

New House Permit Application Guide

For Single Detached Houses, Garden Suites, Duplex or Semi-Detached Houses, and three or four unit Row Houses

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Introduction

This Guide provides information needed to apply for a Development Permit and Building Permit for a Single Detached House, Garden Suite, Semi-Detached House or Duplex, or 3- or 4-unit Row House. Permits must be in place before beginning construction or demolition. This Guide includes complete instructions and checklists for applications submitted online or in-person/by mail. Applications without all required plans, documents and details will not be accepted.

Development and Building Permit Applications have three major components:

1. application form (online or paper)
2. supporting information consisting of complete plans, documents and details
3. fees

All must be submitted to process permit applications. Incomplete and poor quality documents and details are the main source of delay in permit processing. You can contribute to a more efficient and effective permit experience by:

- reviewing this Guide carefully to ensure the application is complete when submitted
- Ensuring the resolution of your supporting documents are high enough that these are readable in PDF format on-screen and when printed out for on-site reference and inspections
- grouping pages for submission into named files as outlined in this Guide.

Additional information may be required to ensure the application meets relevant Edmonton bylaws and the Alberta Building Code, standards and respective regulations under the *Safety Codes Act* before the Development Officer or Safety Codes Officer can make a decision on the application.

For any house type, you are able to apply for development permit, also for an optional footing and foundation only building permit, and then complete the building permit application as well or apply later on for it.

1. How to Apply

Development permit and building permit applications can be submitted online or in-person. Online applications are preferred, and assistance to make the transition from paper format to online application is available upon request at the Edmonton Service Centre. Applications missing any required plans, documents and details will not be accepted.

Online

The most efficient and convenient method to apply for any House Development Permit and Building Permit is to apply [online](#). By submitting online, you can:

- Start an application, save your progress, and return to it at your convenience
- Upload and update documents, plans, and details as required, prior to payment
- Take a self-check questionnaire to confirm energy efficiency compliance for your building permit
- Pay online for all permit fees, including for review or inspections
- Track the status and progress of your application through the process
- Download approved permit drawings needed for on-site reference and inspections
- Access your recent projects for reference

[Sign up](#) beforehand so we can create your secure account before your first use of the service. Once the permit is issued, you will be notified with instructions for downloading and printing for on-site reference and inspections.

In-Person

An application may be submitted in person at the Edmonton Service Centre where Development Advisors and Safety Codes Advisors are available for consultation about your project. The application will be screened for completeness while you are present. Accepted paper applications will be converted into digital format before the review process begins. Assistance for applicants to make the transition from paper to online format is available upon request at the Edmonton Service Centre. Once the permit is issued, approved drawings are **emailed** to the applicant for downloading and printing for on-site reference and inspection.

Mail

This method has proven most likely to have issues with completeness and quality of submitted documents and details, resulting in delays. Applications submitted by mail are screened within the following two business days of receipt, and an acceptance decision is then emailed. This submission method is handled inside the Service Centre like an in-person application except that an applicant misses out on the benefit of face-to-face consultation with a Development Advisor and a Codes Advisor.

2. Supporting Information: Plans, Documents and Details

- The current land use regulation is [Zoning Bylaw 12800](#)
- ABC means Division B of [Alberta Building Code 2014](#) unless otherwise noted
- A Single Detached House is a single dwelling-unit House, and may contain a secondary suite.
- A Semi-Detached House or Row House is a structure with dwelling units separated such that no part of one dwelling unit is over another.
- A Duplex House is one dwelling unit that is entirely or in part constructed above another.
- Stacked Row Houses, multiple joined Duplex Houses and mixed Duplex/Row Houses are not currently managed through this application process.

