



**Show Home:**  
(Temporary Residential Sales Centre)

The following **Development Permit Complete Application Requirement List** outlines all of 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. Please review the **Processing Times and Deemed Refusal** section.

**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.

The Development Authority may require additional material considered necessary to properly evaluate the proposed development (as stated in Part 2, Section 26(3) of the Land Use Bylaw 1P2007).

<b>Processing Times and Deemed Refusals</b>
<p>Applicants are advised of their option under the Municipal Government Act to treat their application as being refused if the Development Authority fails to make a decision within 40 days of the application being accepted by the Development Authority, or at the expiry of an extended review timeframe specified by a time extension agreement between the Development Authority and Applicant. <a href="#">Time extension agreements</a> must be initiated by the Applicant.</p> <p>To exercise the “deemed refusal” option, an appeal to the Subdivision and Development Appeal Board must be filed within 14 days of the latest specified date for the review, or the right to an appeal is lost until such time as a decision is rendered on the application by the Development Authority.</p>

<b>SECTION 1: Applicant Details</b>	
<input type="checkbox"/> Property Owner <input type="checkbox"/> Representing Owner	
Applicant’s Name:	Company Name (if applicable):
Applicant’s Email:	Applicant’s Phone Number (during business hours):

**NOTE:** Correspondence and approval notification will be sent to only the applicant

<b>SECTION 2: Required Items</b>	
<b>1</b>	A copy of the current <b>Certificate(s) of Title</b>
<b>2</b>	Current copies of any <b>Restrictive Covenants, Utility Rights-of-Way, Easements, or City Caveats</b> registered on the Title(s)
<b>3</b>	<p><b>A Letter of Authorization*</b> from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel.</p> <p>*You can use this <a href="#">sample letter of authorization template</a> or you can provide your own letter but it must contain all information indicated on the sample letter</p>

4	<p><b>Colour Photographs</b> (minimum of four different views, label and identify each photograph) showing:</p> <ul style="list-style-type: none"> <li>• site from front and rear</li> <li>• unique features and aspects of significance to development of the parcel</li> <li>• details of curbs, driveways, sidewalks, garbage enclosures and overhead poles</li> </ul>
5	<p><b>Development Permit fee</b> (see <a href="#">Fee Schedule</a>)</p>
6	<p>Completed <a href="#">Site Contamination Statement</a></p>
7	<p>Completed <a href="#">Public Tree Disclosure Statement</a></p> <ul style="list-style-type: none"> <li>• If Public Trees are identified, <b>one additional Site Plan</b> is required</li> </ul>
8	<p>When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a <b>written planning rationale</b> in support of the deficiencies.</p>
<p><b>Plans</b></p>	
9	<p><b>One (1) copies of Site Plans</b> (1:100 metric scale recommended) showing:</p>
<ul style="list-style-type: none"> <li>• north arrow, pointing to top or left of page</li> </ul>	
<ul style="list-style-type: none"> <li>• municipal address (ie, street address) and legal address (ie, plan/block/lot)</li> </ul>	
<ul style="list-style-type: none"> <li>• all elements of plan labelled as <b>existing</b> or <b>proposed</b></li> </ul>	
<p><b>Plot and dimension property lines:</b></p> <ul style="list-style-type: none"> <li>○ label existing and proposed</li> <li>○ label parcel area in square metres</li> </ul>	
<p><b>Easements, Utility Rights-of-Way:</b></p> <ul style="list-style-type: none"> <li>○ dimension (width, depth and location)</li> <li>○ label type of easement and registration number</li> </ul>	
<p><b>Utilities on and adjoining the parcel (deep, shallow and overhead):</b></p> <ul style="list-style-type: none"> <li>○ water, storm and sanitary sewer</li> <li>○ gas</li> <li>○ electrical</li> <li>○ cable, telephone</li> </ul>	
<p><b>Plot Rights-of-Way setback lines required in Section 53, Table 1</b></p> <ul style="list-style-type: none"> <li>○ dimension depth of Rights-of-Way</li> <li>○ dimension distance from Rights-of-Way to building</li> </ul>	
<p><b>Floodway, Flood Fringe and Overflow:</b></p> <ul style="list-style-type: none"> <li>○ indicated on the Floodway/Flood Fringe maps [Section 3 (c) &amp; (d)]</li> <li>○ dimension distance to buildings and structures</li> <li>○ plot designated flood level</li> <li>○ indicate method to prevent structural damage by floodwaters, if required in Section 60 &amp; 61</li> <li>○ plot location of mechanical and electrical equipment, electrical master switch, and sewer back up valve, if required in Section 60 &amp; 61</li> </ul>	
<p><b>Adjacent to parcel:</b></p> <ul style="list-style-type: none"> <li>○ City streets, label street names</li> <li>○ sidewalks, City and public paths (Regional Pathway System)</li> <li>○ curb cuts, medians and breaks in medians</li> </ul>	
<p><b>Dimension to property line:</b></p> <ul style="list-style-type: none"> <li>○ back of sidewalk and curb</li> <li>lip of gutter</li> </ul>	

