

Before you apply

SECTION 1: Application resources

- Visit [Calgary.ca/garages](https://calgary.ca/garages) to find more information about [fees](#), [timelines](#) and more.
- Review our [Digital document criteria](#) prior to submitting your application.
- Remove all personal information on plans.

Prepare your application

SECTION 2: Application requirements for building safety approval (Building Permit)

Supporting documents

- Attach current copies of any **Maintenance Access Rights-of-Ways**, if registered on the Title(s)
- Apply for an **Electrical Permit** if you are doing any electrical wiring.



*Electrical Permits are required for all **new wiring installations** or when **altering** any existing branch circuit wiring. This includes lighting, outlets and overhead garage door openers.*

Fees

- Pay the **Building Permit Fee** – see the [Fee schedule](#)

Plans

- Attach a copy of your **Site plan** - Download the [Sample drawings](#)

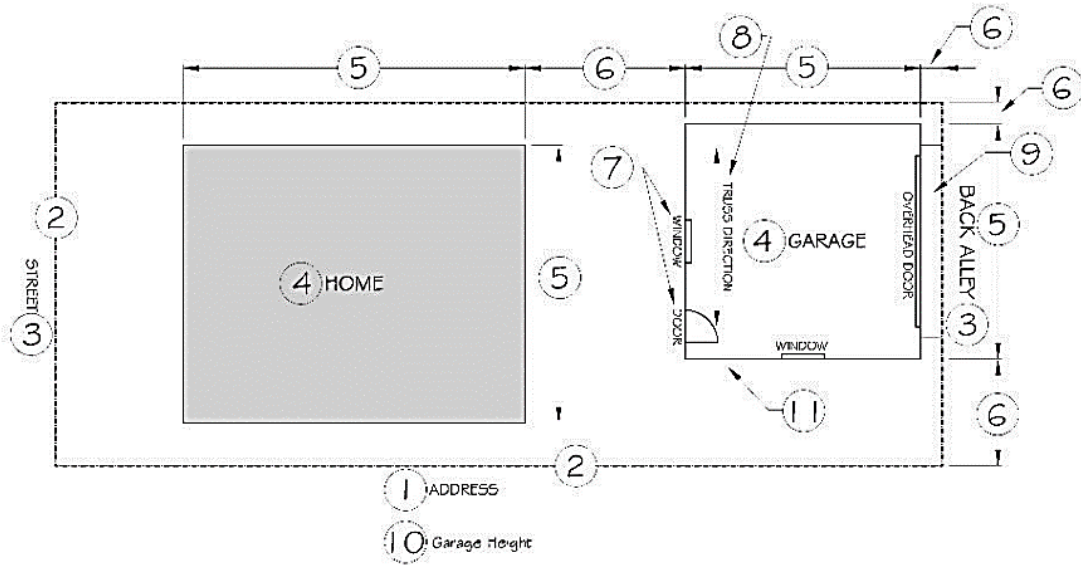
Your **Site plan** must include the following:

- 1 Address
- 2 Property lines
- 3 Streets and back alleys
- 4 Outline of garage, home and other buildings on the property
- 5 Dimensions of house and garage
- 6 Distance from property lines and house to proposed garage
- 7 Location and size of windows and doors
- 8 Label direction of roof trusses
- 9 Length and location of driveway
- 10 Label height of your garage from the parking surface to where the wall meets the roof and from parking surface to the peak.



Not sure how to determine the height of your garage? You can use our [garage worksheet](#)

- 11 Label the type of garage siding
- 12 Location and size of any Maintenance Access Right-of-Ways (MARWs), Overland Drainage Right-of-Ways (ODRWs) and Utility Right-of-Ways (URWs)

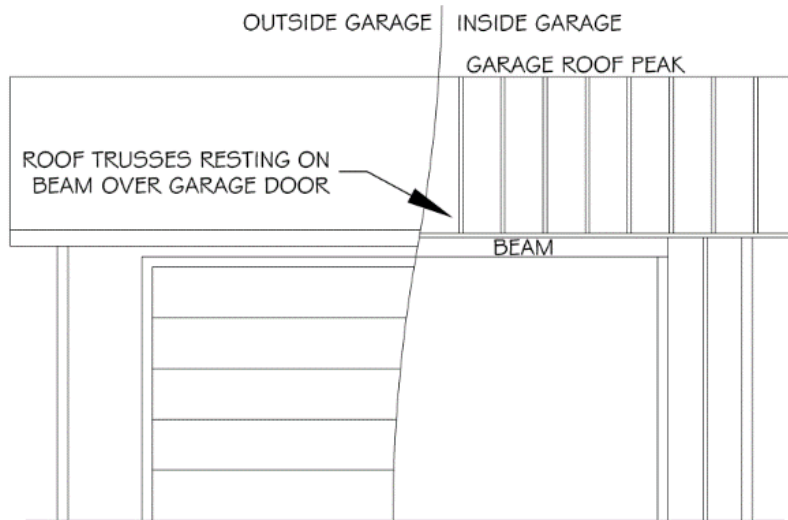


You can modify a *Real Property Report (RPR)* to use as your *Site Plan*.

