



# User Guide: Partial Permit for Commercial Interior Renovations

A partial permit allows a portion of the work to progress in advance of the full building permit. You may request a partial permit for excavation, foundation or construction of a particular portion of the project. The all-in-one Partial Permit application process enables simultaneous submission of Partial Permit and full Alteration Building Permit as well as new building and additions to existing buildings.

## Step 1: Start your Partial Permit Application Online

- Visit [Apply.calgary.ca/commercial](https://apply.calgary.ca/commercial)
- Log in by accessing your **myID** using your business or personal account credentials.
- Begin application, click on **Begin Application** to start the process.
- Applicant Information: Provide accurate personal details.

## Step 2: Application Type

- Choose **Exterior and Interior Alterations** path, including Partial Permits.

The screenshot shows a grid of six application type options. The 'Exterior and Interior Alterations' option is highlighted with a red border. At the top, there are navigation indicators: a green circle with '1', a green circle with '2', and an ellipsis. At the bottom, there are 'Previous' and 'Next' buttons.

**Step 2: Application Type**

- New Construction of Commercial and Multi Family Buildings**  
New buildings or additions to commercial, industrial or multi family buildings
- Exterior and Interior Alterations**  
Alterations to an existing commercial, industrial, or multi family building, includes removing walls in a commercial suite.
- Temporary Buildings, Structures and Special Functions**  
Construction of a new temporary building or set up for an event or festival
- Revisions, Resubmissions and Inspection Documents**  
Changes or updates to an existing building permit application
- Quick Releases**  
Includes select applications that can be reviewed and released in a shorter timeframe. Specific parameters must be met to qualify for this service.
- Condominium Applications**  
Apply to separately title units or stalls within an existing building, including dwelling units, commercial units, and parking stalls.

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## Step 3: Select Units

- Choose applicable units if needed.

The screenshot shows the 'Step 3: Project Location' form. At the top, there is a header with the 'Calgary' logo, 'Commercial Multi Family Application Form', and a user profile 'Generic Builder'. Below the header are navigation indicators: a green circle with '1', a green circle with '2', a green circle with '3', and an ellipsis. The form contains a text input field for the municipal address, a radio button for 'Is there more than one suite/entryway included in your project?', and a list of checkboxes for 'All Suites' with specific address options. At the bottom, there are 'Previous' and 'Next' buttons.

**Calgary** Commercial Multi Family Application Form Generic Builder

**Step 3: Project Location**

**What is the municipal address of the project?**

Note: If your business address contains a suite, you must enter a # symbol before the suite number. The type-ahead function will display valid addresses for selection.

If you are unable to find a valid address or suite number, the Livechat feature at the bottom of the page can connect you with a representative for assistance. For more information on the standard format of addresses and street type abbreviations, click [here](#).

#3 1305 33 ST NE

**Is there more than one suite/entryway included in your project?**

Yes  
 No

All Suites

- #1 1305 33 ST NE
- #10 1305 33 ST NE
- #11 1305 33 ST NE
- #11R 1305 33 ST NE
- #12 1305 33 ST NE
- #13 1305 33 ST NE
- #14 1305 33 ST NE
- #15 1305 33 ST NE

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## Step 4: Scope of Work

- Specify the intended work.

Calgary Commercial Multi Family Application Form

Generic Builder Business Account

Step 4: Scope Of Work

Questionnaire

1. What Type of Building is being Modified?

Commercial / Industrial

Multi-family

Mixed Use

2. What is the scope of the modifications?

Interior Alterations

Downtown Office Interior Renovation\*

Exterior Alterations

Mezzanine

Demising Wall\*

Leasehold Improvements / Interior Demolition\*

Parkade Repairs\*

Fire Alarm\*

Repair After Fire

\* Quick release categories. If you are applying for one of these scope options, your project may qualify for a quick release. If the requirements are met, the Building Permit will be issued within a timeline of 5 business days.

