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<b>Useful Telephone Numbers and Web Sources</b>
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Requirements to obtain permits: ABC2014:DivA:1.1.1.1 ; DivC:2.2.9.

See also Alberta Regulation 204/2007 “Permit Regulation” [http://www.qp.alberta.ca/documents/Regs/2007\\_204.pdf](http://www.qp.alberta.ca/documents/Regs/2007_204.pdf)

See also Edmonton Bylaw 15894 “Safety Codes Permit Bylaw” for fees, hoarding and crane agreement information. [http://www.edmonton.ca/bylaws\\_licences/15894.pdf](http://www.edmonton.ca/bylaws_licences/15894.pdf)

Other needs related to your project may be served by the following...

### Transportation Services

OSCAM Permits: [http://www.edmonton.ca/bylaws\\_licences/licences\\_permits/oscam-permit-request.aspx](http://www.edmonton.ca/bylaws_licences/licences_permits/oscam-permit-request.aspx)

### Drainage Services

Sewer and water service connections: 780 496 5444

Lot grading/flood proofing: 780 496 5576

Fats, Oils and Grease interceptor “FOG” program: 780 496 1059

### Fire Rescue Services

Alberta Fire Code applies to construction-site fire safety at construction/demolition sites [ABC2014:Div B: 8.1.1.1.(3)]

Construction Fire Safety Plan assistance: 780 496 3628

### Schedules of Professional Involvement

[http://municipalaffairs.gov.ab.ca/building\\_forms\\_reports.cfm](http://municipalaffairs.gov.ab.ca/building_forms_reports.cfm)

Barrier-free design guide in on-line, printable format can be found at:

[http://www.safetycodes.ab.ca/Public/Documents/2008\\_SCC\\_BFDG\\_FINAL\\_protected.pdf](http://www.safetycodes.ab.ca/Public/Documents/2008_SCC_BFDG_FINAL_protected.pdf)

**ABC 2014 means Alberta Building Code 2014; Div means Division A, B or C**

## Commercial Building Permit Application PROCESS-- How can I get a Building Permit?

A valid Development Permit should be in place for any project before processing of an application for Commercial Building Permit is begun. "Development Drawings" or "Not For Construction" or "Preliminary" drawings sometimes submitted for Development Permit only are NOT valid for the Building Permit application. An acceptable building permit application package consists of several parts:

- FULLY-completed application form providing ALL required information or signed Safety Codes Officer (SCO) acceptance that a partial/incomplete submission is accepted. This means in-person consultation with an SCO at the Service Counter (address on forms) or preliminary SCO meeting arranged by dialing 780 944 1221
- ALL required schedules, duly signed and sealed by professional and owner [ABC2014:DivC:2.4.1.1.], and supplementary details and documents in support of the permit application
- Acceptable working drawings e.g.: "For Construction," "IFC," "BP Drawings," "For Building Permit," etc

An accepted building permit application package—the project—will immediately be assigned a City File#, and then sent to a Development Officer for "Restamp", affirmation that the submission appears to meet the intent of the approved Development Permit AND that all development-related fees, deposits, etc are settled. The project will only then be "Released" to the building permits area to be queued for assignment to an SCO Plans Examiner for permit processing. The Plans Examiner may, upon applicant request and if appropriate for the job, issue partial permit(s) as detailed below. For interior alterations on existing development-approved sites, a "Sign-off" occurs in place of "Restamp"

*Development Permit approvals are a product of interplay of a number of factors and representations including some that may not be carried to the Building Permit drawing; note the Development Permit approved drawings and conditions remain valid except where specifically amended and recorded by the Development Officer in order that a project comply with the Safety Codes Act, Alberta Building Code (ABC), and applicable City Bylaws.*

**ONE COPY ONLY of drawings, documents and details REQUIRED; DO NOT BIND WITH TAPE OR STAPLE EXCESSIVELY**

**(1) Excavation + Shoring partial permit** may be considered when package contains the following records or documents:

- Any required hoarding, crane and encroachment agreements; see separate section in this GUIDE
- Fire Safety plan approval by fire authority FRS; see separate section in this GUIDE
- Building permit fees for project paid in full [per Safety Codes Permits Bylaw 15894]
- Registered plan of survey, graphically indicating all rights-of-way, easements, existing structures
- Duly-completed schedules [ABC2014:DivC:Appendix B-2.4.3] (unbound paper or digital acceptable)
  - A1 Coordinating Registered Professional [see Long-form Application and GUIDE ref#6]
  - A2 Registered Professionals of Record: Architecture, Structural, Geotechnical, Mechanical, Electrical
  - B1 and B2, with no exclusion of any B2 element that applies to the project for at least this stage of work
- Authenticated design drawings for any required shoring work
  - Duly-completed A and B shoring schedules if professional(s) involved different than for building itself
  - Site-specific authenticated geotechnical report (unbound paper or digital)

