



Short-Form COMMERCIAL BUILDING PERMIT APPLICATION

TENANT IMPROVEMENT/FIT-UP TO EXISTING FLOOR AND MEZZANINE AREAS, CHANGE OF USE, OR UNDER SCO DIRECTION

- The step-by-step Guide, starting on Page 3, contains additional background information to assist you in providing good responses.
- If you do not understand the questions, get help from your constructor, designer, or a professional.
- Incomplete application may be refused or will delay permit processing.

1	PROJECT MUNICIPAL ADDRESS <i>(include any Suite/ Unit/ CRU #: Building/Shopping Centre/Mall Name)</i>		
	YOUR PROJECT NAME:		
2	DESCRIPTION OF PROPOSED WORK		
3	<input checked="" type="checkbox"/> ALL PROPOSED WORK <input type="checkbox"/> Interior Alteration <input type="checkbox"/> HVAC <input type="checkbox"/> Plumbing <input type="checkbox"/> Gas <input type="checkbox"/> Electrical <input type="checkbox"/> Change of Use <input type="checkbox"/> Minor Exterior Alteration <input type="checkbox"/> Hoarding <input type="checkbox"/> Demolition <input type="checkbox"/> Storage Racking		
4	<i>Office Use Only:</i> <input type="checkbox"/> EXISTING DP → Restamp Required?: <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> EXISTING DP City File # _____ <input type="checkbox"/> DP REQUIRED Dev't Authority: _____	LAST KNOWN BUSINESS <i>at this location</i>	COST of CONSTRUCTION \$

5	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 Cust ID No.
	Mailing address	City	Province	Postal Code
	Email address	Email insp results? → Yes <input type="checkbox"/> No <input type="checkbox"/>	Telephone	Mobile
6	PROPERTY OWNER Check <input checked="" type="checkbox"/> all applicable → Property owner is also: <input type="checkbox"/> Designer <input type="checkbox"/> Constructor			
	Contact: Last name	First name	Company name	City Cust ID No.
	Mailing address	City	Province	Postal Code
	Email address		Telephone	Mobile
7	CONSTRUCTOR Check <input checked="" type="checkbox"/> if applicable → Constructor is also: <input type="checkbox"/> Designer City Business Licence No.			
	Contact: Last name	First name	Company name	City Cust ID No.
	Mailing address	City	Province	Postal Code
	Email address <i>Inspection results will be sent here</i>		Telephone	Mobile

8	HVAC CONTRACTOR	Posse ID #
	Plumbing CONTRACTOR	Posse ID #
	Gas CONTRACTOR	Posse ID #
	Electrical CONTRACTOR	Posse ID #

Check ✓ the following to describe the proposed work. See GUIDE (next page) for more information in order to respond accurately to questions. Attach ONE COPY of drawings and documents in the order listed here.

9	SITE PLAN → <input type="checkbox"/> Yes KEY PLAN → <input type="checkbox"/> Yes BUILDING AREA → _____ m ² ft ² AREA of WORK → _____ m ² ft ²
10	ARCHITECTURAL Drawings stamped/signed by designer? <input type="checkbox"/> No <input type="checkbox"/> Yes → Are schedules required? <input type="checkbox"/> No <input type="checkbox"/> Yes, schedules are provided with application BARRIER-FREE PROVISIONS? <input type="checkbox"/> Existing Pre-ABC 2014 <input type="checkbox"/> Existing ABC 2014 <input type="checkbox"/> New proposed <input type="checkbox"/> N/A (see Guide for Relaxation process, if required)
11	STRUCTURAL WORK? <input type="checkbox"/> None = no new structural work <input type="checkbox"/> Yes → Are drawings stamped/signed by engineer? <input type="checkbox"/> No (Part 9 only; no Part 4 components) <input type="checkbox"/> Yes → Are schedules required? <input type="checkbox"/> No <input type="checkbox"/> Yes, schedules are provided includes DESIGNS OR COMPONENTS by others for project with required schedules? <input type="checkbox"/> No <input type="checkbox"/> Yes, marked as "Reviewed" by structural engineer signing schedules
12	MECHANICAL WORK? <input type="checkbox"/> None = no new HVAC, plumbing or gas work <input type="checkbox"/> Yes → Are drawings stamped/signed by engineer? <input type="checkbox"/> No <input type="checkbox"/> Yes → Are schedules required? <input type="checkbox"/> No <input type="checkbox"/> Yes, schedules are provided with application includes SPRINKLER WORK? <input type="checkbox"/> No sprinkler system in the space <input type="checkbox"/> No changes to existing sprinkler system <input type="checkbox"/> No changes except adjust head locations <input type="checkbox"/> Heads addition/heads changes/piping changes -OR- <input type="checkbox"/> New system → → stamped drawings + hydraulic calculations required prior to final inspection → <input type="checkbox"/> Yes
13	ELECTRICAL WORK? <input type="checkbox"/> None = no new electrical work <input type="checkbox"/> Yes → Are drawings stamped/signed by engineer? <input type="checkbox"/> No <input type="checkbox"/> Yes → Are schedules required? <input type="checkbox"/> No <input type="checkbox"/> Yes, schedules are provided with application includes FIRE ALARM WORK? <input type="checkbox"/> No fire alarm system in the building/space <input type="checkbox"/> No changes or additional devices to existing fire alarm system <input type="checkbox"/> Alter existing fire alarm system - OR- <input type="checkbox"/> Install new fire alarm system → → stamped drawings + schedules provided → <input type="checkbox"/> Yes
14	ENERGY EFFICIENCY SUMMARY and CHECKLIST: <input type="checkbox"/> N/A pre-Nov 2016 building <input type="checkbox"/> ABC2014:B:9.36 <input type="checkbox"/> NECB2011
15	ASBESTOS MANAGEMENT / ABATEMENT REQUIREMENTS <input type="checkbox"/> Requirements completed per OHS legislation <input type="checkbox"/> Mitigation plan included
16	CONSTRUCTION FIRE SAFETY PLAN <input type="checkbox"/> Required plan included

