisdiction's discretion and at the risk of the owner, with no assurance that construction of other parts of the building will be allowed.
2. Provided the application is complete and complies with the National Building Code (Alberta Edition) and applicable regulations and requirements, the target for partial permit issuance is 21 days from the application date.
3. A partial permit application may be submitted to the Authority Having Jurisdiction at the time of a full building permit application.
4. The partial permit fee is non-refundable. Full building permit fees (including partial permit fees) must be paid at the time of application.

#### Advisory / frequently asked questions:

##### **Do I need to submit additional information for a partial permit, beyond the requirements for the commercial project's building permit?**

Yes, provide a letter outlining the scope of the partial permit (e.g. shoring and excavation or foundation to the top of the main floor slab) and, if applicable, note that complete building permit drawings will be submitted at a later date.

##### **If I want to apply for a partial permit for shoring and excavation only, must all drawings and reports (architectural, structural, mechanical, electrical drawings, soils reports and specs, etc.) be submitted at the time of building permit application?**

If your project is a design build type project, you must submit architectural drawings (floor plans, elevations, cross sections, site plan), a geotechnical report and shoring drawings at the time of building permit application.

All drawings must be stamped. The architectural drawings submitted for partial permit must include a detailed code analysis. Full sets of drawings (complete architectural drawings, mechanical, electrical and structural drawings) may be submitted at a later date.

##### **If I want to apply for a partial permit for foundation work up to grade only, what drawings do I need to submit when I apply for a building permit?**

Ideally, a complete set of drawings should be submitted, but if your project is a design build type project and you do not have a complete set of drawings ready to submit, you must submit architectural drawings (floor plans, elevations, cross sections, site plan, etc.), structural drawings (complete foundation structural drawings, pile foundation drawings if applicable, upper level structural drawings (plans, cross sections, etc.)) and a geotechnical report and shoring drawings if applicable, at time of permit application.



All drawings must be stamped. The architectural drawings submitted for partial permit review must include a detailed code analysis. Full sets of drawings (complete architectural, complete structural and mechanical, electrical) drawings may be submitted at a later date.

**Do I need to submit professional consultant schedules for all consultants prior to partial permit issue?**

Yes, all professional consultant schedules must be submitted at time of building permit application (architectural, mechanical, structural, electrical and geotechnical).

**Does my development permit have to be released prior to the release of a partial permit?**

Generally, you may apply for the building permit and partial permit when the development permit is in approved status. Before we can release your partial permit, your development permit must be in released status or you must obtain a letter from the development officer stating that there is no objection to the issuance of a partial permit.

**Do I need to have a builder licence or proof of registration or an exemption from the Government of Alberta's New Home Buyer Protection Plan, if the application includes dwelling units?**

Yes, a builder licence, home warranty registration or an exemption must be in place prior to partial permit release.

**If property lines subdivide a project property, does the project property have to be consolidated prior to partial permit issue?**

Yes.

**What is required if tiebacks will be installed or excavation will take place on City property?**

An indemnity agreement with The City of Calgary is required if you will be excavating, installing shoring tiebacks, etc. on City property. The indemnity agreement must be in place prior to partial permit issue.

**What is required if tiebacks will be installed or excavation will take place on adjacent private properties?**

A letter stating that you have an agreement or will be pursuing an agreement with adjacent private property owners must be submitted prior to issue of a partial permit.

**Do I need to address the Code requirements for radon mitigation prior to partial permit issuance for foundation work?**

There are a number of methods that can be used to minimize the ingress of airborne radon into a building from the ground. Most applicants choose to provide an air barrier and a radon under floor slab depressurization system that can be used for future radon extraction. It is difficult to retrofit an under floor slab system after foundation construction is complete. Therefore radon mitigation must be addressed prior to partial permit issue. Refer to Parts 5 and 9 of the National Building Code (Alberta Edition) for further information.



### **What do I need to include in my application for energy efficiency requirements at partial permit stage?**

Your drawings must clearly state whether you are using the National Energy Code for Buildings or Section 9.36 of the National Building Code (Alberta Edition), to demonstrate compliance and your intended compliance path. All assemblies intended to be constructed under the partial permit must be fully specified and the associated U-Values noted. Any assemblies that contain heating elements must be clearly identified on the drawings. Any heating ducts, cables or heating, and cooling pipes embedded in or located below a floor on ground must be clearly identified and detailed.

This interpretation was accepted by the Codes and Standards Technical Interpretation Committee (CSTIC – February 12, 2025).

Chief Building Official  
The City of Calgary

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