**DO NOT BIND DRAWINGS WITH TAPE OR STAPLE EXCESSIVELY; CLAMP OR STAPLE LIGHTLY**

**(2) Footing + Foundation partial permit**, considered with **(1)** above, as applicable, with the following:

- Any requirements of (1) above previously deferred on written approval of SCO
- Duly-completed B1 and B2 schedules, with no exclusion of any B2 element that applies to the project
- Authenticated structural foundation drawings, detailing, at minimum, 'structure to grade' including main floor
- Authenticated architectural drawings of sufficient detail to provide basis for issuance of this permit stage
- Provide **Code Analysis** [Line 24] where there will be occupancy in basement level(s).

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**(3) Structural Frame partial permit**, considered with **(1)** and **(2)** above, as applicable, with the following:

- Authenticated architecture and structural drawings for complete project. **DO NOT TAPE OR STAPLE EXCESSIVELY**
- Authenticated building elements designed by others, stamped as reviewed by the structural engineer of record (eg: pre-engineered buildings, engineered wood joist/trusses, guards, elevator, etc) (digital ok if 11x17 or smaller)
- Welding Bureau Certificate and Welding validation, if applicable (digital acceptable)

**DO NOT BIND DRAWINGS WITH TAPE OR STAPLE EXCESSIVELY; CLAMP OR STAPLE LIGHTLY**

**(4) Commercial Final Permit**, considered with all **(1), (2) and (3)** above, as applicable, with the following:

- Authenticated architectural, structural, geotechnical, mechanical, electrical, and sprinkler/standpipe drawings+hydraulic calculations for project.
- Duly-completed B1 and B2 schedules, with no exclusion of any B2 element that applies to the project
- All details, specifications, fire-stopping details for the project.

**DO NOT BIND DRAWINGS WITH TAPE OR STAPLE EXCESSIVELY; CLAMP OR STAPLE LIGHTLY**

The Plans Examiner will then perform a full Code review of the project and provide a Plans Examination report if needed, listing any items requiring clarification or amendment in order to demonstrate Code compliance. A Commercial **Final Permit** will be issued upon satisfactory resolution of such items.

The drawings, documents and details will then be scanned into a digital vault for record (binding tape gums up the machinery and too much stapling mars the documents), and following that will be carried to the Mail Room for customer pickup. Email notifications are sent automatically at various points in the process so that progress inside our office can be tracked. If no notices are received in reasonable time frames, contact 3-1-1.

## Hoarding Agreement and Permit PROCESS – How can I get a Hoarding Permit?

Provide:

- **APPLICANT CORPORATE NAME** (**exactly** as it appears on corporate seal) on Long-form Commercial Building Permit Application, with **DURATION** that the hoarding will be wholly or partially erected at the location: provide dates.
- Copy of proof of general liability **INSURANCE** of minimum two million dollars, valid for the duration indicated above, as stipulated in the standard hoarding agreement
- **ONE** copy of a **SITE PLAN** of areas to be hoarded, clearly indicating (proposed or existing) building location(s), dimensions of setbacks from property lines, sidewalks, boulevards, trees, hydrants, bus stops, street furniture and obstructions in the vicinity of the proposed hoarded area, etc., with proposed location(s) and type(s) of hoarding (fence or covered walkway)
- **ONE** copy of **HOARDING DESIGN** details: covered walkways require site-specific authenticated structural design, fences require dimensioned photo, tear sheet or sketch.
- **FEES**, for building permit, electrical permit if lighting required, for hoarding on public land per Bylaw 15894

The site plan will be reviewed for compliance with Bylaw 15894, ABC2014:Div B:Part 8 and related provisions, and evidence of intent to maintain to the greatest extent reasonable the positive characteristics of any affected existing public sidewalks in proximity of the site. When the best solution is reached for the given circumstances, the site plan will be circulated to Transportation Services/Roadway Operations and other agencies for approval. Neighbourhood notification may be required so affected persons may adjust to the temporary changes the hoarding will bring to their immediate environment. Roadway Ops will then engage to provide an OSCAM permit confirming approval.