Development Permit Supporting Documents	
<input type="checkbox"/>	Completed Application Form (if not applying online)
<input type="checkbox"/>	Plot Plan or Site Plan (for Development Permit AND Building Permit) Sample Plot Plan <ul style="list-style-type: none"> • <i>Should be prepared by an Alberta Land Surveyor</i> • <i>Preferred scale 1:300; minimum scale: 1:500 on legal size paper</i>
<input type="checkbox"/>	Date of Preparation
<input type="checkbox"/>	Municipal Address
<input type="checkbox"/>	Legal Description (Lot, Block, Plan Number)
<input type="checkbox"/>	Zoning and North Arrow
<input type="checkbox"/>	Property Lines and property dimensions shown and labeled
<input type="checkbox"/>	Identification of all streets and lanes abutting the subject site
<input type="checkbox"/>	Site Depth and Site Width , as measured at the Setback of the underlying Zone
<input type="checkbox"/>	Site Area (in square metres)
<input type="checkbox"/>	Site Coverage
<input type="checkbox"/>	Setbacks from proposed buildings and/or structures dimensioned to all property lines
<input type="checkbox"/>	Setbacks between buildings within the site
<input type="checkbox"/>	Dimensions of all proposed and existing structures including air conditioners, cantilevers and overhangs
<input type="checkbox"/>	Geodetic elevations of site , including finished grades, bottom of footings, top of foundation wall, finished main floor

<input type="checkbox"/>	Geodetic elevation taken alongside property lines a distance equal to the minimum front setback where a walkout basement is proposed
<input type="checkbox"/>	Dimensions and location of existing and proposed accesses to the site , including driveways, walkways in the front yard, curb cuts/ site access (all dimensioned from the property line)
<input type="checkbox"/>	Off-site details – from the property line to the road or lane/alley (within the boulevard) such as existing City-owned trees (include caliper measurements), curb cuts, street furniture which includes lights, fire hydrants, signs, mailboxes, above-ground utilities.
<input type="checkbox"/>	Landscaping Details (see Landscaping brochure or www.edmonton.ca/treeplantingrequirements)
<input type="checkbox"/>	Number, type and approximate size of existing trees and shrubs proposed for preservation and removal
<input type="checkbox"/>	Number, type and approximate size of proposed trees and shrubs
<input type="checkbox"/>	Proposed ground cover
<input type="checkbox"/>	Parking Spaces (Depth, width, angle and number of spaces)
<input type="checkbox"/>	Easements, Utility Right of Ways shown and labeled
<input type="checkbox"/>	Identification of buildings that are to be demolished as part of the application
<p>Additional Requirements for Applications within the Mature Neighbourhood Overlay</p> <p>*** Only required if the proposed development is located in a core or mature neighbourhood***</p>	
<input type="checkbox"/>	<p>Abutting Properties Plan</p> <p>Sample Abutting Properties Information</p> <p><i>Should be prepared by an Alberta Land Surveyor or engineering professional</i></p> <ul style="list-style-type: none"> ● <i>may be provided as a separate plan or as part of the Plot Plan</i> ● <i>show Setback distance to:</i> <ul style="list-style-type: none"> ○ <i>foundations of abutting principal structures</i> ○ <i>any fully-enclosed portion of those structures not supported by a foundation (eg. cantilever)</i> ● <i>where Abutting Lot is vacant, Front Setback shall be deemed to be that of the next Abutting Lot.</i>
<input type="checkbox"/>	<p>Neighbouring Windows Plan</p> <p>Sample Neighbouring Window Plan</p> <p><i>Should be prepared by an Alberta Land Surveyor or engineering professional</i></p> <p><i>This information shows the Window and amenity area locations of abutting properties are required IF the Interior Side Setback is less than 2 m.</i></p>

