

Short-form COMMERCIAL BUILDING PERMIT APPLICATION for INTERIOR ALTERATIONS

FOR INTERIOR ALTERATION/TENANT IMPROVEMENT/FIT-UP TO EXISTING FLOOR AND MEZZANINE AREAS ONLY, OR UNDER SCO DIRECTION Provide all required information--with clarity, precision and detail sufficient for project--or the application may be refused.

General Project Information		APPLICANT'S PROJECT NAME:	
PROJECT MUNICIPAL ADDRESS include any Suite # OR Unit # OR CRU # OR Building/Shopping Centre/Mall Name			
DESCRIPTION OF PROPOSED WORK		ABC2014:B:9.36 <input type="checkbox"/> YES -OR- NECB <input type="checkbox"/> YES ATTACH SUPPLEMENTS -OR- NOT IN SCOPE <input type="checkbox"/>	
CHECK <input checked="" type="checkbox"/> ALL APPLICABLE TO PROPOSED WORK <input type="checkbox"/> Interior Alteration <input type="checkbox"/> Gas <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Change of Use			
<input type="checkbox"/> Existing approved land use DP <input type="checkbox"/> NEW Development Permit City File #: _____ Dev't Auth Name: _____		Name and activity of last known business in premises: Cost of construction (not including furniture, interior window covering, design or permit fee, equipment, GST): \$ _____	
PROJECT APPLICANT Check <input checked="" type="checkbox"/> all applicable → Applicant is also: <input type="checkbox"/> Property Owner <input type="checkbox"/> Authorized agent of owner <input type="checkbox"/> Designer <input type="checkbox"/> Constructor			
Contact: Last name	First name	Company name	City Customer ID #
Mailing address		City	Prov Postal Code
Email – Inspection results to be sent to this email? -> Yes <input type="checkbox"/> No <input type="checkbox"/>		Telephone	Mobile
PROPERTY OWNER Check <input checked="" type="checkbox"/> if applicable → Property owner is also: <input type="checkbox"/> Designer <input type="checkbox"/> Constructor			
Contact: Last name	First name	Owner (person, partnership, condominium, corporation, etc)	City Customer ID #
Mailing address		City	Prov Postal Code
Email		Telephone	Mobile
CONSTRUCTOR Check <input checked="" type="checkbox"/> if applicable → Constructor is also: <input type="checkbox"/> Designer City Business Licence #			
Contact: Last name	First name	Company name	City Customer ID #
Mailing address		City	Prov Postal Code
Email - (mandatory) Inspection results will be sent to this email		Telephone	Mobile
APPLICANT DECLARATION: I, (PRINT NAME) _____ affirm by my signature below that 1) the information contained in and with this application for building permit-- including drawings, documents, details, specifications, professional schedule letters and supporting information, including any Energy Performance Compliance requirements of ABC2014:B:9.36 or NECB2011-- pertain to the project that is the subject of this application and is, to the best of my knowledge, true and complete; 2) the PROPERTY OWNER (person, partnership, condominium, corporation, or other) is aware of and has authorized this application for building permit; 3) I am aware that no work on this project is authorized before the building permit is issued.			
THIS IS NOT A PERMIT Date: _____ Signature of Applicant: _____			



Check all applicable. Complete this page fully; refer to Page 3 or a knowledgeable person (your constructor, designer, or professional) if you do not understand the questions. Incomplete application may be refused. **Projects within the scope of ABC2014:B:9.36** must include the 9.36 Energy Efficiency supplement sheet demonstrating compliance, unless NECB is selected. The 9.36 supplement and the NECB2011 supplement are found in www.edmonton.ca/documents/PDF/Guide_to_Completing_Commercial_Building_Permit_Application.pdf

SITE PLAN No Yes **KEY PLAN** indicating all tenants of storey/floor area/building → Yes Area of work involved in project: → _____ m² ft²
ARCHITECTURAL WORK: Drawings stamped, signed and dated? No Yes → Are schedules required? No Yes → must be provided with application
BARRIER-FREE PROVISIONS (entry, path of travel, washrooms. etc ...) required? Yes → must be shown on plan Existing N/A
 *Washroom facilities available for use by the occupants of the suite but not found within the suite must be shown on the floor plans
 *Include ABC2014:B:9.36 Energy Efficiency supplement OR NECB2011 supplement, with details, if applicable

STRUCTURAL WORK: (eg: RTU support, bearing wall alteration, column relocation, etc) None; no new structural work → go to **MECHANICAL** section
 Yes → Drawings stamped, signed and dated? Yes → Schedules required? No Yes → must be provided with application
DESIGN, DRAWINGS OR COMPONENTS by Alberta PEng other than engineer of record? None Yes → shall be marked as reviewed by the structural engineer of record where applicable (example: third-party racking design for warehouse storage racking system permit, etc)