The hoarding agreement will then be prepared for **APPLICANT** corporate seal over signature in two copies. (Alternatively, properly-executed affidavit verifying signing authority may be presented with Agreement in lieu of corporate seal.) Both copies are to be returned to the permit office for City seal; one will be returned to the APPLICANT following issue of the Hoarding Building Permit and one copy will be retained for record. Hoarding Permit will then be issued.

Do NOT start construction of hoarding without Hoarding Permit in place.

**Crane Agreement and Permit PROCESS – How can I get a Crane Permit?**

Provide:

- **APPLICANT CORPORATE NAME** (**exactly** as it appears on corporate seal) on Long-form Commercial Building Permit Application, with **DURATION** that the crane(s) will be wholly or partially erected at site: provide dates.
- Copy of proof of general liability **INSURANCE** of minimum two million dollars, valid for the duration indicated above, as stipulated in the standard crane agreement
- Approval from Transport Canada, due to possible restrictions with respect to aviation navigation.
- ONE copy of crane foundation support details—authenticated by Alberta professional engineer—and a crane height diagram, with all sheets indicating crane type, make, model, height when erected and indicating crane compliance with CAN/CSA-Z248-04 (R2009) - Code for Tower Cranes.
- ONE copy of **SITE PLAN** indicating the tower location and full arc of swing of the jib. If this also swings over adjacent private property, provide written permission for this from all affected property owner(s).
- If crane swings over public pedestrian walkways or places where people customarily walk on public property, a **HOARDING PERMIT** will be required [see **Hoarding Agreement and Permit process**, above].
- **FEES**, for crane permit, electrical permit if power required, per Bylaw 15894

The hoarding agreement will then be prepared for **APPLICANT** corporate seal signature in two copies. (Alternatively, properly-executed affidavit verifying signing authority may be presented with Agreement in lieu of corporate seal.) Both copies are to be returned to the permit office for City seal; one will be returned to the APPLICANT following issue of the Hoarding Building Permit and one copy will be retained for record. Crane Permit will then be issued.

Do NOT start locating crane without Crane Permit in place.

**Supplementary Information to complete Application Form to assist in timely Permit Processing**

Use this information when completing the Long-form Commercial Building Permit Application, or if more detail is needed while completing the Short-form Commercial Building Permit Application for Interior Alterations

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<b>A</b>	<b>General Project Information</b>
<b>01</b>	<b>PROJECT MUNICIPAL ADDRESS</b> <u>not</u> intersection designation only; full legal description if possible or in absence of addressing.
<b>02</b>	<b>DESCRIPTION OF PROPOSED WORK</b> a plain-language good explanation of the type of proposed work, including any business name or building name, seating numbers, etc, such as “To construct a 500 sq m addition and add 185 seats to existing 20- seat restaurant. Salty’s Fish Shop, Unit #111, Northside Shopping Mall”
<b>03</b>	<p><b>PROPOSED WORK</b> is an indication of <u>all</u> applicable and related elements of the project, such as:</p> <p><u>New Building</u>—an entirely new structure</p> <p><u>Addition</u>—horizontal or vertical enlargement of an existing structure or building.</p> <p><u>Interior Alteration</u>—construction, demolition or change to any part or thing entirely within an existing building</p> <p><u>Exterior Alteration</u>—construction, demolition or change to any part, thing or appearance on the exterior surface of or on a building.</p> <p><u>Change of Use</u>—change of occupancy or intended occupancy of part or all of a building.</p> <p><u>Demolition</u>—complete removal of a building or structure Partial demolition or selective demolitin is the complete removal of a defined part of a building possibly involving professional involvement to ensure structural sufficiency, fire protection, etc of the remaining part of the building. It may be expressed as an alteration on permits.</p> <p><u>Gas</u>—natural gas works downstream of a primary supply meter or propane gas work, within and around a building and between buildings on a property (Reference: CAN/CSA B149.1-current edition).</p> <p><u>Plumbing</u>—drainage, venting and potable water systems within and around a building and between buildings on a property (Reference: National Plumbing Code-current edition (see also ABC2014:DivB:Part 3.7 and related).</p> <p><u>HVAC</u>—systems and equipment for heating, ventilation and air-conditioning services within a building (see ABC2014:DivB:Part 6 and related).</p> <p><u>Sewer</u>—storm or sanitary drainage system beyond a building to a connection to the municipal drainage systems.</p>

