

BUILDING PERMIT APPLICATION REVIEW PROCESS

There is presently an automatic notification system in place that alerts applicants during the following phases*:

1. Once the application has been transferred from zoning to building and assigned to a plans examiner for review

From: <SDCurrentPlanning@edmonton.ca>
Date: Wed, March 18, 2015 at 10:43 AM
Subject: Project # *****-001; Plan Examiner: Martin, Steve; House Combo Permit For 1234 - SPARROW DRIVE NW Plan ***** Blk * Lot **
To: rwong@qualico.com

Notification of Status of your Building Permit Application
ASSIGNED TO A PLANS EXAMINER

You are receiving this notice as you are the contact person on a Residential Building Permit Application for the Project Number and Project Address listed above.

Your Project has today been A S S I G N E D to the Plans Examiner whose named is listed above. Currently plans typically undergo preliminary Alberta Building Code review by the Plans Examiner within two weeks of this notice, and you should be further advised of permit status by that time.

Direct email inquiries after that time to the Plans Examiner, using the common format Firstname.Lastname@edmonton.ca. Projects are processed in chronological order based on application date, and multiple projects with varying timelines are being handled by each Plans Examiner so we thank you for your patience in allowing time for a reply to an inquiry. If you do not hear back in a reasonable time, residential plans examiners staff supervisor can be contacted at Nathan.Kalles@edmonton.ca.

Please quote the Project Number on all correspondence with our office.
Do not Reply to this system-generated notification.

Thank you.

Permits & Inspections - Current Planning - City of Edmonton
Office Hours: 8 am - 4:30 pm Monday through Friday
OFFICE CLOSED on statutory holidays
5th floor 10250 101 Street NW Edmonton AB T5J 3P4

2. Once the permit has been issued

From: <SDCurrentPlanning@edmonton.ca>
Date: Wed, March 18, 2015 at 10:43 AM
Subject: Project # *****-001; Plan Examiner: Martin, Steve; House Combo Permit For 1234 - SPARROW DRIVE NW Plan ***** Blk * Lot **
To: rwong@qualico.com

BUILDING PERMIT IS ISSUED
Please Note: Drawings are NOT ready for pickup at this time

Final file processing of your permit is now underway. You will be advised when completed, and then Building Permit, drawings and specifications may be picked up.

Do not reply to this system-generated notification.

Thank you.

Permits & Inspections – Current Planning – City of Edmonton
Telephone 3-1-1 (or if outside Edmonton [780-442-5311](tel:780-442-5311))

Office Hours: 8 am - 4:30 pm Monday through Friday
OFFICE CLOSED on statutory holidays
5th floor 10250 101 Street NW Edmonton AB T5J 3P4
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3. Once the permit and plans are ready to be picked up

From: <SDCcurrentPlanning@edmonton.ca>
Date: Wed, March 18, 2015 at 10:43 AM
Subject: Project # *****001; Plan Examiner: Martin, Steve; House Combo Permit
For 1234 - SPARROW DRIVE NW Plan ***** Blk * Lot **
To: rwong@qualico.com

*** BUILDING PERMIT and DRAWINGS/SPECIFICATIONS will be available for pickup in 6 BUSINESS HOURS ****

The Building Permit, drawings and specifications are on the way to the Mail Desk and may be picked up in 6 business hours from the time of this notice.

Quote the Project number for pick up.

OFFICE HOURS AND PICK-UP LOCATION:
Mail Desk - Current Planning - City of Edmonton
5th floor, 10250 101 Street NW Edmonton AB T5J 3P4
Office Hours: 8 am - 4:30 pm Monday to Friday
CLOSED on statutory Holidays

Do not reply to this system-generated notification.

*This assumes there are no infractions on the plans and the permit is issued; if not, the City of Edmonton will phone or email the applicant with a request for more information; this follow-up is done at a minimum of every (30) days.

As all alerts are sent via email to the primary contact listed on the application, it is key that this email address be correct and corresponding to the best person on the client-side for the job.

The screenshot shows a web-based application form for a 'House Combo Permit'. The 'Job Description' field contains the text: 'To construct a Single Detached House with a front attached Garage, a veranda, fireplace and a rear uncovered deck (3.66m x 3.05m)'. The 'Date Created' is 'Mar 20, 2015'. The 'Applicant POSSE ID' is '130870'. The 'Applicant Name and Address' is 'STERLING HOMES (EDMONTON) LTD. (WEB) 3203-93 STREET NW'. The 'Contact Person for this Application' is 'Rhonda Wong' and the 'Contact Email for this Application' is 'rwong@qualico.com'. The 'Contact Phone Number for this Application' is '780-733-7382'. The 'Send Inspection Results to Contact E-mail' checkbox is checked. The 'Expedited Employee Name' and 'Expedited Employee Certification ID' fields are empty. The 'Subcontractors' section lists several contractors: 'Applicant: STERLING HOMES (EDMONTON) LTD. (WEB) Bus # 780-3203 - 93 STREET NW (WEB) (SD-Permits)', 'Building Contractor: STERLING HOMES (EDMONTON) LTD. (WEB) E 3203 - 93 STREET NW (WEB) (SD-Permits)', 'Electrical Contractor (Underground): T-REX CONTRACTING Bus # 1 P.O. BOX 50210, R.R. 240, LEDUC COUNTY, ALBERTA T4X 0M5 (WEB)', 'Electrical Contractor (Wiring): CORONET ELECTRIC INC Bus # 780-4527 - 101 STREET NW (WEB) (Electrical)', 'Heating and Vent Contractor: DYAND MECHANICAL SYSTEMS INC. 14840 - 115 AVENUE NW (WEB) (SD-Permits)', 'Plumbing and Gas Contractor: DIVERSIFIED MECHANICAL LTD. Bus 11375 - 174 STREET NW (WEB) (SD-Permits)', and 'Sewer & Water Contractor: T-REX CONTRACTING Bus # 780-980-'. The 'Related Information' section is also visible.

Applicants can always log into POSSE to check the status of any application. If they experience trouble with POSSE, they can contact Laura Shokal (780-496-1894) or Scott Henophy (780-944-0935).

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