	<i>The location of existing adjacent window and amenity areas can be provided on the side elevation plans with supplemental information in the form of photographs, aerial photo or site plan.</i>
<input type="checkbox"/>	Lot Grading Plan For more information, visit the Lot Grading webpage
<input type="checkbox"/>	Includes requirements for Site Plan or Plot Plan
<input type="checkbox"/>	Internal or common property drainage swales including design high points, intermediate grade points and the location, height and extent of retaining structures
<input type="checkbox"/>	Surface slopes of drainage swales with flow direction arrows
<input type="checkbox"/>	Elevation of City rights-of-way at the discharge ends of the swales
<input type="checkbox"/>	Property boundary elevations include proposed and existing elevations, and existing elevations at lot
<input type="checkbox"/>	Lot drainage pattern indicating whether split drainage or through drainage
<input type="checkbox"/>	Rear internal swale (if required)
<input type="checkbox"/>	Roof drainage provisions roof drain connection or surface discharge of downspouts
<input type="checkbox"/>	Foundation drainage connection or surface discharge details
<input type="checkbox"/>	Easements, Rights-of-way and/or restrictive covenants related to drainage provisions
<input type="checkbox"/>	Landscaping Plan (Row House Only) Sample Landscaping Plan <ul style="list-style-type: none"> ● <i>Drawings should be min. scale 1:300</i> ● <i>May be included on the site plan for small developments provided the drawings remain clear and uncluttered</i>
<input type="checkbox"/>	Existing and proposed Trees, shrubs, flower beds and groundcover (indicate what is to be added and/or retained)
<input type="checkbox"/>	A schedule of existing and proposed plant material required (trees and shrubs), indicating the Type (deciduous, coniferous), Sizes (calliper and height), and Species (common and botanical names)
<input type="checkbox"/>	Surface treatment for all areas; including parking and walkways
<input type="checkbox"/>	Garbage collection facilities (screening details showing location, dimensions and materials)
<input type="checkbox"/>	Location and Elevation of any Fencing, Privacy Screening, retaining walls, and garbage enclosure
<input type="checkbox"/>	Amenity Area/Private Outdoor Amenity Area (Sec. 46 and 47 of the Zoning Bylaw)

<input type="checkbox"/>	Completed and Signed Construction Site Management Practices Acknowledgement Form
<input type="checkbox"/>	Development Permit Notification Sign Drawing Elevation Drawing of the structure without markup is required for the notification sign. <ul style="list-style-type: none"> • <i>Acceptable Formats: PDF, JPG or PNG</i> <i>Resolution: minimum 300 DPI</i> • <i>Sign Size</i> <ul style="list-style-type: none"> ○ <i>Recommended Drawing Size for 24x18 sign to display one image: 12"x 8"</i> ○ <i>Recommended Drawing Size for 4'x4' sign to display more than one image and/or a company logo.: 24"x26" (multiple images can be added to this sign, as long as they all fit within the recommended size)</i> • <i>Contact information of the contractor, Development Permit applicant and/or landowner</i>
<input type="checkbox"/>	Abandoned Wells Confirmation Any proposed construction, addition or alteration resulting in a building area (footprint) greater than 47m ² (506 ft ²) requires abandoned wells confirmation be provided, as required by Alberta Energy Regulator Directive 079
<input type="checkbox"/>	Signed Abandoned Wells Confirmation Form
<input type="checkbox"/>	Printout of the map that was used to confirm the absence/presence of abandoned wells
Architectural Drawings (for Development Permit AND Building Permit) <ul style="list-style-type: none"> • <i>Should be prepared by a draftsman, architect or person skillful in technical drawing</i> • <i>Minimum scale: 1/8"=1'-0" or 1:100; Preferred scale: 3/16"=1'-0" or 1:75</i> • <i>Either metric or imperial units of measurement are acceptable; please be consistent</i> • Provide ONE combined file 	
<input type="checkbox"/>	Building Elevations (Front, Side, and Rear)
<input type="checkbox"/>	Exterior of all sides of the proposed buildings: including all windows, doors.
<input type="checkbox"/>	All exterior finishing materials: Walls (e.g., brick, stucco), Roof (e.g., asphalt shingle, concrete tile), Fascia, Soffit , etc.
<input type="checkbox"/>	Building height (m) - from the top of the finished main floor to the midpoint of the roof AND from the top of the finished floor to the top of roof (ridge) (as per Section 52 of the Zoning Bylaw)
<input type="checkbox"/>	Finished ground level
<input type="checkbox"/>	Where Renewable Energy Devices are to be installed on the roof, a roof plan is required identifying the number and layout of the panels