	<p><u>Unmetered construction water</u>—construction-time potable water provision through a building water line.</p> <p><u>Electrical</u>—work and equipment related to electrical installations of any voltage within a building, between buildings or beyond a building to a connection to a distribution, generation or renewable energy system (Reference: Canadian Electrical Code- current edition).</p> <p><u>Use of public walks/roads/land</u>—where construction materials, waste, equipment, activities or accessories related to the project are located or occur on any public lands including sidewalks, streets, alleys, boulevards, etc.</p> <p><u>Hoarding</u>—per Bylaw 15894, a fence, covered way, guard, railing, boarding, barricade, walkway or any other structure, material or equipment; when placed upon public lands such as a roadway, boulevard, sidewalk, alley, a Hoarding Agreement with the City is required, in conjunction with a Transportation Department On-Street Construction and Maintenance (OSCAM) permit except for short-term work as determined in consultation with Transportation Service Roadways Operations. A Hoarding Building Permit is the means by which the hoarding may be inspected. See separate section for HOARDING in this GUIDE.</p> <p><u>Shoring</u>—usually a retaining wall professionally designed to facilitate excavation of soils while typically leaving adjacent lands materially undisturbed and requires a Shoring Building Permit. An encroachment agreement where construction (eg tiebacks) is planned on or under any highway may also be required, as well as demonstration that any affected adjacent property owner agrees to same in regards too that property.</p> <p><u>Crane</u>—any hoisting device requires a Crane Agreement if it has the capacity to swing over any public lands, and will require sidewalk closure or pedestrian covered ways under its arc of swing. Transportation Department OSCAM permits for operations involving road closures or operation on or over any public lands are required See separate sections for Hoarding and for Crane in this GUIDE</p> <p><u>Other</u>—Examples: tents; stages and their overhead structures (see Alberta Permit Regulation found at <a href="http://www.qp.alberta.ca/documents/Regs/2007_204.pdf">http://www.qp.alberta.ca/documents/Regs/2007_204.pdf</a>); special and unusual structures; temporary buildings per ABC2014:DivA:1.1.1.3; industrial structures per ABC2014:DivB:Part 10; and so on. Safety Code Officer determination of relevance is final; if in doubt, note it here and discuss with the SCO</p>
<p><b>04</b></p>	<ul style="list-style-type: none"> <li>• Provide total floor area DIRECTLY INVOLVED in the project, whether the total of newly-constructed floor areas, or the area involved in alteration/addition. Note where in the building the proposed work is located.</li> <li>• Indicate the number of dwelling units created or removed in any residential-related project. Dwelling unit is a suite operated as a housekeeping unit, used or intended to be used by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities. (Suite is a room or series of rooms of complementary use operated under a single tenancy.)</li> <li>• Indicate the number of bedrooms created or removed in any residential-related project. A ‘bachelor’ suite is considered to contain a single bedroom.</li> <li>• Development Permit City File #, found at the top right corner of a newly-created Development Permit application, or otherwise provided in writing by a development officer, is required.</li> <li>• Cost of construction for the project is project price tag less the following, as applicable to the particular project: costs for land, landscaping, parking lots on grade, curbs, access roads, sidewalks or other site development not related to the building structure; furnishings or appliances or other non-fixed appurtenances; interior window coverings; process equipment not required for building services or regulated by the Safety Codes Act; temporary service connections such as power for contractor use; insurance or bonding, interim financing, permit fees, professional consulting fees, GST.</li> </ul>
<p><b>05</b></p>	<p>Check all applicable titles/roles as the applicant and otherwise complete all relevant sections on the page. Person named in <b>APPLICANT</b> section must be the person who signs <b>APPLICANT DECLARATION</b>.</p>
<p><b>B</b></p>	<p><b>Drawings and Documents Provided</b></p>
<p><b>06</b></p>	<p>Professional involvement minimum requirements are found in ABC2014: DivC:2.4. If the project requires professional involvement, provide A1 and all A2,B1,B2 schedules from all professionals of record. Check Architectural drawing requirements and note if the professional A &amp; B schedule letters are included. Architectural work refers to designs, graphic representations, plans, drawings, detail drawings or specifications for the project, but does not include engineering work. Completion of <b>C--Code Analysis</b> section of the application is requested if not already on the architectural drawings.</p>
<p><b>07</b></p>	<p>Check Structural drawing requirements and note if the professional A &amp; B schedule letters are included. Engineering work means the preparation of designs, plans, drawings, detail drawings, specifications or graphic representations</p>