- Attach a copy of **Beam Calculations** or **Manufacturer's Truss Layouts**



This is ***only required*** if the roof trusses are resting on the garage door. (*See image Below*)



SECTION 3: Do you need additional permits?

- 1 Is your accessory residential building listed as **discretionary** in your district? Yes No
- 2 Are you requesting a relaxation of the land use bylaw? Yes No
- 3 Are you building **higher** or **bigger** than the rules? Yes No

If you answered “Yes” to any of the above questions, you need to apply for a development permit before to applying for your building permit— proceed to **Section 4**



*If you answered “No” to all the above questions, Section 4 is additional and is **not required**.*

SECTION 4: Additional application requirements for planning approval (Development Permit)



*The following items are required **in addition** to those listed in Section 2 when a Development Permit is required.*

*It is recommended you receive Development permit approval **before** applying for a Building Permit.*

Supporting documents

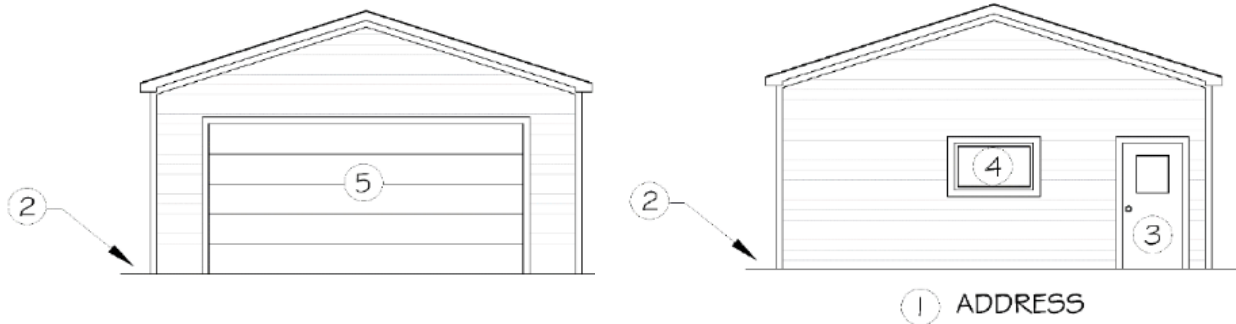
- Complete an **Abandoned wells declaration**
- Complete a **Public tree disclosure statement**

Plans

- Attach a copy of your Elevations – Download the **Sample drawings**

Your Elevations must include the following:

- 1 Address
- 2 Property lines
- 3 Streets and back alleys
- 4 Outline of garage, home and other buildings on the property
- 5 Dimensions of house and garage

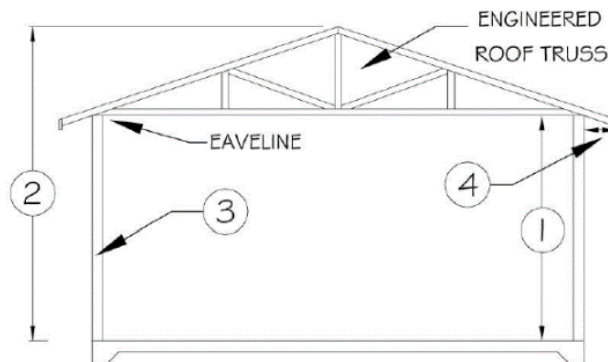


Your drawings should include all four sides

- Attach a copy of your **Cross section** – Download the [Sample drawings](#)

Your **Cross Section** must include the following:

- 1** Interior wall height from finished floor
- 2** Building height from finished floor
- 3** Type of garage siding
- 4** Distance from garage siding to edge of eave



See the [garage worksheet](#) for other examples



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

The Development Authority or Safety Code Officer may require additional materials considered necessary to properly evaluate the proposed development (as stated in Part 2, Section 26(3) of Land Use Bylaw 1P2007, section 5(1) of Bylaw 39M2018 and the current National Building Code – Alberta Edition)

3. Apply

A. Apply online

Apply online by visiting apply.calgary.ca



Create a myID account to apply online at myid.calgary.ca

- OR -

B. Apply in-person

- Complete the [Application form](#) before applying in person



Only complete the application form if you are applying for your permit in-person.

Apply **in-person** by visiting the [Planning Services Center](#) 3rd floor, Municipal building
[800 Macleod Trail SE](#)

Applicant's declaration for in-person applications

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 section 5 of The Safety Codes Permit Bylaw 39M2018 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.



Need help or have questions? Contact the [Planning Services Centre](http://Calgary.ca/development/contacts.html) by visiting Calgary.ca/development/contacts.html