Check ✓ applicable answers to the following to describe the existing building and space at the proposed location.

17	Number of Storeys in the building (first storey and all floor levels above) <input type="checkbox"/> single storey <input type="checkbox"/> 2 storeys <input type="checkbox"/> 3 storeys <input type="checkbox"/> 4 storeys <input type="checkbox"/> More than 4 storeys
18	Basement/Parkade (under your space) <input type="checkbox"/> none <input type="checkbox"/> one level <input type="checkbox"/> more than one level
19	Type of construction (floors, walls, roof of building) <input type="checkbox"/> combustible (wood frame or wood roof) <input type="checkbox"/> non-combustible (steel or concrete) <input type="checkbox"/> mix of both
20	Floor fire-resistance (your space) <input type="checkbox"/> concrete; no basement <input type="checkbox"/> gypsum- or fire-spray-protected under <input type="checkbox"/> 1h+; concrete floor <input type="checkbox"/> specified on plans
21	Mezzanine/stair FRR (your space) <input type="checkbox"/> N/A-no mezzanines in space <input type="checkbox"/> sprinklered <input type="checkbox"/> exposed wood floor frame <input type="checkbox"/> steel/concrete floor frame <input type="checkbox"/> specified on
22	Roof/ceiling FRR (your space) <input type="checkbox"/> sprinklered <input type="checkbox"/> exposed wood <input type="checkbox"/> steel/concrete frame/deck <input type="checkbox"/> specified on plan
23	Suite walls FRR <input type="checkbox"/> N/A-single tenant building <input type="checkbox"/> do not reach floor/roof above <input type="checkbox"/> specified on plan
24	Public corridor FRR <input type="checkbox"/> N/A-none <input type="checkbox"/> 'smoke-tight' to floor/roof above <input type="checkbox"/> specified on plan
25	Exit separation FRR <input type="checkbox"/> N/A-exit doorways direct to exterior framing _____ gypsum _____ concrete _____ <input type="checkbox"/> specified on plan

APPLICANT DECLARATION: I, (PRINT NAME) _____ affirm by my signature below that

- 1) the information contained in and with this application for building permit and related permits 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;
- 3) I am aware that no work on this project is authorized before the building permit is issued.

THIS IS NOT A PERMIT PROJECT APPLICANT Signature _____ Date _____

SUBMIT ONLY APPLICATION FORM PAGES 1 AND 2 WITH ONE COPY OF DRAWINGS, DOCUMENTS AND DETAILS (AS APPLICABLE)
RETAIN THE GUIDE FOR FUTURE REFERENCE

