

Construction Drawings and Permission to Construct – Development Engineering

The following **Complete Application Requirement List** outlines all the information necessary to evaluate and provide a timely decision on your application. Only applications that are complete will be accepted. Applications and materials submitted must be clear, legible, and precise. Plans submitted must be to a professional drafting standard. All plans must be clear of any previous approval stamps and/or notations.

To submit Construction Drawings and Permission to Construct requests, applicants must have a myID Business account to access [ApplyCentral](#). If you don't already have an account, visit [myID business account \(calgary.ca\)](#). Applicants must accept the terms of the Construction Drawings that are outlined on the online application and provide all required data.

For more information visit:

- [Construction drawings for Development Engineering](#)
- [Alberta Environment and Parks](#)
- ApplyCentral training links can be found on [Construction drawings for Development Engineering](#)

SECTION 1: Project Details	
The following information is required to be completed in ApplyCentral	
A.	Project Type e.g. Landscape, Main Extension, Offsite, Onsite, Storm Pond
B.	Community Name
C.	Phase Number (numerical values only – e.g. Tuscany Phase 41) NOTE: Do not use Phase 0, instead use Phase 1, 2, 3, etc.
D.	Related Application with the corresponding Job Access Code (JAC) Number e.g. Subdivision Plan, Outline Plan, Development Permit, Miscellaneous Legal Plan

SECTION 2: Application Requirements for Construction Drawings	
A.	Detailed Cover Letter <ul style="list-style-type: none"> ▪ Include the project scope and a comprehensive explanation of any justifications or unusual conditions. ▪ Include responses to comments received when submitting Submission 2, Submission 3, etc
B.	Alberta Environment Letter of Authorization Application Form (Item B) and Data Sheet (Item 1A) <ul style="list-style-type: none"> ▪ must be submitted in a single PDF, included with Submission 1, digitally signed, and stamped through ConsignO. ▪ Authentication must be verifiable.
C.	Authenticated Drawings Package <ul style="list-style-type: none"> ▪ Must be submitted in a single, multi-page PDF, digitally stamped and signed through ConsignO ▪ Required for ALL construction drawings submissions ▪ Authentication must be verifiable
D.	Construction Drawing Package NOTE: Construction Drawings Package must be submitted in a single, multi-page portal document format (PDF) in vector format for review and mark-up.
1.	Drawing Package Structure & Standards
i.	Comment Sheet must be included at the front of the drawings package.
ii.	Sheets must: <ul style="list-style-type: none"> ▪ Be monochrome with white background ▪ follow the current CAD Standards ▪ size must follow the current CAD Standards (ANSI D 22x34) and be consistent within the drawings package

iii.	Scale Bar <ul style="list-style-type: none"> All plans must be drawn to scale Each drawing must include a scale bar When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable details
iv.	Thumbnails – PDF sheet thumbnails must show: <ul style="list-style-type: none"> Sheet ID Sheet Title
v.	Oversize – must be included in all applicable coversheets with calculations
vi.	For Development Agreements – provide the following in the drawings package <ul style="list-style-type: none"> One (1) copy of the Tentative Plan One (1) copy of the CPC approved and stamped Outline Plan
E.	For Indemnification Agreement , provide: <ul style="list-style-type: none"> Short Main Extension – a copy of a legal or site plan in the drawings package Cost Estimate – a copy of the cost estimate for all infrastructure components from an indemnified contractor on contractor letterhead

SECTION 3: Sheet Names

Applications must include conventional sheet names. Conventionally named sheets may include, but are not limited to:	
A.	Comment Sheet Document
B.	Title Page/Cover Page
C.	Key Plan and Index
D.	Tentative Plan
E.	Outline Plan and Land Use Re-designation (Approved and CPC stamped)
F.	Surface Improvements Cover Sheet(s)
G.	Storm Design Cover Sheet(s)
H.	Sanitary Design Cover Sheet(s)
I.	Water Design Cover Sheets(s)
J.	Building Grade Plan Cover Sheet(s)
K.	Storm Drainage Plan and Design Calculations Cover Sheet(s)
L.	Overall Sanitary Design Cover Sheet(s)
M.	Overland Drainage Cover Sheet(s)
N.	Structure Details Cover Sheet(s) (if necessary)
O.	Block Profiles (scale metric 1:500) NOTE: All affected City of Calgary Block Profiles bordering or adjoining the project must follow CAD Standards and be updated to show current information
P.	All other necessary Cover Sheet(s) (e.g., Detail, Cross-sections, etc.)

SECTION 4: Application Requirements for Permission to Construct

If submitting a partial construction request, please outline, in red, the portion to be constructed and clearly indicate, with text, the remaining portion(s) to be requested at a future date.

NOTE: Incomplete packages will be returned for re-submission.

Q. Underground Construction Request

- Official request letter with community name, phase number, and developer name
- Site map(s) for underground utilities to be constructed with boundaries outlined in red
- Copy of ESC approval letter from Water Quality & Regulatory Assurance
- Copy of Pond approval letter from AEP (for storm ponds requests only)

R. Surface Construction Request

- Official request letter with community name, phase number and developer name
- Site map(s) for surface improvements to be constructed with boundary outlined in red
- Pavement Design approval letter from Pavements, Soils and Asset Management
- Storm Water Management Report approval letter from Development Engineering

NOTE: This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

Need help or have questions? Contact the urban@calgary.ca or visit [Construction drawings for Development Engineering](#)

Complete Application Requirement Lists (CARL) are updated periodically. Please ensure you have the most recent edition.

Updated: February 6, 2023