



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

PL1221 (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:

- Plot plan
- Soil type
- Manufacturer and design specifications for system components
- Detailed system schematics and plans / documents including system design worksheets and lab analysis of soil samples
- Checklist

## IMPORTANT

- You must include all the documents listed above to avoid delays in processing your application. Failure to provide all the necessary documents that pertain to your trade permit application may result in the return of your plans and documents submission package
- 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

## ADDITIONAL INFORMATION

To assist the private sewage systems industry in meeting the requirements to provide a suitable design, example design documents have been developed and are available for use by persons in the industry. These available design examples relate to treatment mounds, treatment fields, open discharge system & tank holding systems. These example designs can be accessed & downloaded by contractors for review and also used as a general template. They are online at:

[http://municipalaffairs.alberta.ca/CP\\_PSDS\\_DesignToolsAndForms.cfm](http://municipalaffairs.alberta.ca/CP_PSDS_DesignToolsAndForms.cfm).

### 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.