\*\* Effective April 11, 2024, if you're planning an alteration involving interior demolition, you can fast-track the process by obtaining a Partial Permit. Just download the form from our website [here](#) and submit it along with your Alteration application.

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## Step 5: Planning Approval

- Enter previous approval (DP, TC, or BP), if available. Otherwise, proceed to Step 6 and Step 7. If provided previous approval, the applicant will skip Building Permit Fee Details Step 8.

Calgary Commercial Multi Family Application Form

Generic Builder

Step 5: Planning Approval

Planning approval is the consent from the City of Calgary for certain uses as defined in the Land Use Bylaw. Depending on the scope of your project, this approval may be required prior to building permit application.

Planning approval often is in the form of a Development Permit, but may not be required if the scope of the project is limited to interior changes. Planning approval for interior changes, when not changing the use of the space can typically be confirmed with a Tenancy Change application or through a previous Building Permit. If you don't have a previous approval, the system will determine the application required to satisfy this approval and, in some cases, allow you to apply.

If you are unsure or require assistance determining the permit number of a previous approval, please use the LiveChat feature at the bottom of the page.

Do you have planning approval for this project?

Yes

No

Enter a valid Development Permit, Tenancy Change, or Building Permit number for the previous approval:

Permit #: DP###-####

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## Tenant Activity

- Answer business registration questions for usage determination.

Tenant Information

Which of the following describes this business location?

First tenant in the space (Building is brand new and I am the first tenant)

New tenant (There was a different business using this space, but the proposed business will be taking over)

Existing tenant (I have pre-existing approval for this space but I am making changes to operations)

No tenant (Leasehold improvement)

General Contractor

Do you have a general contractor selected for the project?  Yes  No

Professional Involvement

Does your project require professional involvement as per Section 2.4 of the Alberta Building Code?  Yes  No

## Tenant Questionnaire

- Provide additional tenant activity details if necessary.

## Step 6: Building Permit Fee Detail

- Enter the prevailing market value (PVM) and click Next. The system will determine the total building permit cost based on the cost of construction for the interior demolition work only.
- Download **Partial Permit for Interior Demolition form**, The permit incurs no additional fees. The applicant may also download this form on the **Building Permit Project Details** or **Building Permit Submission** screens after this step.

1 2 3 4 5 6 7 ...

### Step 6: Building Permit Fee Details

Information | Partial Permit

Effective [date], if you're planning an alteration involving interior demolition, you can fast-track the process by obtaining a Partial Permit. Just download the form from our website [link](#) and submit it along with your Alteration application.

**Download Partial Application Form**

The following project details will determine the total building permit cost for your project

Prevailing market value (PMV):

\* For more information on what is included in calculating your project's Prevailing Market Value, use [Building Permit Fee Calculator](#).

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## Step 7: Approvals Summary

- System will display approval summary. Confirm intent to apply and proceed.

1 2 3 4 5 6 7 ...

### Step 7: Approvals Summary

Below is a summary of the approvals required to complete your request. All application requirements and payment must be completed before your application can be processed.

**Effective May 1, 2021 - Building Permit Special Function Tent.** If you wish to continue with the submission of this application type through the myD portal, a fee will be charged that we will refund. **The refund may take between 4 to 6 weeks to process.** Please note that if weekend or statutory holiday inspections are required, this may incur a charge and will be evaluated on a case-by-case basis.

**Effective [date],** if you're planning an alteration involving interior demolition, you can fast-track the process by obtaining a Partial Permit. Just download the form from our website [link](#) and submit it along with your Alteration application.

**Building Permit**

A Building Permit is your formal permission to begin the construction, demolition, addition or renovation on your property. As part of the Building Permit process, City of Calgary staff must review your plans to ensure they comply with the Alberta Building Code, Land Use Bylaw and other applicable law.

**Please note:** An initial planning review of your application will determine if the previous approval(s) cover the changes being made to this location. If a new application is required, you will be contacted with further details. Please be advised that this may cause a delay to your Building Permit application.

If your project requires a Development Permit, this application must be approved prior to the Building Permit review, and must be released prior to the Building Permit issuance.