<input type="checkbox"/>	Floor Plans
<input type="checkbox"/>	Plan views of all levels, in the following order <ul style="list-style-type: none"> ● Main ● Upper level(s) ● Foundation level, showing <ul style="list-style-type: none"> ○ radon mitigation rough-in with its clearly labeled termination, recommended to be located to facilitate future completion to exterior ○ Consult Soil Gas Vent Termination guidance if voluntary completion of the required rough-in system is desired ○ any foundation drain (weeping tile) sump location, with air-tight access lid ○ floor drain(s), and any plumbing rough-in of drains for future development
<input type="checkbox"/>	Basement development plan (only if it's included in the scope of work)
<input type="checkbox"/>	Dimensions of the building (exterior and interior) and dimensions and area of each floor level
<input type="checkbox"/>	Total Floor Area (sq. m.) (include all floors)
<input type="checkbox"/>	Location and dimensions of all walls, doors, stairs, and windows, and indication of each sleeping room egress window/window well as applicable
<input type="checkbox"/>	Identification of all room uses on all floors (i.e. living room, bedroom, kitchen, bathroom, mechanical room, etc.)
<input type="checkbox"/>	Interconnected smoke alarm and carbon monoxide alarm locations
<input type="checkbox"/>	Any roof plan or schematic (valleys, venting, roofing, etc)
<input type="checkbox"/>	Rooftop terrace setbacks from all building facades, if applicable
<input type="checkbox"/>	Any proposed secondary suite
<input type="checkbox"/>	Sections and Details
<input type="checkbox"/>	Sections through the highest roof structure and other locations as needed to clarify construction including headroom under roofs of half-storeys
<input type="checkbox"/>	Fully-labeled sections of all assemblies forming floors, walls, roofs including assemblies corresponding to ABC 9.36 Prescriptive Path Summary and Checklist details (including any trade-offs) or ABC 9.36 Performance Path Summary details . Include any proposed decks.
<input type="checkbox"/>	Clearly-defined position of air barrier on the assembly details
<input type="checkbox"/>	Effective thermal resistance (ETR) calculations for all proposed above-ground AND below grade/in-ground-contact opaque assemblies, in Metric RSI. Indicate per layer for a prescriptive

	<p>path project, or may be shown as total ETR only for the performance path only. Ensure any unheated attached garage minimum required insulation is shown.</p> <p>Show source(s) used to generate the ETR values; (Conversion: RSI x 5.678 = Imperial R value). For example, consult:</p> <ul style="list-style-type: none"> ● Alberta Building Code A-9.36.2 ● Natural Resources Canada wall thermal design tables ● Canadian Wood Council Wall Thermal Calculator; ● ASHRAE tables
<input type="checkbox"/>	<p>Spatial Separation Considerations for a Garden Suite</p>
<input type="checkbox"/>	<p>Spatial Separation Considerations for a Semi-Detached / Row House Garage</p>
<input type="checkbox"/>	<p>Development Waiver Form</p> <p><i>This an optional request, where a complete Building Permit submission has been made, to advance the application to Codes review while the project is on Development Permit Notices. In submitting this signed form, the applicant acknowledges the waiver is NOT permission to start building.</i></p>
<p>Building Permit Supporting Documents</p>	
<input type="checkbox"/>	<p>Application for Footing and Foundation Only Building Permit</p> <p>Use the current Application for Footing and Foundation Only Building Permit for In-person/Mail Application, or use the Online application features</p> <p><i>This is an optional request for an expedited building permit for construction of the foundation and main floor deck of the project. The permit holder assumes all risks, as the final Building Permit for the project has not yet been issued. The foundation location may affect house wall assembly and window location decisions.</i></p> <p><i>If any information is missing or incorrect, the Footing and Foundation ONLY Building Permit will not be processed on this expedited basis. If a demolition permit is required, it <u>must be issued</u> prior to a footing and foundation permit being issued.</i></p> <p><i>Construction may not start until the Footing and Foundation ONLY Building Permit is issued.</i></p>
<input type="checkbox"/>	<p>New Home Warranty Program</p> <p>Provincial Builder Licensing applies to application for any project requiring a New Home Warranty.</p> <p>Provincial New Home Buyer Protection Act requires either</p>

