



Building Advisory A19-002

April 12th, 2022

Subject: Building Permit Complete Application

Background:

Under provincial law, all residential and commercial building projects must follow the safety codes standards that are outlined in the Safety Codes Act.

The Alberta Permit Safety Code Act Revised Statutes of Alberta 2000 Chapter S-1 (SCA) establishes codes, Building Permit inspection, permitting and compliance monitoring service.

The City of Calgary is committed to providing a timely response on building permit applications. A Building Permit for the scope of work applied for, can be issued when the code requirements are met, and all necessary documentation submitted as part of the complete application.

Preparing the Building Permit application

The City of Calgary has several guidance documents that can assist you with ensuring your application is complete before you apply for your permit:

- The [Complete \(Permit\) Application Requirement List](#) (CARL) will indicate the plans and documents that are required.
- [Project drawing standards](#) can help guide you through the process of drawing your project plans.
- [Digital permit application criteria](#) has information on how to organize your plans and documents when uploading to the online application.

Submitting drawings and plans

Drawings are required to include enough detail to clearly convey the entire scope of intended work and include information needed to guide the construction process. All areas covered by the National Building Code (Alberta Edition) including mechanical, plumbing and electrical systems, washrooms and fire ratings should be included in your plans. Submitting a comprehensive set of plans will result in a specific and accurate review process, leading to efficient approval of the building permit application.

If you need assistance or are unable provide complete plans and documents, it is recommended that you consider hiring an experienced person such as Draftsperson or Architect.

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Professional Architects or Engineers

An Architect or Professional Engineer may be required to design and inspect your project design for compliance. The National Building Code (Alberta Edition), Division C, Section 2.4.2 provides guidance to determine if professional involvement is required or you can speak to a consultant to help make that determination. Where professional involvement is required, plans or documents must be stamped by the corresponding professional(s).

Complete Application Review

Applications are pre-screened to ensure a complete application is submitted and the submitted drawings have all the necessary information for a Safety Codes Officer (plans examiner) to review. Applications may require further information, which is required to be provided by the applicant in a timely manner, this will prevent the application from being refused. The timeline for issuance of a permit application will increase if amendments or resubmissions are needed from the applicant. If information requested by the plans examiner is not received the following advisory will be applied.

Advisory

The SCA under Section 44, 46, the Alberta Regulation 204/2007 and The National Building Code (Alberta Edition) Division C Article 2.2.10.8. provides the Authority Having Jurisdiction the ability to refuse issuance, suspend or cancel a permit.

An application for a permit may be refused if, within ninety (90) days from the date of receipt, adequate information and documentation is not supplied as requested by the Safety Codes Officer. Should a permit be considered for refusal the applicant will be given notification in writing and 30 days to resubmit the missing information.

If an applicant submits a written request to [cancel an application](#), any eligible refund shall follow the [Building & Trade Permit Fee Schedule](#) .

Note: This interpretation is made by the Codes and Standards Technical Interpretation Committee (CSTIC), April 12th, 2022

Chief Building Official
Calgary Building Services
Planning and Development

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