Addition and New Building

In a Multi-Residential, Commercial, Mixed-Use, Industrial or Special Purpose Land Use District

Before You Apply

SECTION 1: Application Resources

This checklist outlines all the information necessary to evaluate and provide a timely issuance of your application. Applications and the materials submitted must be clear, legible, and precise. Plans/drawings stamped with "not for construction", "preliminary", or "for permit purposes only" are not acceptable. Not all items may be required for exterior alteration work only.

- For help with your drawings visit calgary.ca/drawingstandards for tips and examples.
- To estimate your permit fees, use the applicable fee calculator.
- Remove all personal information on plans. Omitting personal information complies with the Province of Alberta's FOIP Act. Failure to follow this requirement may result in an incomplete application.

Rowhouse Development Permit Exemption: To qualify for development permit exemption, the Rowhouse Building must align with sections 24 and 25 (2)(c1). A rowhouse Building may be exempt from a development permit if it mees the following conditions:

- The development does not propose any relaxations.
- The development is not located within the NEF 30+ areas of the Airport Vicinity Protected Area (AVPA) or flood way.
- The development is a permitted use within the land use district.
- The development is located in the developing area.
- The development includes a maximum of one dwelling unit on a parcel and is not a bare land unit.
- The development provides vehicle access from the lane, where a lane exists at the rear.
- The development is subject to an active development agreement.
- The development manages overland drainage; and
- The development provides easements and swales, where required.

For further information, call 403-268-5311.

Prepare Your Application

SECTION 2: Application requirements

Application Form

☐ Attach a completed **Application Form**

*This is only required if you are applying in-person. For rowhouse buildings that are **exempt from a development permit** must apply through **One Drive.***

Approved Development Permit where required

Upon review, if the submitted drawings do not match the approved plans by the Development Authority, this application may not be issued until such time that the Development Authority is satisfied that the plans match the approved development permit, or that the new development permit has been obtained and released. Any proposed screening required by the Land Use Bylaw for mechanical systems or equipment outside of a building must be submitted with Building Permit for review.

Plans

☐ Submit one (1) Copy of a complete **Architectural** set of drawings, including a **Site Plan**

1:100 metric scale or imperial ¼" = 1'0" recommended.

☐ Submit one (1) Copy of a complete **Structural** set of drawings

1:100 metric scale or imperial ¼" = 1'0" recommended.

☐ Submit one (1) Copy of a complete **Mechanical** set of drawings

1:100 metric scale or imperial ¼" = 1'0" recommended.

☐ Submit one (1) Copy of a complete **Plumbing & Gas** set of drawings

1:100 metric scale or imperial ¼" = 1'0" recommended.

☐ Submit one (1) Copy of a complete **Electrical** set of drawings

1:100 metric scale or imperial ¼" = 1'0" recommended.

Supporting Documents	
☐	A confirmation of Development Site Servicing Plan Submission and payment
	⚠ *A mechanical Site Circulation Slip/Record of DSSP submission or an email from Development Site Servicing stating no Development Site Servicing review is required. To obtain this email, contact WA-ResourcesDevelopmentApprovals@calgary.ca. **This email is not required for Rowhouse Development Permit Exemption Applications.*
☐	A completed Asbestos Abatement Form
☐	A completed Sustainable Development Inventory Form
☐	A completed NECB project Summary Form or ABC 2014 Section 9.36 (Energy Efficiency)
☐	A completed Request for Specific Variances Form
	This is only required if a variance or alternative solution is being requested. If requested, then include one (1) copy of Variance Report.
☐	A Soils Report may be required depending upon the size and height of the prosed
☐	One (1) set of Specifications, if applicable
☐	Public Protection Site Safety Plan
	This is required for buildings described as 3.2.6 Division B for high buildings and/or buildings that are 5 Storeys or greater in height. Plan may also be required for other buildings, deemed by the authority having jurisdiction, to be complicated or an unusual structure. *For further information, refer to the Public Protection Site Safety Plan-Building Regulations Advisory.*
☐	Advanced Weather Forecasting System
	This is required for buildings that are 5 storeys or greater in height. For Further information, search "Advanced Weather Forecasting System" on calgary.ca or read the Advanced Weather Forecasting System- Building Regulations Advisory.

☐	Proof of registration
⚠	*This is from the Government of Alberta's New Home Buyer protection Program if the application includes new dwelling units. Proof of registration is not required at the time of application but must be provided prior to release of the Building Permit.*
☐	If your application is for a restaurant or drinking establishment, complete and attach the additional documents from the Restaurants and Food Establishments Requirement List
☐	**If your application is for a Rowhouse Development Permit Exemption:** Complete the Overland Drainage Information Intake Form (Form must be attached to qualify).
⚠	*Your building permit plans must match the approved plans by the development authority. If insufficient information has been provided, a request for information will be sent out. A Permit application may be refused if that information is not provided within 90 days of the request. Refunds will be processed as per out current Fee Schedule.*