Building Permit Approval – A Building Code Plans Examiner will review your building plans, in compliance with the minimum requirements of the Alberta Building Code. If substantial compliance with the Alberta Building Code is determined, your application is approved and a Building Permit is issued. If compliance is not achieved, you will be issued a notice documenting why your project does not comply.

Prevailing Market Value: \$1.00

Estimated Fee(s):

Description	Fee
Permit Fee	\$112.00
SCC Surcharge	\$4.50
<b>Total Building Permit Fee</b>	<b>\$116.50</b>

**Application Requirements:**

You will be required to upload construction drawings and all relevant schedules and documents in an upcoming step in the application. Once submitted, City of Calgary plan review staff will have access to review the plans. If required, you will be then notified of any required markups or corrections and have granted access to submit the updated plans electronically to the City.

The drawings required to be submitted must show all the intended work and have enough detail to clearly convey the entire scope of work and thereby have the information needed to support the construction process. Applicants shall have assembled all necessary permit documents to their project, including drawing files, ready to upload individual files into their appropriate discipline.

To view the application requirements, click the link(s) below:

- [Interior alterations checklist](#)

Would you like to apply for the building permit now?

Yes - apply now

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## Step 8: Project Details

- Enter project specifics including general, tenant, contractor, and professional details.

1 2 3 4 5 6 7 8 9 10 11

**Step 8: Building Permit Project Details**

**Information | Partial Permit**

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[Download Partial Application Form](#)

**General Information**

Project Name:

Scope of work:

Total area of new construction:   ft<sup>2</sup>  m<sup>2</sup>

Total number of storeys (of building):

Is the building sprinklered?  Yes  No

Will the sprinkler system be altered?  Yes  No

Is the building equipped with a fire alarm system?  Yes  No

Will the fire alarm system be altered?  Yes  No

Is the building equipped with a standpipe and hose system?  Yes  No

Does building connect to a municipal water supply?  Yes  No

If this building permit is for a Restaurant, provide the seating capacity:

If this building permit is for a Drinking Establishment, provide the seating capacity:

- Building Classification:** Choose relevant type and sub-type.
- Demolition Checkbox:** Select Demolition of existing interior partitions checkbox from the **INTERIOR ALTERATION, RENO** section. Click **Next**.

**Building Classification Type**

BUSINESS AND PERSONAL SERVICES

ASSEMBLY  
BUSINESS AND PERSONAL SERVICES  
CARE  
DETENTION  
INDUSTRIAL  
MERCANTILE, RETAIL  
RESIDENTIAL

**Building Classification Type**

BUSINESS AND PERSONAL SERVICES

**Building Classification Sub-Type(s)**

**BOTH EXTERIOR AND INTERIOR ALTERATION**

Cladding changes  
 Demolition of existing interior partitions  
 Fire Alarm Repairs/Upgrades  
 Foundations repairs  
 Installation of a spray booth  
 New Demising Walls  
 New entry features, new windows  
 New roof top unit (HVAC)  
 Others  
 Parkade Repairs  
 Repairs after fire

Curtain walls replacement  
 Environmental restoration  
 Floor area additions (mezzanine or second story)  
 Indoor Public Swimming Pools  
 Interior remodeling, partitioning  
 New balconies and balconies repairs  
 New entry stairs  
 Office Interior Renovations  
 Outdoor Public Swimming pool repairs  
 Racking storage systems  
 Storage or Repair Garage reno and conversions

**EXTERIOR ALTERATION, RENO**

Cladding changes  
 Foundations repairs  
 New entry features, new windows  
 Others  
 Curtain walls replacement  
 New balconies and balconies repairs  
 New entry stairs  
 Outdoor Public Swimming pool repairs

**INTERIOR ALTERATION, RENO**

Demolition of existing interior partitions  
 Fire Alarm Repairs/Upgrades  
 Indoor Public Swimming Pools  
 Interior remodeling, partitioning  
 New roof top unit (HVAC)  
 Others  
 Racking storage systems  
 Storage or Repair Garage reno and conversions

Environmental restoration  
 Floor area additions (mezzanine or second story)  
 Installation of a spray booth  
 New Demising Walls  
 Office Interior Renovations  
 Parkade Repairs  
 Repairs after fire

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## Step 9: Building Permit Submission

- Download **Partial Permit application form** if not done earlier. Upload required documents including plans and asbestos abatement form. Add optional documents if necessary.