<p><b>Setbacks:</b> dimension front, side and rear building setbacks from property lines</p>
<p><b>Parcel and building coverage:</b></p> <ul style="list-style-type: none"> <li>○ calculate areas of all buildings (include all covered structures)</li> <li>○ calculate parcel coverage (total area of footprint, divided by Parcel Area)</li> </ul>
<p><b>Location of all:</b></p> <ul style="list-style-type: none"> <li>○ utility poles</li> <li>○ guy wires/pole anchors</li> <li>○ hydrants, utility fixtures or boxes</li> </ul>
<p><b>On corner parcels, outline and dimension corner visibility triangle</b></p>
<p><b>Geodetic datum points/contours:</b></p> <ul style="list-style-type: none"> <li>○ at the corners of the parcel</li> <li>○ main floor and roof peak of building</li> </ul>
<p><b>Outline and dimension buildings:</b></p> <ul style="list-style-type: none"> <li>○ projections and structures (bay windows, cantilevers, window wells)</li> <li>○ detached buildings and structures (sheds, garages)</li> <li>○ mechanical equipment (air conditioners)</li> <li>○ label projections and structures (2<sup>nd</sup> floor cantilever, deck)</li> <li>○ location of all openings (windows, doors, overhead doors)</li> </ul>
<p><b>Driveways &amp; parking areas:</b></p> <ul style="list-style-type: none"> <li>○ label surface material</li> <li>○ dimension length from back of curb or sidewalk</li> <li>○ dimension width of driveway at throat and flare (adjacent to street)</li> </ul>
<p><b>Fencing:</b></p> <ul style="list-style-type: none"> <li>○ label height (include height of retaining walls)</li> <li>○ cross reference to an elevation (for each type of fence)</li> </ul>
<p><b>Retaining walls:</b></p> <ul style="list-style-type: none"> <li>○ cross reference to an elevation (for each wall)</li> <li>○ label height (provide height of fences on top of wall)</li> <li>○ provide geodetic datum points at top and bottom of wall</li> <li>○ provide geodetic datum points of grade on each side of the wall (height of the retaining wall is measured as the vertical difference between the ground levels on each side of the wall)</li> <li>○ if one metre or higher, provide structural design drawings, including a cross-section</li> </ul> <p><small>**An engineered, stamped drawing may be requested prior to approval or release of the permit</small></p>
<p><b>Signage</b> (for all types of signage, complete the appropriate CARL for that type of sign)</p>
<p><b>If trees are existing on public lands adjacent to the site:</b></p> <ul style="list-style-type: none"> <li>○ specify species of each tree (e.g. Green Ash, Colorado Blue Spruce, American Elm). Note that identification of deciduous or coniferous is not sufficient. If you require assistance in identifying the species of a tree, call 3-1-1 to obtain additional information.</li> <li>○ diameter of each tree, measured at a height of 1.4 meters above the ground</li> <li>○ estimated mature height of each tree (eg, less than 3 metres, 3-6 metres, 6-9 metres, etc)</li> <li>○ location of the centre point of the trunk of each tree</li> <li>○ outline of the "drip line" of each tree (ie, the outline of the outer reach of the branches of the tree)</li> </ul>
<p><b>10 One (1) copies of Floor Plans</b> (minimum 1:100 or imperial scale, minimum 3/16"=1') showing:</p>
<ul style="list-style-type: none"> <li>• municipal address (ie, street address) and legal address (ie, plan/block/lot)</li> </ul>
<ul style="list-style-type: none"> <li>• all elements of plan labelled as <b>existing</b> or <b>proposed</b></li> </ul>