	for structural aspects of the project, including any applicable geotechnical engineering work. Components--designed by other Alberta-certified professionals--incorporated into the building structure (eg: roof trusses, engineered foundation system, pre-fab shell building, etc) shall be marked as 'reviewed' by the structural professional of record.
<b>08</b>	Check Mechanical drawing requirements and note if the professional A & B schedule letters are included. Engineering work means the preparation of designs, plans, drawings, detail drawings, specifications or graphic representations of mechanical systems/components for the project. Sometimes sprinkler design for a project is not completed until the shell is constructed; if this is the case, indicate that drawings and hydraulic calculations are to be submitted at a later date (see also ABC2014:DivC:2.4.2.3).
<b>09</b>	Check Electrical drawing requirements and note if the professional A & B schedule letters are included. Engineering work means the preparation of designs, plans, drawings, detail drawings, specifications or graphic representations of electrical systems/components for the project (see also ABC2014:DivC:2.4.2.4).
<b>C</b>	<b>Code Analysis</b>
<b>10</b>	Complete the code analysis section if not already provided on the working drawings. Use ABC2014 as design basis. This is obligatory if any Alternative Solution is being requested (process and form are found elsewhere in GUIDE) <ul style="list-style-type: none"> <li>• New building construction on a site will involve the <b>left</b> column only.</li> <li>• In addition to physical changes to a building, a change of use (change of occupancy) of a building that is not otherwise being altered can affect the construction requirements, so use the <b>middle</b> column.</li> <li>• A new building addition to an existing building may affect the construction requirements of the existing building (eg: require that it be sprinklered, etc); provide details in <b>all</b> columns.</li> </ul>
<b>11</b>	<u>Building area</u> is the greatest horizontal area measured within the outside surfaces of the exterior walls of a building, typically the 'footprint' and not to be confused with floor area (which is area between exterior walls/firewalls not including exits, vertical service space shafts, etc).
<b>12</b>	<u>Number of Storeys</u> above grade includes the first storey (see <b>26</b> below) and all floor levels above.
<b>13</b>	<u>Basement levels</u> , typically one but may be more, are those below the first storey (see <b>26</b> below).
<b>14</b>	<u>Mezzanines</u> —intermediate floor assemblies between the floor and ceiling of any room or storey, including interior balcony----both new and existing, are to be listed here (see <b>27</b> below).
<b>15</b>	<u>Total affected area</u> expands on the value listed on line <b>04</b> above to include the existing and new floor area of the building.
<b>16</b>	<u>Building height</u> is the distance from the lowest point of adjacent ground to the top of the roof.
<b>17</b>	<u>Number of streets</u> are road surfaces at least 9m wide accessible to fire department.
<b>18</b>	<u>Type of construction</u> materials: combustible (eg: wood frame) or non-combustible (see ABC2014:DivB:3.1.4&5)
<b>19</b>	<u>Sprinkler system</u> is automatic fire-suppression sprinklers and related equipment (see ABC2014:DivB: 3.2.5.12).
<b>20</b>	<u>Fire alarm system</u> provides notice to building occupants of fire/other emergency (see ABC2014:DivB:3.2.4.1.).
<b>21</b>	<u>Standpipe system</u> provides fire-fighting water supply to points within a building (see ABC2014:DivB:3.2.5.8).
<b>22</b>	<u>Occupancies</u> are the uses or intended uses that determine building construction (see ABC2014:DivB:3.2.2).
<b>23</b>	<u>Code-designated classification</u> of project as Part 9, or if Part 3, indicate all of 3.2.2.20 to 3.2.2.90 as applicable (see ABC20014:DivA:1.3.3).
<b>D</b>	<b>Additional Building Details</b>
<b>24</b>	Provision of some of the details a plans examiner will review in the process of determining that your project appears to meet the intent of the Alberta Building Code can speed processing. <ul style="list-style-type: none"> <li>• New building construction on a site will involve the left column only.</li> <li>• In addition to physical changes to a building, a change of use (change of occupancy) of a building that is not otherwise being altered can affect the construction requirements, so use the middle column.</li> <li>• A new building addition to an existing building may affect the construction requirements of the existing building (eg: require it to be sprinklered, fire alarm installation, etc); provide details in all columns.</li> </ul>
<b>25</b>	<u>Firewall</u> is a fire separation of non-combustible construction that subdivides a building into two technically separate buildings, or separates adjoining buildings at a property line, designed to remain intact under fire conditions for the required duration (see ABC2014:DivB:3.1.10/9.10.11).