GUIDE TO COMPLETING Short-Form COMMERCIAL BUILDING PERMIT APPLICATION



- *This Guide provides more information about the questions on the Short-Form COMMERCIAL BUILDING PERMIT APPLICATION, so that permits may be issued without undue delay.*
- *Numbers in this Guide margin correspond to margin numbers on the application.*
- *If you do not understand the questions, get help from your property owner, designer, constructor or a professional.*
- *The plans, documents and details are to be prepared by a person skillful in technical drawing, drafts person or architect.*
- *The preferred minimum scale is 3/16"=1'-0" or 1:75 and the minimum acceptable scale is 1/8"=1'-0" or 1:100.*
- *Either metric or imperial units of measurement are acceptable, however please be consistent.*
- *One copy of all plans, documents and details only is required.*
- *ABC means Alberta Building Code 2014, Division B unless otherwise noted.*
- *Incomplete application may be refused or will delay permit processing.*

1	<p>PROJECT MUNICIPAL ADDRESS is the street address of the project location, and cannot be an intersection designation only. Provide the full address description of the building, with any building name, and correct doorway, CRU or suite identifier, so that we can accurately locate the project. If uncertain, verify this with the building owner/manager.</p>
2	<p>DESCRIPTION OF PROPOSED WORK is a plain-language explanation of the type of proposed work, such as "To construct interior alterations for a retail store; Suite #243, Northside Shopping Mall--partitions, store room, new barrier-free washroom"</p>
3	<ul style="list-style-type: none"> • Requirements to obtain permits are listed in ABC2014:DivA:1.1.1.1. and in DivC:2.2.9. • Alberta Permit Regulation lists when permits are required, and who may obtain them • Bylaw 15894 Safety Codes Permit Bylaw contains municipal regulations for permits, inspections and hoardings <p>PROPOSED WORK is an indication of <u>all</u> applicable and related elements of the project, such as:</p> <p><input type="checkbox"/> Interior Alteration—construction, partial demolition or change to any part or thing entirely within an existing building.</p> <p><input type="checkbox"/> HVAC—is all the systems and equipment for heating, ventilation and air-conditioning within a building. Each tenancy (suite) must have individual control over temperature, so if subdividing a space, you need a plan (controls, ducting changes, new furnace, boiler or rooftop unit, combustion and ventilation air, etc.) for whatever applies to your space. Consult an HVAC specialist for small changes; you must use a mechanical engineer where the total affected area is over 500 sq. m.</p> <p>There are many locations (nail salons, perfume shops, artisanal meat-smoker shops, etc.) where control of odours <i>moving between suites</i> is challenging. Carefully consider potential solutions in a space that has no direct route to the outdoors for ducted air intake or outlet, or where zoned heating/air-conditioning units use ceiling space as a return air plenum.</p> <p>ABC:6.2.1.1. Good Engineering Practice references the ASHRAE Handbooks and Standards, and other publications.</p> <p>6.2.2.1. Required Ventilation (2) indicates designer consider ANSI/ASHRAE 62, "Ventilation for Acceptable Indoor Air Quality".</p> <p>6.2.2.5. Air Contaminants (1) requires air contaminant removal insofar as possible at point of origin and limits air contaminant accumulations to no greater than those listed in the Industrial Ventilation Manual published by the American Conference of Governmental Industrial Hygienists. This standard can be used for air quality testing within a space.</p> <p>(2) requires HVAC systems designed to contain the spread of contamination through systems serving multiple suites or spaces.</p> <p>(4) aims to protect workers from excessive exposure to contaminants per Occupational Health and Safety Act and Regulations.</p> <p>HVAC requirements also affect zones <i>within the suite</i> such as between a sales area for pre-packaged stock and a dispensary area for product open to the air while being handled.</p> <p><input type="checkbox"/> Plumbing—is the drainage, venting and potable water systems within and around a building and between buildings on a property. If new sinks, washrooms or other facilities are going to be constructed or piping in the walls or under floors changed, then a plumbing permit will be needed.</p> <p><input type="checkbox"/> Gas—is the natural gas works system downstream of a primary supply meter within and around a building and between buildings on a property. Fuel supply piping to any new appliances and appliance replacement will need a gas permit.</p>