	<p>Valid Owner-Builder Authorization -OR- New Home Warranty Confirmation to be submitted before any Building Permit can be issued.</p> <p>Do not submit the warranty application, application receipts, or the RF number only.</p> <p>Provide one of the following, or indicate “Pending” and provide to plans examiner when available.</p>
<input type="checkbox"/>	<p>Owner-builder Authorization (warranty exemption letter) from the Owner-builder Registry</p> <p>- OR -</p>
<input type="checkbox"/>	<p>Warranty document from the NHW Registry which displays a valid “licensed general contractor” class designation (where professional involvement is not required). “Licensed developer” class is required for projects where professional involvement is required. If any doubt exists about licence class, search: https://residentialprotection.alberta.ca/public-registry/</p>
<p>Structural and Engineering Documents</p> <p>Provide THREE (3) separate document files, assembled and named as follows:</p>	
<input type="checkbox"/>	<p>File #1: “Engineered Layouts”</p> <p>Provide ONE combined file, assembled in the following order:</p>
<input type="checkbox"/>	<p>Engineered roof truss layout diagram</p> <p>Do not submit individual truss detail sheets. Intact “Inspector Copy” package of roof truss shop drawings from supplier must be provided for on-site reference and inspection.</p>
<input type="checkbox"/>	<p>Engineered floor joist layout diagrams, from upper to lower floor(s)</p>
<input type="checkbox"/>	<p>Roof and floor supplier letter(s): 1 or 2 letters, depending on component source</p>
<input type="checkbox"/>	<p>Pad footing charts from heavy-duty column manufacturer listed on floor layout</p> <p>-OR-</p> <p>engineer-stamped pads which may be site specific, or non-site specific with valid owner and date</p>
<input type="checkbox"/>	<p>Any engineer-stamped steel, engineered lumber or non-uniformly-loaded built-up lumber beam (e.g., for flush connections, point loads) or columns</p>
<input type="checkbox"/>	<p>Framing sketches for stick-framed roofs or floors. Engineering optional if verifiable in Alberta Building Code Part 9</p>

<input type="checkbox"/>	File #2 “Site-specific engineering” <i>Engineer-stamped designs must be by an Alberta-registered engineer Provide ONE combined file, assembled in the following order:</i>
<input type="checkbox"/>	Foundation
<input type="checkbox"/>	Wall lateral bracing connection of main floor I-joists to foundation wall
<input type="checkbox"/>	Wall reinforcement for window openings greater than 1.2 m wide or adjacent other window(s)
<input type="checkbox"/>	Wall reinforcement for floor openings (e.g., stairs) adjacent to foundation wall
<input type="checkbox"/>	Wall reinforcement for foundation height exceeding 3.0 m
<input type="checkbox"/>	Retaining walls connected to house or if required for building integrity
<input type="checkbox"/>	Footing design for soils conditions, supported joist spans > 4.9 m or irregular configurations
<input type="checkbox"/>	Helical (‘torque’/‘screw’) piles or concrete piles (e.g., column support for deck >1.8 m above grade and/or supporting a roof) or pile/grade beam foundation (e.g., attached garage)
<input type="checkbox"/>	Structural slab for concrete floors-on-ground for any building other than a detached garage <55 m ² area associated with a house
<input type="checkbox"/>	Preserved wood foundation
<input type="checkbox"/>	Any soil bearing, sulphate content, or top-of-bank geotech engineer report for the property
<input type="checkbox"/>	Above-ground
<input type="checkbox"/>	Tall walls exceeding Alberta Building Code framed wall height limits ; as alternative to site-specific engineering, AHITC guidelines may be submitted with the applicable construction details for the project clearly highlighted in the guidelines and shown on drawings
<input type="checkbox"/>	Mechanical space bearing wall reinforcement design for discontinuous bearing wall plates
<input type="checkbox"/>	Professional letters of responsibility for speciality cladding systems such as acrylic stucco and manufactured stone that are not found in ABC and do not have Canadian Construction Materials Centre approvals
<input type="checkbox"/>	House-building materials that are not found in ABC and do not have Canadian Construction Materials Centre approvals (e.g., steel, precast concrete, bale, Structured Insulated Panels , concrete floors above floor-on-ground)

