ROCKY VIEW COUNTY

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Subject: Change to Building Permit Submission Process for Unregistered Subdivision Lots

Dear Developers and Builders,

Rocky View County is committed to providing efficient and consistent permit review services while ensuring applications are complete and can be processed accurately.

Over the past few years, the County has accepted Building Permit applications for proposed lots prior to subdivision endorsement and/or registration. While this practice has provided flexibility, it has also created several administrative and technical challenges that impact application processing and service delivery.

The primary concerns identified include:

- Building Permit applications must be submitted on the parent parcel due to the absence of municipal addresses and roll numbers, requiring significant administrative work to transfer permits once lots are registered.
- This process creates a heightened risk of serious permitting errors, as permits must be applied to the parent parcel without finalized lot-specific addressing, assessment, and ownership information, increasing the potential for permits to be incorrectly assigned or tracked.
- Difficulty obtaining and verifying required supporting information, including Master Building Grade Plans and geotechnical reports.
- Limited ability to confirm applicable land use districts prior to registration, resulting in additional coordination between departments.
- Challenges identifying and reviewing registered caveats and other title-related information that may affect development.
- Water meter and utility connection fees have, in some cases, been assessed incorrectly due to incomplete servicing information at the time of application.

To address these issues and improve the efficiency and accuracy of permit processing, Rocky View County will be implementing the following change:

Effective Immediately
The County will no longer accept Building Permit applications for lots within a subdivision until the subdivision has been registered and individual lot titles, municipal addresses, and assessment roll numbers have been created.

This change will:

- Reduce administrative delays and rework.
- Ensure all applicable development constraints and title encumbrances are identified before permit intake.
- Improve accuracy of fee collection.
- Provide applicants with greater certainty regarding permit requirements and review timelines.
- Support more efficient processing for both applicants and County staff.

We recognize that some development areas have historically submitted Building Permit applications prior to lot registration, and we appreciate your cooperation as we transition to this updated process.

Continued Improvements to Building Permit Processing
The County recognizes the importance of timely permit approvals and has made significant investments over the past year to improve service delivery and reduce review timelines. These improvements include:

- Increasing staffing resources within Development Support Services to better support application intake and review.
- Implementing enhanced pre-screening of applications to identify deficiencies earlier and improve application completeness before formal review begins.
- Creation of a dedicated **Building Permit Application Requirements and Submission Tips** webpage to improve applicant awareness of submission requirements, reduce common deficiencies, and support more complete applications at intake.
- Expanded public education and industry outreach through a communications campaign with BILD Calgary, supported by enhanced applicant resources on the County's Building Permit Application webpage and online permit portal, providing greater clarity on permit requirements, application expectations, and review processes.
- Streamlining internal processes and improving coordination between departments to reduce processing delays.

As a result of these efforts, the queue time for complete Building Permit applications entering review has been significantly reduced, decreasing from approximately six weeks in 2025 to approximately two weeks today.

The County remains committed to continuous improvement and will continue to pursue opportunities to further reduce processing timelines where possible. This improvement allows complete applications to move into technical review more quickly and provides applicants with greater certainty regarding processing timelines.

The decision to require subdivision registration prior to Building Permit submission aligns with these broader process improvements. By ensuring applications are submitted against registered lots with complete and accurate information, the County can continue to provide efficient and predictable permit review timelines while minimizing administrative delays and rework for both applicants and County staff.

Applicants are encouraged to review all applicable checklists, guidelines, and submission requirements available on the County's Building Permit Application webpage and permit portal prior to submitting an application to help ensure a smooth review process.

Should you have any questions regarding this change or its implementation, please contact me directly.

Thank you for your continued partnership and cooperation.

Sincerely,

JUSTIN REBELLO, MEDES, RPP, MCIP
Acting Manager | Planning and Development Support Services

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!! Complete Applications = Faster Approvals !!
Click here to review our helpful tips and submission checklists to help ensure your Building Permit application is complete and support faster permit reviews and approvals