	<p>□ Electrical—is the work and equipment related to electrical installations within a building, between buildings or beyond a building to a connection to a distribution, generation or renewable energy system. Like the other compulsory trades--HVAC, plumbing and gas--a separate permit for electrical work will be required for new receptacles, lighting and so on.</p> <p>□ Change of Use—of part or all of a building even where no construction work is planned—generally calls for current Building Code requirements and standards to be met. Complexity of a Change of Use project depends on the existing building as well as the proposed Use: for example, Change of Use from retail to office is generally straightforward, while single detached house to retail may be far more complicated.</p> <p>□ Exterior Alteration—is construction, partial demolition or change to any part, thing or appearance on the exterior surface of or on a building. Changing siding or other exterior claddings requires plans review, though in the end may not require permit. See Hoarding (next).</p> <p>□ Hoarding—is a fence, covered way, guard, railing, boarding, barricade, walkway or any other structure, material or equipment placed on public lands--roadway, boulevard, sidewalk or alley--in conjunction with an On-Street Construction and Maintenance (OSCAM) permit. Very short-term work, determined in conjunction with Network Operations/Parks and Road Services, may not require a Building Permit for Hoarding.</p> <p>Construction materials, waste, equipment, activities or accessories related to the project located or occurring on any public lands constitutes use or occupation of public property; this may only occur with written permission from the City.</p> <p>For more about Hoardings, and how to obtain a Building Permit for Hoarding, see the section near the end of this Guide.</p> <p>□ Demolition—complete removal of a building or structure. Partial demolition or selective demolition is the removal of a defined part of a building, and possibly involving professional involvement to ensure structural sufficiency, fire protection, etc., of the remaining part of the building, in which case it is expressed as an “alteration” on a building permit. Also see BOX 16.</p> <p>□ Storage Racking--of the heavy-duty type requires building permit review. At the least, this consists of 5 elements: PEng-stamped racking design; capacity of floor surface to bear the imposed loads from the racking; sprinkler system review to confirm adequate; the intended products to be stored per Alberta Fire Code; and, floor plan review of egress paths resulting from the installation.</p>
4	<p>CITY FILE # is the associated Development Permit Number, provided by the Development Officer or Technician, before the Building Permit is processed. This indicates Zoning Bylaw is met for the proposed activity at the location.</p> <p>LAST KNOWN BUSINESS provides our office one more way to check that the location of the proposed business aligns with our records. Addressing must match City records, not numbers that may have been adopted by a previous tenant.</p> <p>COST OF CONSTRUCTION is the 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. Fees are inclusive of plan review, permit issuance and inspections; see Fee Listing or contact permit office for quote.</p>
5	<p>PROJECT APPLICANT is the person, or company with responsible contact person name. The applicant will be the Building Permit holder-- assuming primary responsibility for the work and completion of the permit conditions.</p>
6	<p>PROPERTY OWNER is responsible together with the constructor for activities on the construction site, and is ultimately responsible to ensure that all activities that take place on the site meet the requirements of the Safety Codes Act and Regulations, including Alberta Building Code and all related Codes and Standards.</p> <p>Property owner means a person who</p> <ul style="list-style-type: none"> (a) controls the property under consideration, (b) holds themselves out as the person having the powers and authority of ownership or who, for the time being, exercises the powers and authority of ownership, (c) is registered under provincial legislation as the owner of a freehold estate in possession of land, or

	(d) has purchased or otherwise acquired land, whether they have purchased or otherwise acquired the land directly from a previous owner or from another purchaser, and have not yet registered their ownership.
7	<p>CONSTRUCTOR means a person who contracts with an owner or their authorized agent to undertake a project, and includes an owner who contracts with more than one person for the work on a project or undertakes the work on a project or any part thereof. The constructor shall ensure that</p> <p>(a) precautions are taken to safeguard the public and protect adjacent properties,</p> <p>(b) the methods used in demolition or erection are safe, and</p> <p>(c) the material and equipment used on site meet the requirements of this Code.</p>
8	<p>CONTRACTOR company names are needed so that the right sub-permits can be created for the compulsory trades working on the project. Include the Posse ID # if the contractor can supply it to you, so we can verify the right permit is being prepared for the right company.</p>

9	<p>The PROPERTY OWNER or leasing agent should be able to provide the PLAN(s) and AREA values called for in this BOX 9.</p> <p>SITE PLAN will clearly show the project location--building, bay or suite--and the site's property boundaries, other structures on the site, and often with any associated parking and access routes if the building does not front directly onto a street. The site plan provided for the Development Permit is usually adequate. A more complicated or involved alteration means a more informative site plan is required. For example, addition of a sprinkler system to a building means hydrant location must be known, indication of obstructions between the hydrant and designated fire department connection point, and so on.</p> <p>KEY PLAN details the tenant names/ addresses of any and all other bays, doorways or suites in the building, and pinpoints the location of your project. The key plan provides the important context for the proposed work, so that an approval does not inadvertently set off a chain of events that leads to a lowered level of safety or performance of the remainder of a building, which would be an unacceptable condition that may involve further work to mitigate and delay occupancy. The plan provided for the Development Permit is usually adequate.</p> <p>SITE PLAN and KEY PLAN may be combined. The general rule is that the information provided must be sufficient to facilitate a plans examiner's code review and permit decision.</p> <p>BUILDING AREA is</p> <ul style="list-style-type: none"> ● the area of the "footprint" of the building where the work is to be done; ● not to be confused with floor area or rentable area; ● NOT the sum of the areas of all the floors in a multi-storey building; ● NOT the area of only your bay in a multi-bay strip mall or industrial building; ● essential together with the answers to be provided in questions 15-23 to inform us as to what needs to be checked to verify the project meets the intent of ABC 2014, so permits may be issued promptly and efficiently. <p>AREA of WORK in the project, sometimes called "affected" area of work, is the floor area involved in the project.</p>
---	--

