Safety Considerations
Building Permit Application Requirement List

Commercial
New Projects, Additions, and Exterior Alterations

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible, and precise. To achieve this level of customer service, only complete applications that include plans prepared to professional drafting standards will be accepted. Plans/drawings stamped with “not for construction”, “preliminary”, or “for permit purposes only” are not acceptable.

Submitted drawings are required to be:
- Limited to maximum diameter of 20 centimetres (8 inches); OR
- Limited to maximum weight of 11.5 kilograms (25 pounds) per roll; AND
- Where one large roll plan is over the maximum diameter/weight specified above, divide into smaller rolls according to different types, architectural, electrical, mechanical and structural (each set to be labelled “1 of 3, 2 of 3”, etc.); AND
- No glued/taped bindings or drawings; paper binding with staples accepted.

Applications require a pre-screening check prior to formal acceptance. Plans that fail to meet the pre-screening standards will not be accepted and will require amendments and resubmission.

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 wrongly 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.

<table>
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<tr>
<th>Required Items</th>
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<tr>
<td>Prerequisites, where applicable:</td>
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<tr>
<td>CENTRE CITY ENTERPRISE AREA</td>
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<tr>
<td>☑️ 1. Approved Development Permit</td>
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<td>☑️ 2. Confirmation of Development Site Servicing Plan submission and payment. Confirmation can be shown by submitting either:</td>
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<td>☑️ A Mechanical Site Circulation Slip / Record of DSSP submission; OR</td>
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<td>☑️ An email from Development Site Servicing stating no Development Site Servicing review is required (To obtain this email, contact <a href="mailto:developmentservicing2@calgary.ca">developmentservicing2@calgary.ca</a>).</td>
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<td>☑️ 3. New developments, including new suites or bays, require a unique municipal address. Email a site plan and floor plan(s) to <a href="mailto:addressing@calgary.ca">addressing@calgary.ca</a> prior to submitting your building permit application. Contact Addressing at 403-268-6127 with questions.</td>
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If the approved municipal address of the development is known, including floor level and suite, unit, or bay number(s), these should be clearly stated on the plans. The site plan should indicate the location of the building and where the work is to be done.
Centre City Enterprise Area
Exceptions within the CCEA

Buildings that are on the inventory of historic resources will still require a development permit (DP).

When the proposed use is one of the following, a DP is required for a change of use, exterior renovation or addition under 1,000 square metres:

- Cannabis counselling
- Cannabis store
- Custodial care
- Pawn Shop
- Liquor store
- Nightclub
- New outdoor café
- Payday Loan
- Parking lot – grade
- Home-based child care - Class 2
- Sign - Class B, C, D, E, F, and G

The building is within 30 metres of a freight rail corridor and the proposed use is one of the following:

- Addiction treatment
- Assisted living
- Child care service
- Dwelling unit
- Emergency shelter
- Home based child care – Class 2
- Schools
- Jail
- Residential care
- Hospital
- Temporary shelter
A development permit is NOT required when:

- The proposed “use” is listed in the existing land use district
- Modifying the exterior or interior of an existing building
- Building an addition of less than 1,000 square meters