

The following **minimum** information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, staff has been instructed to accept only complete applications which **include plans prepared to professional drafting standards.**

LUD _____
PST _____

Applications require a prescreening check prior to formal acceptance. Applications that fail to meet the prescreening standards will not be accepted and will require amendments and resubmission.

Thank you for your cooperation.

completed by applicant	office use only	Required Items
<input type="radio"/>	<input type="radio"/>	1. Approved Development Permit if the Land Use Bylaw requirements are not met. Review the Calgary Land Use Bylaw 1P2007 for development regulations.
<input type="radio"/>	<input type="radio"/>	2. If the building or parcel in which the work will be done has a Condo Board, a letter of authorization from the Condo Board, is required.
<input type="radio"/>	<input type="radio"/>	3. System component specification sheets for:
<input type="checkbox"/>	<input type="checkbox"/>	collector(s)
<input type="checkbox"/>	<input type="checkbox"/>	fan(s)
<input type="checkbox"/>	<input type="checkbox"/>	controller(s)
<input type="checkbox"/>	<input type="checkbox"/>	coil(s)
<input type="radio"/>	<input type="radio"/>	4. Rack (roof or wall) / ballast detail OR specification sheets. Must include installed system weight.
<input type="radio"/>	<input type="radio"/>	5. Schematics of system and all components, including ducting, connections to HVAC and/or plumbing services, electrical circuits.
<input type="radio"/>	<input type="radio"/>	6. Total square footage of collectors
<input type="radio"/>	<input type="radio"/>	7. Additional permits, if required. Review the Sustainable Technologies Permitting Matrix to determine current permit requirements for all Part 9 (Housing & Small Building) and Part 3 (Commercial / Industrial / Institutional Buildings) projects
<input type="radio"/>	<input type="radio"/>	8. Fee (Fee Schedule) - Application permit fees are based upon marked-up costs for the entire solar air system project for labour, material and equipment. Rental or leased systems are to be factored at market price.



Mechanical Permit Application Requirement List

Solar Air

PL 1320 (2025-03)

Important

Plans and documents submitted must comply with applicable codes, standards and regulations.

A completed copy of this checklist shall accompany each permit application.

Instructions

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

- All Part 3 structure plans, elevations, details and schematics have been prepared by a professional engineer. Sketches are allowed only on applicable Part 9 structures or where permitted. Sketches are to be clear, legible and precisely dimensioned.
- All required plans, sketches and documents for a Single Construction Permit (SCP) application are submitted with the SCP application. Those not accompanying the SCP application will require separate trade permit applications.

Additional Information

- Solar air collectors will require a Development Permit if they extend down an exterior wall and are within 2.4 m of grade level.

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.

Applicant's signature

Date (YYYY/MM/DD)

(confirming that all required information has been provided and is correct)

Screened by

Date(YYYY/MM/DD)

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

Phone: 403-268-5311

Web: calgary.ca

In Person:

3rd floor, Calgary Municipal Building
800 Macleod Trail SE, Calgary, Alberta
8:00 a.m. to 4:30 p.m. Monday – Friday

Mail:

The City of Calgary
Planning, Development & Assessment (#8108)
800 Macleod Trail SE, Calgary, Alberta T2P 2M5

HOW TO SUBMIT

Email

mechanical.inspection@calgary.ca

Drop-off

Attention: Mechanical Plans Examiner,
3rd Floor Permit Pickup Counter,
Municipal Building
800 Macleod Trail SE

Mail-in

Attention: Mechanical Plans Examiner
The City of Calgary
PO Box 2100, Station M (#8114)
Calgary, AB T2P 2M5