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### Step 9: Building Permit Submission

#### Information | Partial Permit

**Effective [date].** If you're planning an alteration involving interior demolition, you can fast-track the process by obtaining a Partial Permit. Just download the form from our website [link](#) and submit it along with your Alteration application.

[Download Partial Application Form](#)

#### Required application submission

The below documents are required to be uploaded as part of the application submission. The applicable checklist(s) displayed below will provide the details required for each document. Additional optional documents are not required but can be uploaded for more specific documents that relate to your application.

[Interior alterations checklist](#)

Only files with **.pdf, .doc, .docx, .xls, .xlsx, .png, .jpg, .jpeg, .txt, .dwg** extension are allowed.

#### Upload Required Documents

PLANS ARCHITECTURAL

[Upload](#)

SUPPORTING DOCUMENT ASBESTOS ABATEMENT FORM [Open fillable form](#)

[Upload](#)

- Additional Documents:** Upload any optional documents needed.
- Select **PARTIAL PERMIT INTAKE FORM** underneath the **SUPPORTING DOCUMENT** heading. Upload the document from the system window and click **Next**.

#### Optional application submission

The below is an optional upload to submit supporting documents as they may relate to your application. These documents are not mandatory, however, may be required once your application has been submitted for further approval processing.

[+ Additional Optional Documents](#)

The personal information on this form is being collected under the authority of the Calgary Building Permit Bylaw 640/94 (section 3) and amendments thereto, as well as section 33(3) of the PDP 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, as authorized by the PDP 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 emailing the PDP Program Administrator for Planning and Development at [plngpdp@calgary.ca](mailto:plngpdp@calgary.ca) or by telephone at (403)248-5311.

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#### Optional application submission

The below is an optional upload to submit supporting documents as they may relate to your application. These documents are not mandatory, however, may be required once your application has been submitted for further approval processing.

Document Type	Document
SUPPORTING DOCUMENT - PARTIAL PERMIT INTAKE FORM	test.docx

#### Upload Documents

Document Type:

[Upload](#)

Please Select a file.

[Hide Additional Upload](#)

The personal information on this form is being collected under the authority of the Calgary Building Permit Bylaw 640/94 (Section 3) and amendments thereto, as well as section 33(3) of the PDP 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, as authorized by the PDP 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 emailing the PDP Program Administrator for Planning and Development at [plngpdp@calgary.ca](mailto:plngpdp@calgary.ca) or by telephone at (403)248-5311.

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## Step 10: Review Application

- Confirm application details.

## Step 11: Applicant's Declaration

- Confirm details and proceed with payment.
- Follow these steps for a seamless building permit application process.

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### Step 11: Applicant's Declaration

#### Online Services Terms of Use

PLEASE REVIEW THESE TERMS OF USE CAREFULLY. BY ACCESSING AND USING THIS ELECTRONIC ONLINE SERVICES WEBSITE, YOU ACCEPT AND AGREE TO THE FOLLOWING TERMS OF USE. IF YOU DO NOT AGREE WITH THESE TERMS OF USE YOU ARE NOT AUTHORIZED TO USE THIS ONLINE SERVICES SITE AND MUST IMMEDIATELY DISCONTINUE USE OF THIS ONLINE SERVICES SITE.

1. [Interpretation](#)

These Online Application Consent and Confirmation of Applicant supplement, and shall be interpreted consistently with, the general Terms of Use for the City of Calgary's website, found at the bottom of each web page.

consent and confirm this information is true.

[Previous](#) [Save and Continue Later](#) [Confirm and Pay](#)