	<p>AREA LIMITS for PROFESSIONAL INVOLVEMENT REQUIREMENT</p> <ul style="list-style-type: none"> ● When drawings or documents are "authenticated"--that is, signed, dated and stamped with the seal of a professional architect or engineer--that person is taking responsibility for the design of that part of the work. ● Retail store, office/personal service or general industrial buildings of more than 500 sq m (5382 sq ft) of area require professional involvement. For assembly--e.g., cafe, daycare, club, etc-- and detention/treatment/care occupancy--e.g., some group homes, etc-- buildings of more than 300 sq m (3229 sq ft), professional involvement is required. Several other less-common circumstances call for professional involvement, so if the project is not one of the above, see ABC: Div C:2.4. ● When the project requires professional involvement, you must provide A-1 and all A-2,B-1,B-2 schedules duly completed by professional and owner. Schedules not completed in all appropriate sections are not valid. See ABC: Div C:2.4. You
--	--

will also need to submit C-schedules, signed by the professionals of record, at the end of the project before Final inspection.

- Most small interior alteration projects are done without involvement of a design professional except by choice. Where there is a level of complexity in a design that cannot be assessed by plans examiners, a professional will be required regardless of AREA OF WORK.
- Provide drawings of all proposed building work and any HVAC, plumbing, gas and electrical work in the order listed in the following **BOXES 10 to 13**.

10 ARCHITECTURAL refers to designs, graphic representations, plans, drawings, detail drawings or specifications for the project, but does not include engineering work. See basic examples at end of the Guide. The submitted drawings shall

- be prepared by a draftsman, architect or person skillful in technical drawing
- be preferably of scale: 3/16"=1'-0" or 1:75 but at least minimum scale: 1/8"=1'-0" or 1:100
- use consistently metric OR imperial units of measurement
- show **existing** construction, walls layout, etc of the space to be occupied
- be detailed enough-- floor plans, sections, details--to clearly indicate **proposed** work
- show interior/exterior dimensions, as applicable, and area of each floor level
- include location and dimensions of walls, stairs, etc,
- identify all room and space uses on all floors (e.g., washroom, mechanical room, storage room, etc.)
- specify construction and fire-resistance rating of walls, floors and ceilings required to be fire separations
- show all exits from space and building, including direction of door swing
- fully detail all proposed security measures (slide-bolts or bars on exit doors, mag locks, etc.)
- indicate the proposed occupant load: e.g., number of employees, of customers, of seats in a restaurant, etc.

* *Washroom facilities available for use by occupants of your space but not found within it must be shown on the floor plans. Provide letter from building owner/agent confirming these washrooms are available at all hours of operation of your premises.*

Note: Barrier-Free construction required in new construction, change of use, or major alterations involving areas subject to barrier-free construction requirements (ABC:3.8.2.1). This creates an inclusive built-environment for everyone, including persons with physical, sensory and/or cognitive disabilities, and the elderly. Barrier-free is not only about "wheelchair access" but ranges from door handle style (for persons with arthritic or strength conditions) to the thoughtful location of wall- and ceiling-mounted objects (so they do not pose a hazard to persons with vision impairment). Common errors of construction occur with entry vestibules, doorway widths, lavatory heights, and fixture placement within toilet facilities; check your plans. Accessibility information about and additional to ABC 2014 minimum requirements is in 2017 [Barrier-Free Design Guide](#).

* *If you believe you cannot or need not meet barrier-free requirements, the [relaxation application](#) process involves Alberta Municipal Affairs as well as our permit office. Note there is [generally high threshold](#) to meet for accepting new construction not in compliance with Code.*

ARCHITECTURAL drawings--Are the floor plans, sections, elevations, etc., signed, dated and sealed by an architect?

- No→the AREA LIMITS (defined above) are not exceeded on all floors, mezzanines, including occupied rooftop or courtyard
- Yes→an architect or [licensed interior designer](#) has signed, dated and stamped the work

ARCHITECTURAL schedules--Are [professional schedules](#) required from the architect responsible for the architectural design?