MECHANICAL WORK: (eg: duct distribution, new drains, sprinkler alteration, etc) None; no new HVAC, plumbing or gas work → go to **ELECTRICAL** section
 Yes → Drawings stamped, signed and dated? No Yes → Schedules required? No Yes → must be provided with application
 HVAC drawings? No Yes → Distribution ducting? Commercial kitchen exhaust/MUA/suppression? Paint booth? Repair/garage ventilation?
 PLUMBING drawings? No Yes → Fats+oils+grease interceptor/trap?
 GAS drawings? No Yes → **additional gas meter being installed?** No Yes → verified unique address with ATCO? Yes _____

 SPRINKLER alteration? No sprinklers No change to sprinklers Yes → minor relocation per NFPA13 of fewer than 9 heads
 SPRINKLER construction? Yes → **stamped drawings, hydraulic calculations, schedules, hydrant location must be provided** Sprinkler protected glazing?

ELECTRICAL WORK: (eg: service, branch circuits, fire alarm work, exit/emergency lighting, etc) None; no new electrical work → go to next section below
 Yes → Drawings stamped, signed and dated? No Yes → Schedules required? No Yes → must be provided with application
FIRE ALARM No alarm No change New fire alarm OR Alteration to existing alarm → **stamped drawings +schedules must be provided**

Building area, the 'footprint' of the entire building measured between exterior walls or firewalls : _____ m² ft²

Firewall, a concrete or block wall (projecting through roof) forming separate 'buildings'; fire-resistance rating of firewall: No firewalls 2h 4h

Number of Storeys in the building, includes first storey or 'main floor' and all above it: _____

Basement, levels below the first storey: None Yes → # levels= _____

Type of construction of floor, walls and roof of the building: Combustible Non-combustible Both

Floor, walking surface of your suite fire-resistance rating: N/A on concrete slab on ground ¼h 1h 2 hr

Mezzanine, intermediate floor assembly between the floor and ceiling of a room or space: No mezzanine Yes → **show all mezzanines on plans**
 Fire-resistance rating of mezzanine: Unrated Non-combustible ¼h 1h Waived 3.2.2.18.(4)

Building Roof fire-resistance rating: Unrated Non-combustible frame and deck ¼h 1h 2h Waived 3.2.2.18.(3)

Suite separation, walls/floors separating your suite from other tenants: N/A Fire-resistance rating: Unrated=smoke-tight separation ¼h 1h 2h

Public corridor, a multi-tenant hallway leading to an exit: N/A Fire-resistance rating: Unrated 'smoke-tight separation' ¼h 1h

Exit, protected ways that lead through and out of your building: N/A-exit doorways direct to exterior Fire-resistance rating: ¼h 1h 2h

Storage garage for vehicles parking, partly/wholly within the building footprint: N/A Separation fire-resistance rating: 1h 1½h 2h

Repair garage for vehicle service and associated parts and storage: N/A Separation fire-resistance rating: 1h 2h

Carefully review this information provided to assist you with completing the application. Incomplete applications may be refused.

Drawings and Documents **ONE COPY ONLY of drawings, documents and details REQUIRED; clamped or lightly stapled DO NOT BIND WITH TAPE OR STAPLE EXCESSIVELY** Preferred minimum scale of drawing is 1:50 or ¼"=1ft; and must be prepared to architectural standards, legible, with labelled/dated pages, in consistently metric or imperial dimensions.

BUILDING PERMIT PROCESS is the series of steps by which your project is reviewed before, during and after construction to verify that it meets Alberta Building Code (ABC2014), as set out in the Alberta Safety Codes Act and related regulations. Submission of this application and related drawings and documents (following your verification of land use approval) is needed to determine what permits are required for the work and/or for a Change of Use inspection. **Change of Use** means a change of occupancy or intended occupancy of part or all of a building—**even where no construction work is planned**. Change of Use generally calls for current Building Code requirements and standards to be met, particularly with respect to building accessibility, life-safety systems, and structural/constructional characteristics of the building. The complexity of the proposal depends on the existing building as well as the proposed Use: for example, Change of Use from **RETAIL** to **BUSINESS/PERSONAL SERVICE** is generally straightforward; Change of Use from single family dwelling **RESIDENTIAL** to **BUSINESS/PERSONAL SERVICE** is more complicated.

