

## About the Service

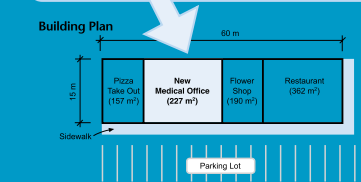
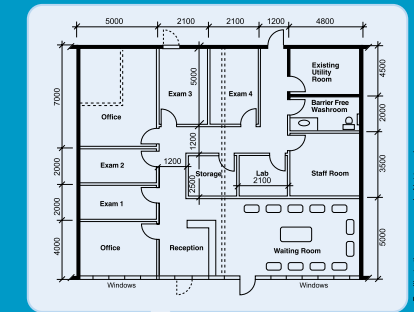
If you are changing or modifying how a commercial building is being used in the same zone, you will need a change of use development permit. This helps to manage and keep track of how buildings are being used, helps make sure that everyone has access, and that the building fits in with other nearby properties.



## Regulations

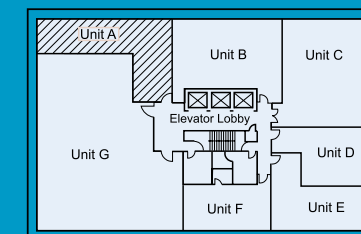
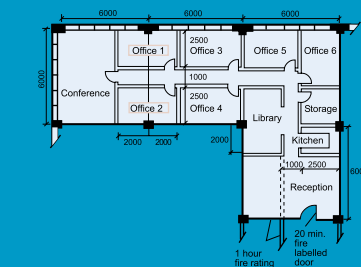
Here are some important rules and regulations you must follow when changing your commercial building's use or interior:

- The flame spread rating of interior wall and ceiling finishes must not exceed 150.
- Exit doors must open from the inside without keys, special devices or specialized knowledge of the door opening mechanism.
- Exit doors must open in the direction of exit (I.e. swing towards the outside of the room).
- Tenant spaces within other tenants are not permitted. Every tenant must have direct access to a public corridor, exit, stair or exterior exit door.



### Single-tenant

Access to at least one exit door is required for a person coming off the elevator if the rest of the floor area is restricted.



### Multi-Tenant Egress Doors

At least two egress (exit) doors are required when:

- Maximum building code floor areas for tenant space are exceeded
- Maximum building code travel distances are exceeded
- More than 60 people occupy one tenant space

## Why Permits?

Permits are here for your protection. They're the result of years of experience, testing and feedback. Having the proper permits will ensure what is being built is actually safe and that the appearance and use is consistent with the context of your neighbourhood.

## Zoning Verification

Your property's specific zoning may affect your plans.

To verify the zoning of a property, visit our office or <http://maps.edmonton.ca>

- Click on 'Zoning' located on the right side of the photo
- Review the disclaimer and accept it by pressing 'Ok'
- Click on 'Locate Title by Address' and enter the property's address
- Click on 'Search' to view its zoning and any overlay information





## Related Fees and Permits

Each of the following applicable permit fees must be paid to apply. The general contractor is required to pre-pay these fees so that the sub-trades can register their permits. This includes:

- Building
- Plumbing and gas
- Heating and ventilation
- Electrical

Please note that any change of the use of space, increase in seating capacity or increase in floor area may also require a development permit.

### TIP

The information we need is everything a contractor(s) requires to complete the entire project.



## What You Need to Apply

You must provide three complete sets of working drawings, indicating:

### Overall building area or key plan, including:

- Total main floor area of the entire building, showing any firewalls
- Height of building (number of storeys)
- Type of construction (concrete, steel, wood, etc.)
- Building systems (sprinkler, standpipe & hose, fire alarm)
- Adjacent tenants
- Previous tenant of the space

### Tenant space floor plan, including:

- Total floor area of the tenant space
- Dimensions and drawing scale (metric or imperial)
- All original existing walls and floors (include construction details)
- All new or revised walls and floors (include construction details)
- All new wall, floor and ceiling finishes
- Description of all kitchen equipment (if applicable)
- New or revised doors and windows
- Heating and/or ventilation revisions
- Plumbing fixture or system revisions
- Location of existing sprinkler heads and any proposed changes
- Electrical revisions (fire alarm, exit signs, emergency lighting)
- All other construction details

We also require special information if applicable, including:

- Structural plans with the seal of a registered professional engineer licensed in the Province of Alberta. This may be required for any structural change.
- Is the building a special type occupancy? Special type occupancies such as restaurants or day cares may need to meet other requirements. For example, Alberta Gaming and Liquor Commission, Capital Health Authority, Edmonton Child Care Services, etc.

### TIP

You may have to contact the building owner for a copy of the overall building floor plan.



## How to Apply

### Fax

**780-496-6034**

Our fax can take legal and letter sized paper.

### In Person

Current Planning Branch  
5th Floor, 10250 - 101 Street NW  
Edmonton, Alberta T5J 3P4  
Office Hours: Monday to Friday,  
8:00 a.m. - 4:30 p.m.

Payment may be cash, personal cheque (payable to the City of Edmonton), Visa, MasterCard, American Express or Interac.

### Mail

#### Current Planning Branch

5th Floor, 10250 - 101 Street NW  
Edmonton, Alberta T5J 3P4  
Cheques should be made out to City of Edmonton.  
Please allow for extra processing time when mailing application.

## Processing Your Application

A technical advisor will pre-screen your application for completeness. Incomplete applications will not be accepted. Please refer to the "What You Need to Apply" section in this brochure to ensure your submission is complete.

## Contact

For application forms and additional general information:

### Phone

For 24-hour information and access to City of Edmonton programs and services: **311**

If outside of Edmonton: **780-442-5311**

### Web

[www.edmonton.ca](http://www.edmonton.ca)

### Note:

This is a general guide. Additional information may be required.

When you apply, personal information may be collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. The information will be used to process your application(s) and your name and address may be included on reports that are available to the public. If you have any questions, please contact our office.



# Guide to changing your commercial building's use or interior