- No→ **not required** as AREA LIMITS (above) are not exceeded

* *Optional submission of schedules indicates the professional will oversee execution of the work as outlined on the schedules*

- Yes→ **required** with application as AREA LIMITS (above) are exceeded (or if complex design)

* *Mandatory submission indicates the professional will oversee execution of the work as outlined on the schedules*

BARRIER-FREE PROVISIONS are to be shown on the architectural drawings, with dimensions and explanatory notes as needed

- Existing barrier-free provisions from previous Code editions will typically be accepted subject to conditions
- Existing barrier-free provisions are provided in this building built since 2016 (i.e., built to ABC2014)
- New
- N/A

* *[A relaxation letter](#) provided by [Municipal Affairs](#) must be received at permit office prior to Building Permit issuance if you feel any barrier-free requirements cannot be achieved or are unnecessary*

**Some plumbing rough-ins fail to meet barrier-free dimensional tolerances for fixtures and fittings; check carefully*

11	<p>STRUCTURAL WORK: Structural engineering work means the preparation of designs, plans, drawings, detail drawings, specifications or graphic representations for structural aspects of the project. Examples include roof-top unit (RTU) support, bearing wall alteration, column changes, floor reinforcement, engineered lumber, I-joists, steel beams, mezzanines, etc. <i>* Other than use of dimensional lumber in small wood buildings, most materials used in commercial construction cannot be assessed through the prescriptive requirements of building code and require “design” by a structural engineer</i></p> <p>STRUCTURAL drawings--Are the structural drawings, documents and details signed, dated and sealed by the engineer?</p> <p><input type="checkbox"/> No→no structural work is planned. No structural drawings provided</p> <p><input type="checkbox"/> No→the AREA LIMITS (above) are not exceeded -AND- the work can be checked against ABC2014 Part 9</p> <p><input type="checkbox"/> Yes→all designs for elements and components not found in prescriptive solutions of ABC2014 are stamped</p> <p>STRUCTURAL schedules--Are professional schedules required from the engineer responsible for the structural design?</p> <p><input type="checkbox"/> No→ not required as AREA LIMITS (above) are not exceeded -AND- work can be checked against ABC2014 Part 9</p> <p><i>* Optional submission of schedules indicates the professional will oversee execution of the work as outlined on the schedules</i></p> <p><input type="checkbox"/> Yes→ required with application as AREA LIMITS (above) are exceeded -OR- where complexity calls for engineering</p> <p><i>* Mandatory submission indicates the professional(s) must oversee execution of the work as outlined on the schedules</i></p> <p>DESIGNS, DRAWINGS OR COMPONENTS, to be included in the project, by an Alberta engineer other than engineer of record?</p> <p><input type="checkbox"/> None→all structural designs, including components such as guards and handrails, are stamped by the engineer of record</p> <p><input type="checkbox"/> Yes→they are signed and sealed by the designing engineer (and then marked as “reviewed” by the engineer of record when the project has STRUCTURAL schedules due to its size or complexity).</p>
12	<p>MECHANICAL WORK: Examples include new heating, ventilating or air conditioning (HVAC) systems including humidity controls, duct distribution, new drains, sprinkler alteration, etc.</p> <p>HVAC work</p> <p><input type="checkbox"/> None→no HVAC work is planned in this project. The architectural drawings indicate existing conditions not to be changed</p> <p><input type="checkbox"/> Yes→new distribution ducting only; e.g., diffuser relocation, minor exhaust fans, etc., detailed on drawings</p> <p><input type="checkbox"/> Yes→for designs of new HVAC system, and includes any storage, workstation or kitchen facilities ventilation</p> <p>PLUMBING work</p> <p><input type="checkbox"/> No→no Plumbing work is planned. The architectural drawings indicate existing fixture locations not to be changed</p> <p><input type="checkbox"/> Yes→new washroom, lunchroom, workroom, etc., as shown on architectural drawings</p> <p><i>*Coordinate barrier-free plans with the plumber very carefully to avoid fixture placement issues later on in the project</i></p> <p>GAS work</p> <p><input type="checkbox"/> No→no Gas work is planned. The architectural drawings indicate existing appliances not to be changed</p> <p><input type="checkbox"/> Yes→replacement fuel-fired appliance(s) installation, noted on architectural drawings</p> <p><input type="checkbox"/> Yes→installing additional gas meter. <i>*Recommend that you verify your unique address with ATCO to avoid possible delays</i></p> <p>SPRINKLER work</p> <p><input type="checkbox"/> No→no automatic sprinkler system in the space</p> <p><input type="checkbox"/> No→no change to the existing automatic sprinkler system is planned</p> <p><input type="checkbox"/> No→ head relocation work without pipe-type changes, change of head, or change of hazard class</p> <p><input type="checkbox"/> Yes→additions to head count on the existing automatic sprinkler system</p> <p><input type="checkbox"/> Yes→new sprinkler system→ stamped drawings, hydraulic calculations, show hydrant on SITE PLAN</p> <p><i>* Sometimes sprinkler design is not completed until the space is constructed; in this case, drawings and hydraulic calculations may be submitted at a later date (ABC2014:DivC:2.4.2.3). Schedules are required with the initial building permit submission</i></p> <p><i>* Be aware that some changes-of-use trigger sprinklering requirements in existing unsprinklered buildings</i></p> <p><i>*Some changes-of-use require existing sprinkler system review due to changed fire load or proposed hazardous uses</i></p> <p>MECHANICAL drawings --Are any separate mechanical drawings signed, dated and sealed by the engineer?</p> <p><input type="checkbox"/> No→ proposed work does not involve any new systems; no more than minor alterations not requiring engineering. As noted above, separate drawings are not necessarily required for minor work.</p> <p><input type="checkbox"/> Yes→ means a registered mechanical engineering professional has designed and stamped the work.</p> <p>MECHANICAL schedules --Are professional schedules required from the mechanical engineer?</p> <p><input type="checkbox"/> No→ not required as AREA LIMITS (above) are not exceeded</p> <p><i>* Optional submission of schedule indicates the professional will oversee execution of the work as outlined on the schedules</i></p>

