



New digital intake process

There is a new digital intake process for large scale developments, land use amendment applications and outline plans. Please contact the Planning Services Centre at (403) 268-5343 to process your application. Allow for up to 45 minutes to process your application over the phone. Files will be transmitted securely via Microsoft OneDrive and reviewed during the call.

Plans submitted must be to a professional drafting standard and digital submission requirements include the following:

- All Documents must be named as listed on this Requirement List (in any naming convention that makes the document type identifiable)
- All files must be in PDF format
- One PDF file per requirement
- Have all files organized in a folder ready for transmission prior to calling
- **Contain a title block with information such as:**
 - address and legal description (plan; block; lot)
 - uses, project name
- **Paper size:**
 - all plans submitted must be on the same sized paper
 - drawings are clear and legible
 - drawings must be contained on each page (one plan should not span two pages)



Temporary Structures:

In a Commercial, Industrial or Special Land Use District

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 Bylaw1P2007).

Processing Times and Deemed Refusals	
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. Time extension agreements must be initiated by the Applicant.	
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.	

SECTION 1: Applicant Details	
<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

SECTION 2: Project Details	
Project Address:	

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

4	<p>Colour Photographs (minimum of four different views, label and identify each photograph)</p> <ul style="list-style-type: none"> ▪ Site from front and rear ▪ Two adjoining parcels on either side ▪ Unique features and aspects of significance to development of the parcel ▪ Details of curbs, driveways, sidewalks, waste enclosures and overhead poles ▪ Indicate on a key plan or the site plan, the direction and location of photos
5	Development Permit fee (Fee Schedule)
6	Completed Site Contamination Statement
7	<p>Completed Public Tree Disclosure Statement If public trees are identified one additional site plan may be required</p>
8	Completed Abandoned Well Declaration
9	Completed Climate Resilience Inventory form
Plans	
10	<p>One (1) copy of a Site Plan, including: (preferred scale is Metric 1:100 or Imperial ¼" = 1'0")</p>
<p>North arrow, pointing to top or left of page</p>	
<p>Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)</p>	
<p>All elements of plan labelled as existing or proposed</p>	
<p>Plot and dimension property lines:</p> <ul style="list-style-type: none"> ▪ Label existing and proposed ▪ Label parcel area in square meters 	
<p>Easements, Utility Rights-Of-Way:</p> <ul style="list-style-type: none"> ▪ Dimension (width, depth and location) ▪ Label type of easement and registration number) 	
<p>Utilities on and adjoining the parcel (deep, shallow and overhead):</p> <ul style="list-style-type: none"> ▪ Water, storm and sanitary sewer ▪ Gas ▪ Electrical ▪ Cable, telephone 	
<p>If an abandoned gas or oil well is identified on the site, indicate the necessary setback area for each well</p>	
<p>Plot Rights-of-Way setback lines required in Section 53, Table 1:</p> <ul style="list-style-type: none"> ▪ Dimension depth of Rights-of-Way ▪ Dimension distance from Rights-of-Way to building 	
<p>Floodway, Flood Fringe and Overland Flow:</p> <ul style="list-style-type: none"> ▪ Indicated on the Floodway/Flood Fringe maps [Section 3 (c) & (d)] ▪ Dimension distance to buildings and structures 	
<p>Adjacent to parcel:</p> <ul style="list-style-type: none"> ▪ City streets, label street names ▪ Sidewalks, City and public paths (Regional Pathway System) ▪ Curb cuts, medians and breaks in medians 	

Outline and dimension buildings:

- Projections and structures (bay windows, cantilevers)
- Detached buildings and structures (sheds, garages)
- Mechanical equipment (parkade vents, air conditioners)
- indicate the defined use of each area within the building (tenant locations). See Part 4 of Land Use Bylaw 1P2007 for more information on defined uses.
- label the define uses that will be located in each area (see page 5, item #14 for a listing of the applicable uses)
- label projections and structures (2nd floor cantilever, deck)
- label existing and proposed buildings or portions of buildings
- location of all openings (windows, doors, overhead doors)

Dimension to property line:

- Back of sidewalk and curb
- Lip of gutter
- Width of sidewalk and public paths (Regional Pathway System)

Setbacks:

- Dimension front, side and rear building setbacks from property lines
- Draw, label and dimension required setback areas (as prescribed in the Land Use Bylaw)

Parcel and building coverage:

- Calculate area of each building (include all covered structures)

Corner parcels only:

- Outline and dimension corner visibility triangle

Gross Floor Areas (GFA is the total area of all above-grade floors)of:

- Proposed and existing buildings
- Each distinct use area in buildings (tenant location)
- Calculate Floor Area Ratio (FAR) (GFA divided by Parcel Area)

Density:

- Calculate number of existing and proposed units
- Calculate the density in units per hectare (UPH) (Units divided by Parcel Area)

Parking areas, drive aisles and circulation roads:

- Include curbs and sidewalks
- Crosswalks (provide detail if raised)
- Speed bumps (provide detail)
- Label all surface material of areas accessible by motor vehicles
- Dimension widths of all aisles and roads
- Provide details on vehicle circulation (direction of travel, signage and fire lanes)

Waste and collection and loading areas:

- Enclosure location
- Enclosure dimensions
- Method of collection (e.g. individual pick-up or dumpster pick-up)

Motor vehicle parking stalls:

- Label as Commercial, Dwelling, Live/Work or Visitor
- Total each type of motor vehicle parking stall by use
- Dimension width and depth
- Provide calculations for motor vehicle parking stall requirement by use