<input type="checkbox"/>	Lumber joists and cantilevers exceeding ABC limits and not found in Canadian Wood Council “2009 Span Book”
<input type="checkbox"/>	Special systems submission requirements (not necessarily engineer-stamped)
<input type="checkbox"/>	Modular or prefabricated components certification documentation
<input type="checkbox"/>	Hydronic heating system required details
<input type="checkbox"/>	Solar Photovoltaic (PV) system details
<input type="checkbox"/>	Solar Thermal system details
<input type="checkbox"/>	GeoExchange system details
<input type="checkbox"/>	<p>File #3 “Miscellaneous”</p> <p>Canadian Construction Materials Centre product approvals, generic design, miscellaneous product sheets</p> <p><i>Do <u>not</u> submit entire testing reports unless requested by plans examiner; only approval sheets</i></p> <p><i>Provide ONE combined file, assembled in the following order:</i></p>
<input type="checkbox"/>	Any Exterior Insulation and Finish Systems acrylic stucco system Canadian Construction Materials Centre product approval sheet(s), if being applied
<input type="checkbox"/>	Any spray foam insulation Canadian Construction Materials Centre product approval sheet(s), if being applied
<input type="checkbox"/>	Any manufactured guards and precast step/ landing brackets required for any deck/step greater than 1.8 m above the ground and/or supporting a roof
<input type="checkbox"/>	Any other generic engineering applicable to the project
<input type="checkbox"/>	<p>Energy Efficiency</p> <p><i>Background information is under “Alberta Building Code 9.36 (ABC 9.36)” in edmonton.ca/energycode</i></p> <p><i>Applicants who are unable to demonstrate compliant construction intention through proper completion of the 9.36 checklist part of the application should engage a knowledgeable designer or energy advisor. For additional background and resources, see also information from the Government of Alberta, National Research Council Canada, or established trade and industry sources such as by searching “BILD--Alberta Codes ”.</i></p>