	<p><input type="checkbox"/> Yes → required with application as AREA LIMITS (above) are exceeded -OR- where complexity called for engineering and stamped drawing for new mechanical system -AND/OR- new, expanded or altered sprinkler system</p> <p><i>* Mandatory submission indicates the professional must oversee execution of the work as outlined on the schedules</i></p>
13	<p>ELECTRICAL WORK: Examples include new electrical service, fire alarm work, new lighting and receptacle circuits, etc.</p> <p>Exit Sign Note:</p> <ul style="list-style-type: none"> ● Every building requires ‘exit’ signs <ul style="list-style-type: none"> ○ visible on approach to any exit where the building is more than 2 storeys in building height, ○ in buildings with more than 150 occupants, ○ at egress doorways from any room with an occupant load of more than 60 that has normal lighting levels that make it difficult to locate doorways (e.g., lounges, bars, dance halls, etc.), ● Where <u>no exit is visible</u> from <ul style="list-style-type: none"> ○ a public corridor or corridor used by the public (A, B occupancies), or ○ an open floor area with more than 150 occupants, <u>exit sign(s) with an arrow or pointer</u> indicating direction shall be provided. ● Exit signs are to be continuously illuminated, and <ul style="list-style-type: none"> ○ if internally illuminated, conform with CSA C22.2 No. 141, “Emergency Lighting Equipment” and ○ if externally illuminated, conform with CAN/ULC-S572, “Photoluminescent and Self-Luminous Signs and Path Marking Systems”. ● Mixing of old text sign and new pictogram sign types is to be avoided. When working with new type, one reversion to old type in existing, unchanged space is generally permissible. Where areas further along the project’s egress path have been also converted to pictogram, then all signs on the egress path should be studied for change, in consultation with the permit issuing safety codes officer. <p>Emergency Lighting Note:</p> <ul style="list-style-type: none"> ● Unless shown to be unnecessary, every building requires emergency lighting <ul style="list-style-type: none"> ○ in exits, public corridors, corridors used by the public, corridors serving classrooms, ○ in access to exit in open floor areas and where the public may congregate, ○ in care areas of child care centres, food prep areas in commercial kitchens, etc., ○ conforming to CSA C22.2 No. 141, “Emergency Lighting Equipment” if self-contained battery units, and ○ with illumination average levels of not less than 10 lx at floor/tread level, and minimum not less than 1 lx, except lighting equal to 1 W/m² of floor area is acceptable where incandescent lighting is provided. <p>FIRE ALARM WORK</p> <p><input type="checkbox"/> No → no fire alarm system is in the building.</p> <p><input type="checkbox"/> No → no change planned to existing fire alarm system in building.</p> <p><input type="checkbox"/> Yes → alter the existing fire alarm system by moving, deleting or adding devices as shown on architectural drawings where very limited adjustments are being made -OR- on stamped electrical drawing where professional is involved additions and deletions of devices and associated wiring is occurring.</p> <p><input type="checkbox"/> Yes → fire alarm changes as outlined in Standata</p> <p><input type="checkbox"/> Yes → new fire alarm system → provide stamped drawings + schedules</p> <p>ELECTRICAL drawings --Are any separate electrical drawings signed, dated and sealed by the engineer?</p> <p><input type="checkbox"/> No → proposed work does not involve any new systems; not more than minor alterations not requiring engineering</p> <p><input type="checkbox"/> Yes → means a registered electrical engineering professional has stamped the work</p> <p>ELECTRICAL schedules --Are professional schedules required from the electrical engineer?</p> <p><input type="checkbox"/> No → not required as AREA LIMITS (above) are not exceeded</p> <p><i>* Optional submission of schedules indicates the professional will oversee execution of the work as outlined on the schedules</i></p> <p><input type="checkbox"/> Yes → required with application as AREA LIMITS (above) are exceeded -OR- where complexity calls for engineering and stamped drawings -AND/OR- fire alarm system is being constructed</p> <p><i>* Mandatory submission indicates the professional must oversee execution of the work as outlined on the schedules</i></p>
14	<p>ENERGY EFFICIENCY SUMMARY and CHECKLIST (edmonton.ca/energycode)</p> <ul style="list-style-type: none"> ● Work in an energy-efficient new building must coordinate with the building’s energy code compliance path: consult early and closely with the building owner to learn the meaning and impact of this. Typically, this means light fixtures