<p>Loading Stalls:</p> <ul style="list-style-type: none"> ▪ dimension width and depth ▪ label surface material of loading areas
<p>Bicycle parking:</p> <ul style="list-style-type: none"> ▪ Location of bicycle parking stall - class 1 (secure) and class 2 (un-secure) ▪ Total each type of bicycle parking stall (class 1 or class 2) ▪ Calculate bicycle parking stall requirement
<p>Internal sidewalks:</p> <ul style="list-style-type: none"> ▪ Label surface material ▪ Dimension height from grade or parking areas ▪ Dimension width
<p>Fencing:</p> <ul style="list-style-type: none"> ▪ Label height (include height of retaining walls) ▪ Cross reference to an elevation (for each type of fence)
<p>Lighting:</p> <ul style="list-style-type: none"> ▪ Plot locations of light fixtures and light standards ▪ Plot maximum wattage of fixtures ▪ Provide detail of light fixtures (drawing or specification) <p>NOTE: Site lighting plan, showing compliance with Part 3, Division 4 of Bylaw 1P2007, may be requested during the review of this application.</p>
<p>Signage:</p> <ul style="list-style-type: none"> ▪ Outline and label the locations of all proposed canopy, fascia and freestanding signage (for all other types of signage, obtain the appropriate requirement list for that sign) ▪ Label the source of power the signage (underground, etc.) ▪ Plot location of all existing signage on the parcel ▪ Dimension distance from property lines to signage ▪ Dimension distance of all freestanding signs on the parcel or within 30 meters of the parcel
<p>Plot and label:</p> <ul style="list-style-type: none"> ▪ Retaining walls ▪ Sidewalks (dimension width)
<p>Provide land use designation of adjacent parcels:</p> <ul style="list-style-type: none"> ▪ Land use designations can be found at calgary.ca/myproperty
<p>11 One (1) copy of Floor Plan(s) (preferred scale is Metric 1:100 or Imperial scale, minimum 3/16"=1")</p>
<p>Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)</p>
<p>All elements of plan labelled as existing or proposed</p>

Outline and dimension walls:

- Include exterior dimensions (dimension to centre line of common walls)
- Plot location of interior and exterior openings (windows, doors, overhead doors)
- Internal motor vehicle and bicycle parking, loading and waste collection facilities (see site plan requirements)
- Label use in each use area (tenant space)
- Label the purpose of spaces (e.g. Kitchen, living room, bathroom, interior/exterior stairways, mechanical rooms, meter room, corridors, washrooms, laundry facilities)
- Label existing and proposed rooms and portions of the building
- Label units as dwelling units or live/work units

12 One (1) copy of **Elevation(s)**
(preferred scale is Metric 1:100 or Imperial scale, minimum 3/16"=1")

Municipal address (i.e. street address) and legal address (i.e. 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)
- Waste collection facilities
- Screening (e.g. Service meters, privacy screens, mechanical equipment)
- Additional walls or structures (e.g. Exhaust fan shed)
- Cross reference with other plans, where applicable

Include on elevations:

- Doors, windows, overhead doors
- Projections, service meters, decorative elements, rooftop equipment
- Screening (e.g. Service meters, rooftop equipment, privacy screens)
- 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)
- Colours of all major exterior materials

Lighting:

- Plot location of light fixtures
- Dimension height of fixtures from grade to bottom of fixture

Grade:

- Plot existing and proposed grade extending to property lines
- Plot property lines (extending vertically)
- Plot all geodetic datum points required on site plan

Building height (indicate on all elevations):

- Plot line for main floor
- Plot line for roof when concealed by parapet
- Dimension height of building from existing and proposed grade
- Dimension height of main floor from existing and proposed grade
- Dimension height of structures (fences, retaining walls) from existing and proposed grade

Signage (where appropriate, provide separate sign elevation):

- Label materials, lettering details, copy and colours
- Dimension sign and signable area
- Dimension distance from grade to bottom of sign
- Label means of supporting sign (structures, guy wires, brackets, bracing)
- Label physical form of sign (cabinet, box, individual letters)
- Provide details on exterior lighting, label if internally illuminated

SECTION 4: Supporting Information

- 13 If the site is within the Airport Vicinity Protection Area (AVPA), please note that additional copies of plans may be required during the review of this application.
- 14 When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a **written planning rationale** in support of such deficiencies.
- 15 **Off-site Levy Bylaw**
Review the Off-site Levy Bylaw at calgary.ca/offsitelevy to determine if additional charges are applicable to the application.
- 16 **Energy Code Compliance Declaration**
By submitting this application, the applicant acknowledges that the proposed development will be designed to comply with either NECB or Alberta Building Code Section 9.36 for energy efficiency as required. This compliance will be verified as a condition of Building Permit issuance. At the time of application for the Building Permit, the applicant will declare a compliance path as described on the appropriate Building Permit requirement list.

Section 5: Use Application Requirement Lists

Please **list all Uses*** that are being proposed as part of the Development Permit application below. A list of Uses, and their definitions, are available online under [Schedule A](http://calgary.ca/landusebylaw) at calgary.ca/landusebylaw.

Proposed or Existing Use(s):

*If the use being proposed is listed below, a completed additional information form is required at the time of application.

- 17
- [Agriculture and Animal - Use](#)
 - [Automotive Use](#)
 - [Eating and Drinking Use](#)
 - [Residential, Care and Health Use](#)
 - [Commercial Use](#)
 - [Commercial Multi-Residential Uses](#)
 - [Industrial Use](#)
 - [Care Facility Information Form](#)
 - [Child Care Service Information Form](#)
 - [Instructional Facility Information Form](#)
 - [Medical Treatment Letter of Intent](#)
 - [Payday Loan / Pawn Shop Information Form](#)
 - [Public School Information Form](#)

SECTION 6: 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. 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 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.