



To submit Construction Drawings and Permission to Construct requests online, applicants must become a registered user to log onto The City of Calgary’s website – VISTA. To request an account and ID, visit calgary.ca/vista. One account/ID will be assigned per organization. Applicants must accept the terms of the eConstruction Drawings that are outlined on the online application form and provide all required data on the online application forms.

Help resources:

- [Construction drawings for public infrastructure](#)
- [Alberta Environment and Parks](#)
- [Calgary Parks - Development Guidelines and Standard Specifications for Landscape Construction](#)

To expedite the evaluation, all materials submitted must be clear, legible and precise. To maintain a high level of quality in customer service, staff have been instructed to accept only complete applications which include plans prepared to professional drafting standards. For more information, visit [Urban Development Online Services](#) on calgary.ca.

SECTION 1: Landscape Construction Drawing Requirements	
Required information to complete VISTA Application	
1	Company name
2	Developer name
3	Project name/Approved Community Name only (No marketing names)Details of curbs, driveways, sidewalks, waste enclosures and overhead poles
4	Phase number (numerical values only – e.g. Tuscany Phase 14). Note: Do not use Phase 0. Instead use Phase 1,2,3 etc.
5	Type of submission (e.g. Preliminary, Final or Revised Final)
6	Related application (e.g. Subdivision Plan, Outline Plan, and Development Permit) with the corresponding Job Application Code (JAC) number
7	All drawings must be labelled with Community Name, phase, in accordance with the Development and/or Indemnification Agreement
Files to include	
8	Electronic drawings must be submitted in a single, multi-page AutoDesk DWF file (Design Web Format) as outlined in the sections below. Applicants can access the free Abode DWF Writer for use
9	PARKS comment sheet
10	Authenticated Plan required for ALL construction drawings submissions (Signed and Stamped by applicable Landscape Architect, Certified Irrigation Designer or Structural Engineer (APEGA))
11	Detailed Cover Letter, SIGNED by the applicant, outlining the project scope, details, and justifications (in PDF format). Detailed Cover Letter templates: Initial Submission ; Subsequent Submission
DWF File Structure (Note: consolidated file versus individual files)	
12	Submit a single DWF file containing a title sheet, index sheet, comment sheet, approved/stamped Outline Plan, Tentative Plan, all cover sheets, all block profiles and any other drawings as named under Sheet Names below
13	Files must be 2D DWF file print-ready (i.e. set up properly for printing with title block, no extra data outside the print page area)
14	Files must be monochrome with white background (print-ready)

Standards

- 15 The constructions drawings must follow the new CAD Standards. These standards are described in detail at the following: <https://www.calgary.ca/CS/IIS/Pages/CAD/cad-standards.aspx>

DWF File Structure (Note: consolidated file versus individual files)

Applicants must use conventionally named sheets. Sheet names correspond to the tab names in AutoCAD. Conventionally named sheets may include, but are not limited to and shall align with Chapter 2 of Calgary Parks Development Guidelines and Standard Specifications for Landscape Construction (current edition):

- 16 Parks Comment Sheet Document
- 17 Title Page/Cover Page
- 18 Key Plan and Index
- 19 Approved Landscape Concept Plan
- 20 Outline Plan and Land Use Re-designation (APPROVED and CPC STAMPED)
- 23 Demolition Plan
- 24 Layout Plan
- 25 Planting Plan
- 26 Natural Environment Park Restoration for Approved Encroachments
- 27 Grading Plan
- 28 Grid Plan – For MSR Joint Use Site Only
- 29 Irrigation Plan
- 30 Structure Details Cover Sheet(s)
- 31 Block Profiles for Tree Line Assignment Submissions. **Note:** All affected City of Calgary Block Profiles bordering or adjoining the project must be included and UPDATED to show current information
- 32 All other necessary Cover Sheets (e.g. Detail, Cross-sections, etc.)

Other Relevant Information

- 33 **AutoCAD layer names:** Applicants are encouraged to follow the AutoCAD layering standards and the Standard AutoCAD fonts and symbols found in the <https://www.calgary.ca/CS/IIS/Pages/CAD/cad-standards.aspx>
- 34 **Scale Bar:** All Plans must be drawn to scale; each drawing must include a scale bar. When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable details

SECTION 2: Construction Requirements

- 35 Stamped and Signed City of Calgary Parks Approved Landscape Construction Drawings
- 36 Inspection Requirements and additional information on CCC and FAC processes can be found in Sections 2.6 through 2.10 of Calgary Parks Design Guidelines and Standards Specifications for Landscape Construction (current edition)

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

Contact Us

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