

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of an application due to insufficient information. **All plans and documents listed below must be submitted electronically using the CityView Online Portal.**

Required Documents:

- Application fee (**Note:** you will receive an e-mail notice requesting payment)
- Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed development (**Note:** *This is not required if the property owner is submitting the application.*)
- Current copy of Certificate(s) of Title (issued not more than 30 days from the application date)
- Completed NECB Project Summary Form or ABC 2014 Section 9.36 (Energy Efficiency) Form
- Proof of warranty coverage and builders license under New Home Buyer Protection Act if residential units are included in project
- Site Plan (scaled in Metric)
- Plot Plan (prepared by an Alberta Land Surveyor and scaled in metric)
- Dimensioned Architectural Building Plans (scaled in Metric) including:
 - Foundation plan (Preserved Wood Foundations require plans designed by an Engineer, registered in the Province of Alberta unless designed to the CAN/CSA S406-16 (R2003))
 - Floor Plans
 - Building Elevations
 - Roof plans
 - Building Cross Sections
 - Hydronic Heating design information and designer certification
- Construction Details
- Where registered professional involvement is required by the Alberta Building Code, submission of all required Schedules and building plans.

Advisory Notes

Should your property be located outside the Ten-Minute Emergency Response Map, alterations to your construction design may be necessary. Please visit the [Property Information Viewer webpage](#) to view this map.

Building Permit applications must be submitted without personal information on any plans. Omitting this information will protect builders and tenants by reducing the risk of any personal information being wrongfully displayed, while also following the Province of Alberta's FOIP Act. If you consider the information to be personal, do not put it on the plans.