**Outline and dimension walls:**

- interior and exterior (dimension to centre line of common walls)
- plot location of interior and exterior openings (windows, doors, overhead doors)
- label the purpose of spaces (eg, kitchen, living room, bathroom, interior/exterior stairways, mechanical rooms, meter room, corridors, washrooms)

**11 One (1) copies of Elevation Drawings** (minimum 1:100 or imperial scale, minimum 3/16" = 1') showing:

- municipal address (ie, street address) and legal address (ie, plan/block/lot)
- all elements of plan labelled as **existing** or **proposed**

**Include elevations for:**

- buildings
- fences
- retaining walls (over 0.6 metres in height)
- Accessory Residential Buildings (eg, detached garages)
- cross reference with other plans, where applicable

**Include on elevations:**

- doors, windows, overhead doors
- projections and decorative elements
- label roof slope
- screening (eg, service meters, privacy screens, mechanical equipment)
- dimension all doors, windows and overhead doors

**Label finishing materials:**

- exterior materials (brick, stucco, vinyl siding, metal siding)
- roof materials (asphalt, cedar shakes, concrete tile, metal)
- colours of all major exterior materials

**Grade:**

- plot grade
- plot all geodetic datum points required on Site Plan

**Building height (indicate on all elevations):**

- plot line for main floor
- dimension height (vertically) of building from grade
- dimension height of structures (fences, retaining walls) from existing and proposed grade

**12 Length of time show home is required:** \_\_\_\_\_**SECTION 3: Applicant's Declaration**

By submitting this application to The City of Calgary (the "City"), I understand and acknowledge that, as part of the City's process in reviewing, evaluating, and processing this application, the City will be required to circulate hard or electronic copies of my application materials to members of City Administration, members of the public who may be affected by the application's approval, and to relevant Community Associations' Boards of Directors, including their Planning Committees. The City will also make my application materials available online for public viewing through its website, [www.calgary.ca](http://www.calgary.ca). I hereby consent to the City's copying of these application materials, solely for the purposes of such circulation, dissemination and online viewing as aforesaid, provided that those parties to whom the copies are circulated or made available online are made aware that their use of the copies is specific and limited to providing input on my application and that any further reproduction and distribution of the plans is strictly prohibited.

If you do not want to make your application materials available online for public viewing you must send an email to [planninghelp@calgary.ca](mailto:planninghelp@calgary.ca) within 48 hours of submitting your application and we will consider your request. If your request is accepted our website will reflect that the applicant has chosen not to have their application materials online for public viewing.

The personal information on this form is being collected under the authority of The Calgary Building Permit Bylaw 64M94 (Section 5) and amendments thereto, as well as section 33(c) of the [FOIP Act](#). This information is being collected for the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services. It may also be used to conduct ongoing evaluations of services received from Planning & Development. **The name of the applicant and the nature of the permit will be available to the public through general inquiries, paid subscription reports for permit data and resources found online, as authorized by the FOIP Act.** You may direct questions about the collection, use or disclosure of your personal information by the City of Calgary at 800 Macleod Trail SE Calgary, Alberta in relation to this program by contacting the FOIP Program Administrator for Planning and Development through telephone at 403-268-5480 or by writing to PO Box 2100, Station M, Calgary, AB T2P 2M5.

**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 [Planning Services Centre](#).**

Checklists are updated periodically. Please ensure you have the most recent edition.