



# CONTRACTOR'S HYDRONIC (PLUMBING) PERMIT-Plans & Documents Requirements Checklist

PL1220 (R2025-03)

Trade Permit Number: \_\_\_\_\_

The status of your permit is pending approval because it requires plans and documents to be submitted, reviewed and approved prior to issuing the permit. Work on this job should not commence until the permit is issued.

## REQUIRED PLANS/DOCUMENTS

The following information is required for a thorough evaluation and timely decision on your submitted plans and documents. To help with your submission, check  all the required documents listed below:

- Plans / documents prepared by Professional Engineer or Certified Designer
- Checklist

## IMPORTANT

Plans and documents submitted must adhere to applicable codes, standards and regulations

## INSTRUCTIONS

To expedite the review and approval process, and to enable us to provide you with a high level of customer service, please ensure that:

- Plans and documents submitted are clear, legible and precise
- Plans and documents are prepared to professional drafting standards
- All required plans and documents are submitted at the same time, including a completed copy of this checklist
- Checklists may be updated periodically. Please ensure you have the most recent version by clicking on the link included in your permit confirmation email

### Note:

- To align with regulatory requirements, all trade permit applications must include the owner's contact information. This ensures the owner receives important updates regarding inspections and job access codes. Applicants are responsible for obtaining and providing this information before applying.
- The required contact information must belong to the registered property owner, not just the person hiring the contractor.

## HOW TO SUBMIT

Email	Drop-Off	Mail-In
<a href="mailto:plumbing&amp;gas.inspection@calgary.ca">plumbing&amp;gas.inspection@calgary.ca</a>	Attention: Plumbing & Gas Plans Examiner, 3rd Floor Permit Pickup Counter, Municipal Building, 800 Macleod Trail South	City of Calgary, PO Box 2100, Stn. M, Calgary, AB, T2P 2M5, Attention: Plumbing & Gas Plans Examiner, Mail Code 8114

For further information email [plumbing&gas.inspection@calgary.ca](mailto:plumbing&gas.inspection@calgary.ca) or telephone 3-1-1.