<b>26</b>	<u>Floor separation</u> is measured as the fire-resistance rating of the floor(s) dividing the building into storeys. The main floor is usually the first storey--the first storey means the uppermost storey with floor level no more than 2 meters above grade. Grade means the lowest of the average levels of finished grade adjoining each exterior wall of a building excepting localized depressions for driveways, doorways or windows. A storey is the part of a building between the top of any floor and the top of the floor next above it; and if there is no floor above then storey is top of the floor to the ceiling above it. The building classification determined in line <b>23</b> above provides the minimum required fire-resistance rating/construction of the floor(s).
<b>27</b>	<u>Mezzanine</u> is an intermediate floor assembly between the floor and ceiling in any storey or room. See ABC2014:DivB:3.2.8/9.10.4.1. for limits of mezzanines and construction requirements. The building classification determined in line <b>23</b> above provides the minimum required fire-resistance rating/construction of the mezzanine.
<b>28</b>	<u>Roof rating</u> usually applies to an unsprinklered building (and is replaced by floor rating requirements where the roof supports an occupancy). The building classification determined in line <b>23</b> above provides the minimum required fire-resistance rating/construction of the roof.
<b>29</b>	<u>Major occupancies</u> occupying more than 10% of the floor area of a storey are separated per ABC2014:DivB:3.1.3/9.10.2 (see ABC2014:DivB:3.2.2.8).
<b>30</b>	<u>Suite</u> is a room or group of complementary rooms under a single tenancy, e.g.: dwelling units, individual stores, offices, etc. Suite separations are listed in ABC2014:DivB:3.3.1.1/9.10.9.
<b>31</b>	<u>Public corridor</u> is an access to exit shared by more than one suite (multi-tenant access-to-exit corridor) that is to offer possibility to go in opposite direction to any of 2 or more separate exits per ABC2014:DivB:3.3.1.4/9.9.7
<b>32</b>	<u>Exit</u> is any one of or combination of exterior doorway / exterior or interior stairway, ramp or passageway / a horizontal exit at a firewall / or fire escape (see ABC2014:DivB:3.4.7 for restrictions). ABC2014:DivB:3.4.4/9.4.4 pertains to exit separation and characteristics. Note exit through lobby must have characteristics of an exit in addition to the permitted construction.
<b>33</b>	<u>Storage garage</u> is a building or part of a building intended for storage or parking of motor vehicles (see ABC2014:DivB:3.3.5.6/9.10.9.16.; also 6.2.2.3.- 5.)
<b>34</b>	<u>Repair garage</u> is a building or part of a building where facilities are provided for repair or servicing of motor vehicles. See ABC2014:DivB: 3.3.5.5/9.10.9.17; also 3.3.1.20/9.32.1.1.(2) for ventilation; also 6.2.2.3.-5.)
<b>35</b>	<u>Barrier-free provisions</u> are to be applied in new construction, any change of use of a building/space, or substantial alteration involving areas subject to barrier-free construction requirements (see ABC2014:DivB:3.8.2.1). If you believe you cannot or need not meet barrier-free requirements, relaxation of can only be applied for with Alberta Municipal Affairs. <a href="http://www.municipalaffairs.alberta.ca/building_forms_reports.cfm">http://www.municipalaffairs.alberta.ca/building_forms_reports.cfm</a> Barrier-free design guide in on-line, printable format can be found at: <a href="http://www.safetycodes.ab.ca/Public/Documents/2008_SCC_BFDG_FINAL_protected.pdf">http://www.safetycodes.ab.ca/Public/Documents/2008_SCC_BFDG_FINAL_protected.pdf</a>
<b>36</b>	<u>Spatial separation and exposure protection</u> needs will determine exterior wall construction characteristics and permissible unprotected window/door/etc openings amounts based on occupancy, sprinkling, and limiting distance to property line or an adjacent structure on the same property (see ABC2014:DivB:3.2.3/9.10.14).
<b>37</b>	<u>Building elevations</u> should be designated with respect to compass points North, South, East or wWest. Where exposing building face is to be calculated for several fire compartments of an elevation attach a separate sheet or place calculations on the plans.
<b>38</b>	<u>Unprotected opening (UO)</u> means an opening, doorway or window not fitted with a closure device having proper fire-protection rating (also to a wall lacking minimum required fire-resistance rating/construction for its location. Use rough opening dimensions to calculate the amount of unprotected openings.
<b>39</b>	<u>Exposing building face (EBF)</u> is wall area as a product of grade to uppermost ceiling line dimension and width of wall; alternatively EBF may be the area of individual fire compartments separate by minimum 3/4h rated separations.
<b>40</b>	<u>% unprotected openings</u> is the ratio of UO to EBF, expressed as a percentage.
<b>41</b>	<u>Limiting distance</u> is the distance to a property line or imaginary line between two structures on the same property.
<b>42</b>	<u>Minimum required rating and construction characteristics</u> are found in ABC2014:DivB:3.2.3.7/9.10.14

**Application for Alternative Solution PROCESS**

The following is a suggested, acceptable form of request for alternative solution, marked up to guide you in requesting a variance to an Alberta Building Code 2014 requirement. **X** indicates applicant information required; organized referenced supporting documentation should be securely attached to the application. Print and complete the form that follows this page, under your corporate or personal letterhead.

