

Bulletin

Subject: New Prescreen Review Process for Commercial Multi-Family (CMF) Building Permits

Effective the evening of August 15, 2024, The City of Calgary will implement a 30-day prescreen review for Commercial Multi-Family (CMF) building permit applications.

- **Initial Assessment:** The application prescreen review will be assessed as soon as possible, after the file is assigned to a file manager.
- **Notification:** Applicants will be notified of any deficiencies and given 30 days to submit the required documentation.
- **Application Refusal:** Applications still deemed incomplete after 30 days may be refused and will receive a 100% refund. Applicants have the right to appeal against the refusal under the Safety Codes Act.
- **Application Acceptance:** If all necessary information is submitted within the designated timeframe and the application meets all requirements, it will be accepted and proceed to the full plans review stage.

Note: This process is for new incoming applications as of August 16th only.

These improvements are part of our commitment to enhancing permit services and providing a more efficient experience for all applicants.