<p>Coordination between applicant, designer, constructor--and energy modeler for a Performance Path project is essential to a successful plans exam, construction and inspections.</p> <p>Current paper Prescriptive Path Summary and Checklist, Trade-Off Calculator tool and Performance Path Summary and Checklist are in “Alberta Building Code (ABC 9.36)” of edmonton.ca/energycode</p>	
<input type="checkbox"/>	<p>Prescriptive Path</p> <p>Use the current ABC 9.36 Prescriptive Path Summary and Checklist for In-person/Mail Application, or use the Online application features</p>
<input type="checkbox"/>	<p>Prescriptive with Trade-Off Path</p> <ol style="list-style-type: none"> 1. Use the current ABC 9.36 Prescriptive Path Summary and Checklist for In-person/Mail Application, or use the Online application features; and, 2. Provide ABC 9.36 Energy Efficiency Trade-Off Calculator results.
<input type="checkbox"/>	<p>Performance Path</p> <ol style="list-style-type: none"> 1. Use current ABC 9.36 Performance Path Summary and Checklist completed by the Energy Advisor 2. Provide ABC 9.36 Energy model reports prepared by the Energy Advisor -OR- EnerGuide Rating System ERS v15 Energy model reports prepared by the Energy Advisor <p>For semi-detached and row houses modeled on unit-by-unit basis, provide a separate file for each of the assembled Energy model report sets, named and in order from lowest to highest address.</p> <p><i>Provide file(s), assembled in the following order:</i></p>
<input type="checkbox"/>	<p>Reference House report</p>
<input type="checkbox"/>	<p>Proposed House report</p>
<input type="checkbox"/>	<p>Window lists or schedules if not clearly and correctly specified on drawings</p>
<input type="checkbox"/>	<p>Fire Safety Plan</p> <p><i>The building permit office receives the two-part documentation on behalf of Fire Rescue Services, per Alberta Building Code Part 8.</i></p> <p><i>Download, review, complete and attach ONE combined file of the following as demonstration of intention to comply with Alberta Fire Code fire safety requirements on the construction site.</i></p>
<input type="checkbox"/>	<p>Single Detached House and Garden Suite: Protection of Adjacent Properties During Construction</p> <p>-OR-</p>

	Semi-Detached House and Row House: Protection of Adjacent Properties During Construction
<input type="checkbox"/>	Evacuation Plan For a small building site during a fire emergency
<input type="checkbox"/>	<p>Alternative Solution Requests and Variances</p> <p><i>A variance provides approximately equivalent or greater safety performance with respect to persons and property as that provided for by the Safety Codes Act and the Alberta Building Code 2014. The building permit office will consider a request, in preferred format, for variance to the Alberta Building Code prescriptive requirements for the following proposals.</i></p> <p><i>Provide ONE file for each Request for Specific Variance, titled as follows:</i></p>
<input type="checkbox"/>	Outside-10-minute fire department response area
<input type="checkbox"/>	Foamed plastic insulation in contact with ductwork
<input type="checkbox"/>	Combustible projection >1 m above ground and <2.4m apart, for 3+unit Row House
<input type="checkbox"/>	Zero-lot-line development
<input type="checkbox"/>	Other (specify)

3. Other Permits

Site Access (On-Street Construction And Maintenance)

Before you deliver goods to your site, demolish existing buildings, or cross the boulevard with a motorized vehicle for any purposes, you will need to obtain your [On-Street Construction And Maintenance \(OSCAM\) Permit](#) and include with it the Temporary Construction Access Authorization Permit (TCAAP) form. This is to ensure you are not damaging the boulevard, sidewalk or the City owned trees while you access your site. We recommend that you apply for your OSCAM Permit once your Demolition or Building Permit applications have been submitted. Unsure if you need an OSCAM Permit:

- Are you crossing a city boulevard? Yes you need an OSCAM Permit!
- Going to be blocking a street or alley? An OSCAM Permit needs to be in place first!

[Apply online for an OSCAM Permit.](#)

Demolition Permit

[Application for Development Permit and Building Permit for Demolition](#)

Note: Development approval and demolition permit are required before demolishing any structure

Permits for Detached Garage

You may also intend to build a detached garage for the house you are proposing. You would require an [Application for Development Permit and Building Permit for Detached Garage](#).

Note: Development approval and building permit are required before beginning to build any structure

4. Fees

Fees may be paid three ways:

1. through your [online account](#)
2. in person at the Edmonton Service Centre
3. by calling the City of Edmonton at (780) 496-5054, with your project City File Number on hand

5. Next Steps

Once the application has been received, city staff will screen it for completeness. An incomplete application will not be accepted. When the application is considered complete, it will be queued for Development Permit review. A Development Officer will review Development-related sections of the application. If needed, the Development Officer may request additional information. If the review finds the submission meets all of the required development regulations, the Development Permit can be approved and issued.

Expedited Footing and Foundation ONLY Building Permit will follow--if it was requested and all required information was provided at the time of a Development Permit application. A Footing and Foundation Only Building Permit will be issued only after issuance of any associated required demolition permits.