## GUIDE TO MAKING A Request for Specific Alternative Solution

<i>Explanation of alternative solution</i>	Alberta Building Code 2014:Division A:1.2.1.1. provides for alternative solution which is written acceptance of a request to build, install, process or otherwise act in a manner not consistent with the specific Division B requirements of the Code or a related standard or regulation but which provides, in the opinion of the issuing Safety Codes Officer, at least the minimum level of performance required as defined by objectives and functional statements attributed to applicable Division B acceptable solutions. An alternative solution issued by a Safety Codes Officer is site-specific and sets no precedent.
<i>Date of request</i>	<b>X</b>
<i>Name and address of owner and/or owner's agent requesting variance</i>	<b>X</b> <i>Contact information of the person(s) requesting the variance</i> <b>X</b> <b>X</b> <b>X</b>
<i>Code item to be varied</i>	Alberta Building Code 2014:Division B: <i>indicate Clause, Sentence or Article proposed to be varied</i>
<i>Reason for requiring a variance</i>	<b>X</b> <i>Rationale to be provided as to why the Clause, Sentence or Article of Division B of Alberta Building Code 2014 does not or should not apply, including a quote from the code item to be varied</i>
<i>Details of proposed variance</i>	<b>X</b> <i>Provide written and/or drawn detail of what is proposed to be done as an alternative to the code requirement. If space does not permit, attach any drawings to this application</i>
<i>Supporting documentation providing proof of equal or greater safety performance</i>	<b>X</b> <i>Provide evidence and supporting information-- including the objectives of the item from Alberta Building Code 2014 that is proposed to be varied and how those objectives are being met—demonstrating safety performance of the proposed variance. Attach any engineering reports or articles to this application</i>
<i>Address and /or legal description of the property upon which the thing, process or activity which is the subject-matter of the variance is located</i>	<b>X</b> <i>Location of the property of the proposed request for variance</i> <b>X</b> <b>X</b> <b>X</b> Plan _____ Block _____ Lot _____
<i>Authority under which the variance is being issued</i>	This alternative solution may be accepted under the authority of the Safety Codes Act, Chapter S-1 and Division A: 1.2.1.1 (1) (b) of Alberta Building Code 2014.
<i>Declaration of understanding</i>	By signing below, the owner or owner's agent expressly acknowledges that the owner is aware of and agrees with this Request for Alternative Solution, which is intended to provide an alternative to specific requirement(s) of the Alberta Building Code 2014, and that it is the responsibility of the owner to provide and maintain safety accordingly.
<i>Advisement of offence</i>	Non-compliance with alternative solution terms and conditions is an offence under the Safety Codes Act.
<i>Identification of owner and owner's agent sponsoring this request</i>	<b>X</b> _____ <b>X</b> _____ <i>owner signature</i> <span style="margin-left: 200px;"><i>agent signature</i></span>



## Request for Specific Alternative Solution

*Explanation of alternative solution*

Alberta Building Code 2014:Division A:1.2.1.1. provides for alternative solution which is written acceptance of a request to build, install, process or otherwise act in a manner not consistent with the specific Division B requirements of the Code or a related standard or regulation but which provides, in the opinion of the issuing Safety Codes Officer, at least the minimum level of performance required as defined by objectives and functional statements attributed to applicable Division B acceptable solutions. An alternative solution issued by a Safety Codes Officer is site-specific and sets no precedent.

*Date of request*

*Name and address of owner and/or owner's agent requesting variance*

*Code item to be varied*

Alberta Building Code 2014:Division B: \_\_\_\_\_

*Reason for requiring a variance*

*Details of proposed variance*

*Supporting documentation providing proof of equal or greater safety performance*

*Address and /or legal description of the property upon which the thing, process or activity which is the subject-matter of the variance is located*

*Authority under which the variance is being issued*

Plan \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

This alternative solution may be accepted under the authority of the Safety Codes Act, Chapter S-1 and Division A: 1.2.1.1 (1) (b) of Alberta Building Code 2014.

*Declaration of understanding*

By signing below, the owner or owner's agent expressly acknowledges that the owner is aware of and agrees with this Request for Alternative Solution, which is intended to provide an alternative to specific requirement(s) of the Alberta Building Code 2014, and that it is the responsibility of the owner to provide and maintain safety accordingly.

