

# CONSTRUCTION SITE MANAGEMENT PRACTICES ACKNOWLEDGEMENT

For demolition or new construction of Residential Infill Development. This list is not exhaustive and addresses common problems found on active construction sites.

This form is a reminder of the best construction practices that all trades professionals should follow when building in older neighbourhoods. For a more complete reference please see the [Residential Construction Guide: Best Practices](#), as well as applicable Bylaws, Acts, or other legislation. This form must be signed and accompany your development permit application. **As the applicant, you are undertaking to share this form with all involved parties.**

It is strongly recommended that you contact neighbouring property owners to discuss the proposed project before beginning any demolition and construction. Neighbours provided with adequate information at the start of a project are generally more supportive. This conversation provides an opportunity to mutually understand estimated construction timelines, and plans to limit or mitigate negative impacts the development may have on neighbouring properties and City assets. It is also recommended that current and relevant contact information be shared should questions or concerns arise. A written understanding about location, ownership and condition of existing fences, walkways, window wells can minimize disputes around damage to neighbouring property.

Failure to follow any applicable Bylaws, Acts or other legislation may result in fines, immediate stop work orders, or violation notices. It is the joint responsibility of the property owner, the permit holder and the constructor to ensure compliance with all relevant and applicable legislation (not limited to those listed here).

## SECTION 1: CONSTRUCTION SITE MANAGEMENT PRACTICES

### 1. On-site Contact Information:

Initials:

- a. No development or construction activity shall occur on a site before posting a Development Permit Notification Sign. Fines for failure to comply start at \$500.

### 2. Approved Plans, Changes to Site Plan and Revocation of Permits:

Initials:

- a. A Development Officer may cancel an approved Development Permit if conditions of the permit are not followed.
- b. Construction with a cancelled or suspended permit are subject to fines.
- c. Changes or non-compliance with the approved Development Permit shall require amendments to the approved plans and permits. Amendments or updates to Development Permits are separate independent applications.
- d. The owner shall ensure that all required permits are obtained before starting the work and that the approved project plans and specifications are available at the project site during working hours for inspection.
- e. The owner shall not deviate nor authorize a deviation from conditions of a permit without first obtaining permission in writing to do so from the authority having jurisdiction.
- f. A permit may be revoked if there is a contravention of any condition under which it was issued.

### Construction Site Management Acknowledgement Form | 08.18

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.

## SECTION 1: CONSTRUCTION SITE MANAGEMENT PRACTICES

### 3. Construction Site Fire Safety and Workplace Safety:

Initials:

- a. A Fire Safety Plan per Section 2.8. of Division B of Alberta Fire Code 2014 shall be established and maintained for the duration of the project.
- b. Builders are responsible for ensuring a safe workplace and following legislation of the Occupational Health and Safety Act, Regulation and Code ([Alberta Labour website](#)).

### 4. On-Street Construction and Maintenance (OSCAM) Permit Temporary Construction Access Authorization Permit (TCAAP):

Initials:

- a. If required, an OSCAM permit and any necessary Hoarding Building Permit are to be obtained before starting work and available for reference on site. This includes the placement of bins, containers, pods or lay-down on public sidewalks, boulevards, roads, or alleys.
- b. A vehicle may not cross a sidewalk or boulevard from the public road right-of-way to access private property where there is no driveway access without an approved, current TCAAP.
- c. A Public Tree Protection Plan may be required prior to receiving the TCAAP, and will contain conditions for safety precautions, boulevard/curb/walk protection and maintaining roadway drainage.
- d. OSCAM and TCAAP permits are issued by Parks and Road Services, Network Operations online at [www.edmonton.ca/oscampermit](http://www.edmonton.ca/oscampermit)

### 5. Heavy Vehicles, Site Access and Parking:

Initials:

- a. Heavy vehicles delivering/picking up material/equipment must take the most direct and practical route from the nearest truck route to the site.
- b. Overweight or over-dimensional vehicles, and those transporting dangerous goods require a permit unless otherwise stated in the Traffic Bylaw.
- c. Contractor and employee parking, including construction vehicles, shall comply with all applicable parking regulations, including:
  - No parking within a front yard.
  - No parking in an alley except for a commercial vehicle with hazard warning lights on and actively being loaded/unloaded.
  - No trailer parking on road right-of-way unless attached to a vehicle by which it may be drawn.

### 6. Hours of Operation, Noise of Vehicles, Generators and Equipment:

Initials:

- a. Plan and effectively implement measures that prevent any noise that disturbs the peace of another individual.
- b. Construction activity is allowed Monday-Saturday 7 a.m. to 9 p.m. and Sunday 9 a.m. to 7 p.m. Daytime decibel limit shall not exceed 65 dB(A) and overnight decibel limit shall not exceed 50 dB(A) on or abutting a property zoned Residential.
- c. Vehicles, generators, and equipment must comply with Parts III and V.1 – Noise Control.

