

### Services & Requests

Staff can help you find permit records (Building, Development, Real Property Report, Subdivision, and Land Use Amendment) and trade permits (Electrical, Fireplace, Gas, Plumbing, or Mechanical). Commercial and Multi-Family properties include: triplexes, fourplexes, high-density dwellings, retail, office and industrial sites, public institutions and recreational properties. Staff will contact you within 11 days. Please note your request is not processed and no files are ordered until staff contact you to explain costs and procedures as outlined below. For other records not listed on these guidelines, please visit the [How to research building history](#) web page.

#### Contact us:



Phone: 311  
(outside Calgary:  
403-268-2489)



Mail Code 8115  
P.O. Box 2100 Station M  
Calgary, AB, T2P 2M5



[311  
online](#)



Planning Services Centre  
3rd floor Municipal Building  
800 Macleod Trail SE

### Records & Information

Please note: requirements for permits and plans have changed over time, and The City cannot guarantee the contents of records. There is no refund if you are unable to find the documents you need.



#### Microform Permit: 1957 → 1979

- Building & Development Permit(s) for one address
- Limited plans available
- May not yield a search result or be legible

**\$30**  
**+ copy fees**



#### Permit Records: 1969 → present

- One hour of research for one address
- Retrieval of one permit, inspection reports and plans for one address

**\$95 (base fee)**  
**\$30 / additional record**  
**+ copy fees**



#### Development Site Servicing Plans: 1971 → present

- One hour of research for one address
- Electronic viewing of DSSP plans for one address

**\$52**  
**+ copy fees**



#### Permit History Report: 1985 → present

- Listing of all Building and Development Permits, Subdivision and Land Use Amendment applications, and trade permits for one address

**\$30**



#### Trade Permit: 2000 → present

- Summary report of one Electrical (EP), Fireplace (FPL), Gas (GP), Plumbing (PP), or Mechanical (MP) Permit for one address
- No plans available

**\$30**



#### Additional Research:

- Extensive historical property records research for one address

**\$78 / hour**

### Reviewing the Records

You must make payment before any records are ordered. You can make payment over the phone using a credit card, or in person at the Planning Services Centre. Fees are dependent on the volume of records ordered.

Records take three to five business days to arrive from off-site storage; we do not offer rush requests. You must view all documents by appointment at the Planning Services Centre, 3rd floor Municipal Building, 800 Macleod Trail SE. *You cannot take records off the premises.* If you choose to close your request and return the records to storage, we will charge the initial fee to reorder them.

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### Copying Documents

Plans, blueprints, real property reports, diagrams, and drawings are copyrighted material. You may not photograph or trace any documents. The City may copy material for certain customers if the specified requirements outlined below are met. Please note if you are not the applicant on file, the registered property owner(s), an agent/representative of the applicant/registered property owner(s), or the copyright owner, we are unable to reproduce copyrighted material for you. We suggest contacting the copyright owner directly.

#### Applicant on File

Only the applicant or their agent/representative may obtain copies of copyrighted plans or materials from active permits. Property owners wanting copies of permit materials should contact the applicant.

The City may provide a replacement copy if all of the following conditions are met:

- a completed [Permit Replacement Authorization Form](#) is provided
- the original Applicant's Release Package/Contractor's Copy is lost
- the replacement copy is used only for the purpose of obtaining an inspection of the subject property

#### Registered Property Owner

The registered property owner(s) or an agent/representative may obtain a single copy of copyrighted plans or materials from historical permits if all of the following conditions are met:

- a completed [Reproduction Authorization Form](#) is provided
- the materials are used for individual research purposes only - The City can reproduce this copyrighted material for such purposes on your behalf under the fair dealing exception (Section 29) of the [Canadian Copyright Act](#)

#### Copyright Owner

The copyright owner or their agent/representative may issue a permission letter for reproduction of their copyrighted plans or materials by The City. The letter must meet all of the following criteria and information requirements:

- written on company letterhead or sent from a company email address
- affirm that the individual or corporation signing the letter is the sole owner of the copyright for the materials
- note the permit number, address, legal description and/or project number
- specify the number of copies
- provide a telephone number and an email address for the individual signing the letter

### Copy Fees

It usually takes two to three working days to copy plans or materials. Electronic copies of plans and materials over 11 x 17 cost \$7.50 / sheet.

\*USB drives are not an option at this time

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