*Advisement of offence*

Non-compliance with alternative solution terms and conditions is an offence under the Safety Codes Act.

*Identification of owner and owner's agent sponsoring this request*

\_\_\_\_\_  
owner signature

\_\_\_\_\_  
agent signature

## Fire Safety Plan required? Alberta Fire Code 2014, Division B, Section 5.6

- The Constructor as representative of the owner is responsible for the Fire Safety Plan until Occupancy.
- 780 496 3628 or [cmsfpts@edmonton.ca](mailto:cmsfpts@edmonton.ca) FIRE PREVENTION OFFICE for reviews, site visits, and FSP approvals.
- Alberta Fire Code 2014, Division B, Section 5.6. This Section applies to *buildings*, parts of *buildings*, and associated areas undergoing construction or demolition operations including renovations.
- Alberta Fire Code 2014, Division B, Section 5.6.1.2.(1) Prior to the commencement of construction or demolition operations, a Fire Safety Plan shall be prepared for the site.  
Site Specific Fire Safety Plan updated as site progresses may be reviewed at any time by FRS – Fire Safety Codes Officer.

**A Fire Safety Plan should include, but is not limited to the following information:**

<p><b>Emergency Procedures to be used in THE EVENT OF AN EMERGENCY:</b>          Sounding of the fire alarm (horn) Notify the fire department (911).          Who is the designate and backup person          Instruction for site personnel to follow when an alarm is sounded          Are exit routes clearly identified within the site or from floors          Designated gathering location, off site          Know who is on site, updated and current list of personnel          Is everybody on site accounted for          Person assigned to meet the fire department and give information          Where is the fire or injury located on site          Assigned site fire warden(s), various trades represented          Directions and training on confining or controlling the fire  <b>Training of site personnel on evacuation procedures including:</b>          Site orientation          Regular site fire safety meetings part of regular safety meetings          Simulated fire drills as applicable and warranted  <b>Assigned personnel responsible to install and maintain fire safety duties:</b>          Control combustibles on the site and around the buildings          General site house keeping          Maintain separation of combustibles from open flame devices          Maintain clear unobstructed FRS apparatus and hydrant access          Maintain operation of at least one exit from every floor          Separate access routes from materials stored on site, combustibles, etc.          Park vehicles or delivery trucks not to obstruct fire department access          (off site parking and storage may be considered)  <b>Security:</b>          24h security on site, by locked gate, nightly rounds, or on site provisions  <b>Contact Personnel:</b>          Names, addresses, and telephone numbers of persons to be contacted during non-operating hours or in an emergency</p>	<p><b>Firefighting Services:</b>          Site properly addressed with sign visible and legible to emergency crews          Temporary access route maintained and accessible for firefighters          Access to the building – listing primary and secondary access points          Firefighting services (standpipes, hydrants) in place and accessible          Update firefighting systems location drawings as they are operational  <b>Fire Extinguishers:</b>          Sufficient numbers on site          Up to date, services within the last year          At or near gar or propane fuel operated equipment          Mounted, with proper signage, at exit locations or max spacing on site          Adjacent to any hot works operations – cutting torch, welding or torching  <b>Hot works operation:</b>          The area shall be clear of flammable and combustible materials          Fire watch assigned during hot works operation and for 1h after          A final inspection of the hot works area 4h after completion          Where hot works in proximity of combustible or flammable materials, have provisions been made for protection or such materials by noncombustible materials, thermal barrier or other means?          Work being performed by trained or certified personal          Fire extinguishers present at all times          Proper ventilation, as required          Are there hot tar pots on site c/w extinguishers, trained personnel, and located away from combustibles?  <b>Flammable and Combustible Storage:</b>          Storage area separated from combustible material by 3m          Storage area locked and vented          Storage area protected from vehicular/industrial motorized traffic          Storage area away from egress and access routes to the site          Current or updated list of dangerous goods on site          Portable pressurized (new or used) cylinders secured when not in use          Areas with proper signage or placard in place          Portable extinguisher in close proximity to storage and work areas</p>
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This information is being provided for the construction industry as an aid in preventing injury and fires in and around construction sites and to address life and property fire safety issues. Keeping in mind, it is the **sole responsibility of the owner** or representatives of the owner to be aware of all regulations within the jurisdiction and to carry out or make provision to adhere to the various codes and standards applicable to their project or business.

For further information, assistance or to arrange for a site visit  
 contact Edmonton Fire Rescue Service--Inspection Office : 780 496 3628