### 7. General Site Conditioning:

Initials:

- a. The site must be maintained in a neat and orderly condition.
- b. A neighbour's power or water shall not be used without the consent of that property owner.
- c. No litter, garbage, refuse, or waste material may be placed on, or allowed to drift onto, the private property of another unless by arrangement with that property owner.
- d. A person shall not operate a vehicle on roads so as to track any earth, sand, gravel or material onto the street or alley.
- e. A person shall not cause or permit nuisance to exist on the land they own or occupy including the production of excessive dust, dirt and smoke.

## SECTION 1: CONSTRUCTION SITE MANAGEMENT PRACTICES

### 8. Protection of Public Property and Neighbouring Property during Demolition and Construction:

- a. A strongly-constructed fence, boarding or barricade not less than 1.8 m high shall be erected around the perimeter of the site; with gate(s) locked closed when the site is not active. This shall remain in place until lockup stage is achieved, and no open excavations are on the site.
- b. The constructor shall ensure precautions are taken to safeguard the public and protect adjacent properties, and conduct demolition and construction work safely. The public is anyone who is not engaged in work on the site. The constructor is responsible jointly and severally with the owner for any construction or work undertaken. It is the project owner who is ultimately responsible for damage arising from work undertaken on the project.
- c. The owner is responsible for the repair of any damage to public property or works located on public property that may occur as a result of undertaking work regulated by ABC. All sidewalks, streets or other public property that have been damaged shall be restored to a safe condition.
- d. The owner shall ensure that work undertaken does not damage or create a hazard to adjacent properties.
- e. The owner will provide written assurance to the City that asbestos management and abatement work plans were [submitted to Workplace Health and Safety](#) for compliance with Occupational Health and Safety legislation and that the work has been completed, before any demolition permit is issued.
- f. Where site space limitations preclude excavating per [OHS requirements](#), and extending the excavation onto an adjacent property is not expressly permitted by its owner, an engineer-designed shoring system must be installed to contain the work within the site boundaries.
- g. Excavations shall be kept reasonably clear of water.
- h. Material or equipment shall not be placed on any street or other public property except as authorized by your OSCAM permit.
- i. Hoisting onto a building or other activities that constitute a hazard shall not be carried out until the street or other public way is closed.
- j. If equipment including cranes create an unsafe condition, interferes with public safety, or interferes with, disrupts activities on, or impedes access to adjacent properties or public facilities, that equipment must be removed.

### 9. Surface Drainage and Lot Grading:

- a. During construction, the surface grades of the property must be managed such that nuisance, hazard or damage will not be caused upon adjacent properties.
- b. Upon completion of the project, the owner must establish and maintain surface grades and elevations in compliance with the approved lot grading plan.
- c. The constructor or owner shall ensure no construction waste and/or silt enters the sewer system.

### 10. Boulevard Tree Protection and Tree & Landscaping Retention:

- a. It is an offence to remove, damage, prune, cut, repair or perform other work on any tree on a boulevard unless authorized. Contractors and owner shall take necessary steps to protect and preserve City trees impacted by construction activities.
- b. If you are intending on preserving any Trees or Shrubs on site to meet landscaping requirements of [Section 55 of Edmonton Zoning Bylaw](#), ensure existing onsite trees and shrubs to preserve are protected.
- c. Compensation for the damage or loss to a City tree will be recovered from the civic or private entity held responsible, and applied to future tree replacements. It is also an offence under the City of Edmonton's Community Standards bylaw, fines may be issued.

## SECTION 2: ACKNOWLEDGEMENT AND DECLARATION

Applicant / Company Name:

Municipal Address:

Legal Description:

Plan:

Block:

Lot:

I, (PRINT NAME) \_\_\_\_\_ affirm by my signature below that

- 1) I have reviewed and initialled the information above which summarizes some Bylaw and Alberta Building Code construction site requirements as well as guidelines for best constructions practices,
- 2) I will use my best efforts to comply with the requirements contained in this form and regulations otherwise unlisted, and
- 3) I undertake to disseminate, or cause to be disseminated, a copy of this information to all parties involved in the project, including the property owner, Building Permit holder, constructor and the related trades and services for the project.

Applicant Signature:

Date:

### WHERE TO APPLY

Edmonton Service Centre  
**2<sup>nd</sup> floor**, 10111 - 104 Avenue NW  
Edmonton, AB T5J 0J4  
Monday - Friday, 8am to 4:30pm

### QUESTIONS?

Phone: **311** or if outside of Edmonton  
780-442-5311  
Email: [developmentservices@edmonton.ca](mailto:developmentservices@edmonton.ca)

### FEES

For additional information,  
visit:  
[edmonton.ca/permitfees](http://edmonton.ca/permitfees)

Edmonton