When the Building Permit submission is accepted, it is queued for Building Permit review. A Safety Codes Officer will review the submission for apparent errors, omissions and inconsistencies. If needed, the officer may request additional information. If the review finds the submission appears to meet building regulations, the Building Permit can be issued.

A Development Permit or Development Waiver is not permission to demolish or construct. A Building Permit for a demolition, with conditions, authorizes you to demolish structures. A Footing and Foundation Only Building Permit (with limitations) or the House Building Permit will allow you to begin construction, as long as you have any additional required permits such as an OSCAM permit.

Requests for more information at any stage described above lead to delays. You can contribute to a more efficient experience by ensuring that the application is carefully and completely assembled to reduce the risk of it being set aside until needed information is provided.

Progress of your application can be monitored on the Self-Serve dashboard, if you have an [online account](#). Process updates are emailed, including notice when the Building Permit is issued.

6. Printing for On-site Reference and Inspections

- **PRINT** the following approved drawings, documents and details in original size.
- Only plans colour-marked in plans exam are required to be printed in colour.
- Ensure intact “Inspector Copy” package of roof truss shop drawings from supplier is also on site.
- Protect approved permit drawings and roof truss shop drawings in a weather-resistant envelope.

<input type="checkbox"/>	Building Permit document												
<input type="checkbox"/>	Completed Evac / Fire Safety Plan -&- FRS Adjacent Property Protection sheets to be posted on site												
<input type="checkbox"/>	Plot plan												
<input type="checkbox"/>	Architectural Drawings: approved Elevations/Floor Plans/Sections & Details												
<input type="checkbox"/>	Structural and Engineering Documents: File #1 approved Engineered floor and roof layouts												
<input type="checkbox"/>	Structural and Engineering Documents: File #2 approved Site-specific engineering												
<input type="checkbox"/>	ABC 9.36 Energy Efficiency Document(s): PRINT as indicated, depending on application method: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>PATH</th> <th>Online application</th> <th>In-person/Mail application</th> </tr> </thead> <tbody> <tr> <td>Prescriptive</td> <td>N/A if you used the online feature; otherwise PRINT Prescriptive Path Summary and Checklist</td> <td>PRINT Prescriptive Path Summary and Checklist</td> </tr> <tr> <td>Prescriptive with Trade-off</td> <td>PRINT Trade-off calculator results AND N/A if you used the online feature; otherwise PRINT Prescriptive Path Summary and Checklist</td> <td>PRINT Trade-off calculator results AND PRINT Prescriptive Path Summary and Checklist</td> </tr> <tr> <td>Performance</td> <td>N/A if you used the online feature; otherwise PRINT Performance Path Summary and Checklist</td> <td>PRINT Performance Path Summary and Checklist</td> </tr> </tbody> </table>	PATH	Online application	In-person/Mail application	Prescriptive	N/A if you used the online feature; otherwise PRINT Prescriptive Path Summary and Checklist	PRINT Prescriptive Path Summary and Checklist	Prescriptive with Trade-off	PRINT Trade-off calculator results AND N/A if you used the online feature; otherwise PRINT Prescriptive Path Summary and Checklist	PRINT Trade-off calculator results AND PRINT Prescriptive Path Summary and Checklist	Performance	N/A if you used the online feature; otherwise PRINT Performance Path Summary and Checklist	PRINT Performance Path Summary and Checklist
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Performance	N/A if you used the online feature; otherwise PRINT Performance Path Summary and Checklist	PRINT Performance Path Summary and Checklist											
<input type="checkbox"/>	Specific Variances												
<input type="checkbox"/>	Include any of the following permits that are related to and issued in conjunction with this project: <ul style="list-style-type: none"> ● Existing House Demolition Permit ● Existing Detached Garage Demolition Permit ● Footing and Foundation Only Building Permit ● Detached Garage Building Permit 												