DRAWINGS **Many small interior alterations may be proposed without involvement of a design professional**, with plans and this application form prepared by a knowledgeable person such as the building contractor (the “constructor”) who will do the work. However, some of the construction details MAY require professional engineer design with stamped drawings (eg: a restaurant ventilation/make-up air/fire suppression system, a fire alarm modification/upgrade, or structural design for new equipment on the roof, etc). **Larger or more complicated interior alteration projects will require professional involvement** for all aspects of the work.

2.4.2.1; Division C; ABC2014 lists all professional involvement requirements, summarized here for basic, uncomplicated interior alterations. Occupancy groups are listed below. A Safety Codes Officer makes the final determination of what permits are required for a project OR will sign off where no permit is required. http://www.municipalaffairs.alberta.ca/CP_Permit_Reg_and_Guidelines.cfm provides guidelines to determination of when you are obligated to obtain a permit for work, and when you are lawfully able to do work without permits. Professional involvement generally indicates stamped drawings and professionals' schedules will be required to be submitted with the application

ASSEMBLY (Group A; example: restaurants, churches, halls, health clubs, daycares) and **CARE occupancies** (Group B; example: group homes) where the total area of work involves more than 300 m² (3230ft²), professional involvement is required.

RESIDENTIAL occupancies (Group C; example: dwelling alteration within a condominium building): where more than 4 dwelling units are in the same structure or, in the case of a hotel/motel where the total area of work involves more than 400 m² (4305ft²), professional involvement is required.

BUSINESS/PERSONAL SERVICE (Group D; offices) and **RETAIL** (Group E; eg: stores, take-away) and **INDUSTRIAL occupancies** (Group F; eg: warehouse alterations, repair garage construction, etc) where the total area of work involves more than 500m² (5382ft²), professional involvement is required.

Architectural work refers to designs, graphic representations, plans, drawings, detail drawings or specifications for the project, but does not include **engineering work** which refers to designs, plans, drawings, detail drawings, specifications or graphic representations for electrical, mechanical or structural systems/components in buildings. When drawings or documents are signed, dated and stamped with the seal of a professional architect or engineer [licensed to practice in the Province of Alberta], that professional is taking responsibility for the design. If the project is for interior design work not involving exits, stairs, structure, mechanical or electrical systems, or building enclosure, a licensed interior designer may stamp the drawings in place of an architect.

SCHEDULES are standard form letters obtained from the professionals who design parts of your project assuring that they are also overseeing construction of their design, which is especially important where complex systems are involved. Schedules are to be found in Appendix B; Division C; ABC2014 http://www.municipalaffairs.alberta.ca/building_forms_reports.cfm Applicable A- and B-schedules duly signed and sealed by the professionals as well as signed by the owner for the project must be provided at time of permit application for any project or part of the project that requires professional involvement, as discussed above. (Information about engineers, their duties, etc, is to be found at www.apega.ca and information about architects, their duties, etc, is found at www.aaa.ab.ca)

BARRIER-FREE PROVISIONS Barrier-free design is a term used to describe construction of an accessible environment for those with physical, sensory and developmental disabilities, and the elderly. 3.8.1.1.; Div B; ABC2014 provisions are applied to existing buildings at time of **Change of Use** or at time of renovation where washrooms, doorways and so on are being altered or newly constructed. See Barrier-free Design Guide Alberta 2008 at http://www.safetycodes.ab.ca/Public/Documents/2008_SCC_BFDG_FINAL_protected.pdf for all details for fixtures, fittings, hardware, accessories, etc. If you believe that the required barrier-free provisions cannot or need not be met, you must apply to Alberta Municipal Affairs for a relaxation ruling; forms at http://www.municipalaffairs.alberta.ca/building_forms_reports.cfm

ONE COPY ONLY of drawings, documents and details REQUIRED clamped or lightly stapled.
DO NOT BIND DRAWINGS WITH TAPE OR STAPLE EXCESSIVELY.

OCCUPANCY	A1	A2	A3	B1	B2	B3	C	D	E	F1	F2	F3	ABC14	Part 9	AND 9.36?	OR	3.2.2.	_____	
Received for processing by SCO Tech Advisor _____														Date(dd/mm/yy)	_____				
Returned to applicant for revision/more information _____														Date(dd/mm/yy)	_____				
Returned to applicant for revision/more information _____														Date(dd/mm/yy)	_____				
Additional Details and Notes:	ABC2014:B:9.36 <input type="checkbox"/>YES -OR- NECB <input type="checkbox"/>YES ATTACH SUPPLEMENTS -OR- NOT IN SCOPE <input type="checkbox"/>																		

Personal Information required by City of Edmonton application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact a Service Advisor at the Edmonton Service Centre at 780-442-5054.