



## 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.

## About the Service

If you are planning any changes to your property such as constructing, renovating or changing the use of a building, you will need permits from the City. The City is responsible for reviewing applications for construction or changing how a structure is used to ensure the building meets all the requirements established under the Edmonton Zoning Bylaw, Alberta Building Code and the Mechanical Permits Bylaw.

Contacting us early will help you avoid surprises and will ensure that your project goes quickly and smoothly. Please talk with us as you prepare your plans so we can help.

### We'll tell you:

- What information to submit with applications for development, building and mechanical permits.
- About any other approvals or conditions that could affect your plans or costs.
- What fees are associated with each application.
- How long the process will take.

## Permit Types

### Development Permits

If you plan to construct a new building, alter an existing one, change how a property is being used, or change the scale to which a property is being used, you will need a development permit. You also need a development permit before you can apply for a business licence. A development permit is written approval from the City that your plans are within the bounds of the Zoning Bylaw regulations.

Development permit types are grouped into three classes that reflect the level of proposed development or use:

#### Class 0 – No Permit Required

This class includes minor types of construction like minor repairs or fences under a certain height. These projects do not require a development permit.

#### Class A – Permitted Developments

This class includes developments that comply with all bylaws, and fall under the Permitted Use, Accessory Building, or Activities categories. Applications for signs, accessory functions, and the occupancy of existing buildings on sites that are regulated by a Direct Control Provision Zone are also considered Class A Permitted Uses. These projects require a development permit.

#### Class B – Discretionary Development

This class includes all developments that are for a Discretionary Use (at the discretion of the City), or require a change to any of the regulations of a bylaw. These projects require a development permit.

When Class B permits are issued, the City places a notice within 10 business days in the *Edmonton Journal* and notifies neighbouring property owners because they have the right to appeal the decision. The notice describes the development proposal and the Development Planner's decision.

### Building Permits

You may need a building permit in addition to your development permit. The Alberta Building Code regulates techniques and materials used in building construction, the occupancy and use of buildings, and buildings' safety equipment. A building permit is required for the construction, alteration or demolition of buildings and structures, and for installing new signs.

Once your development permit is approved, the original application becomes your application for a building permit. You will also be required to provide detailed construction drawings. If your project is only interior alterations with no change of use or intensity of use, you do not need a development permit. You can apply directly for a building permit.

## 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

## Mechanical Permits

You will need a separate mechanical permit for the installation of heating and ventilating systems, plumbing, gas fitting, water and sewer systems, and any electrical systems. Bonded and licensed contractors usually apply for each of these permits.

If you want to do your own plumbing, heating or ventilation work, you can apply for a permit in person if you own and intend to occupy the single-family dwelling for which the permit is issued. You will be questioned to make sure you have the proper knowledge to safely do these installations. Please note that we do not issue gas permits for new buildings to homeowners.

### Building and Mechanical Inspections

Once the building or mechanical permit is issued and construction has started, work inspections need to be done. Inspections on residential construction are usually set at intervals. For commercial projects, inspections are done routinely depending on the complexity of the project. Requests for inspections are by appointment only.

If the inspector identifies any problems, it is your or the contractor's responsibility to have the problems corrected. This may require re-inspection to ensure compliance.

**TIP** Make sure you obtain a building permit within 12 months of the issue date, or your development permit will be invalid.

## Processing Your Application

### Development Permits

Your application may be reviewed by a number of City departments. If they have any concerns or identify any specific needs, you will be asked to contact these departments as part of the approval process. Once the Development Planner's concerns are addressed, and your proposal complies with the Zoning Bylaw regulations, your development permit will be issued. An address is assigned at this time if one is needed.

### Appeals

If your proposal doesn't comply with the Zoning Bylaw regulations and you are refused a development permit, you can appeal to the Subdivision and Development Appeal Board (SDAB). Your appeal must be registered with the SDAB within 14 business days of the decision notification. There is a fee for filing an appeal.

Anyone affected by your proposed development may also appeal if they disagree with the Development Planner's decision to grant you a permit. They must submit their appeal in writing to the SDAB within 14 business days of the decision. The decision of the SDAB can be appealed to the Court of Appeal, but only on a point of law or jurisdiction.

### For more information about the appeal process, contact:

Subdivision and Development Appeal Board  
Churchill Building  
10019-103 Avenue NW  
Edmonton, Alberta T5J 0G9  
Telephone: 780-496-6079

#### TIP

For commercial projects, it can be helpful to apply for separate partial building permits like foundation or structural frame permits.



### Building Permits

After your development permit is approved, the building permit can be processed. The drawings and specifications are reviewed by a Plans Examiner to determine if the project complies with the Alberta Building Code. If the design meets code requirements, a building permit is issued. If the Plans Examiner notes any infractions on the drawings or has questions regarding the design, you will receive a Plans Examination Report to request more information or changes. Extra information will be reviewed and once everything is properly addressed, the building permit will be issued. The building permit may be subject to conditions that will be noted on your plans or permit.

When the building permit application is made, you must pay all the associated fees. Building permit fees are based on the size of the project or by its construction value. Your project may also require additional permits that fees will be charged for, such as plumbing, gas, sewer permits, heating permits, and electrical permits. You might have to pay a water charge to cover the cost of un-metered water use during construction. And there are safety code fees added to every building, mechanical or electrical permit issued.

### 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.

### 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 the permit process.