	<p>and some appliances must have a minimum energy efficiency rating, however this does not extend to equipment of the business itself that is not part of the building. New means built according to ABC2014:9.36 or NECB2011</p> <ul style="list-style-type: none"> • For older, small buildings, refer to alterations guidance and additional information at edmonton.ca/energycode. Small means a building in which combined retail, office, low-hazard industrial and common space floor area does not exceed 300 sq m--with or without residential component in the building such that the entire building does not exceed 600 sq m footprint and the building does not exceed 3 storeys in building height (within scope of ABC2014:9.36.). • Energy Code does not apply to alteration of older, large buildings at this time.
15	<p>FIRE SAFETY PLAN Provide a Fire Safety Plan (FSP) for construction, renovation or demolition work, at time of building permit application. Most FSPs are straightforward, however in larger, multi-tenant buildings, impact on others in event of emergency must be considered. Failure to provide a FSP satisfactory to Fire Rescue Services holds up start of your work.</p> <ul style="list-style-type: none"> • Review the Bulletin on working in partially occupied buildings • Life safety systems will be maintained during work (whether remediation work or construction work) • The FSP can provide alternate ways of maintaining an acceptable level of safety during construction • Impact on other building occupants in event of fire- and non-fire emergency must be considered in the plan • Contact FRS for more guidance in writing a FSP
16	<p>ASBESTOS MANAGEMENT / ABATEMENT REQUIREMENTS Occupational Health and Safety officers from Human Services use the Alberta Abatement Manual as a guide when reviewing abatement work practices, as these are not covered in the Alberta Building Code or Safety Codes Act. Review your obligations under OHS Act and Regulations in connection with working around asbestos-bearing materials, and communicate with that agency in relation to standards for those processes. IF abatement is necessary, it may be completed before construction or demolition starts (commonly), or in conjunction with selective demolition/removal work. In either case, an abatement plan will, as applicable to the location, need</p> <ul style="list-style-type: none"> • Fire Code-mandated Fire Safety Plan for work in an occupied building that includes abatement leading up to or in conjunction with the work, addressing impacts on <ul style="list-style-type: none"> ○ detection / alarm systems, fire suppression systems and emergency lighting systems ○ electrical systems, and ventilation systems for maintaining indoor air quality for the rest of the building ○ exits, e.g., exits blocked while abatement work occurs on a lower storey • Building Code review for replacement of any required building components e.g., required fire protection on beams and columns, or fire separations. • In all cases, Alberta Human Services's health and safety legislation must be followed
17	Number of storeys in the building -- <i>first storey and all floor levels above</i>
18	Basement or Parkade -- <i>under your tenant space</i>
19	Type of construction of building -- <i>floors, walls and roof of the building</i>
20	Floor fire-resistance rating = FRR <i>of the floor of your tenant space</i>
21	<p>Mezzanine(s)/stair FRR -- <i>Mezzanine is an intermediate floor assembly between the floor and ceiling in any storey or room that must meet certain conditions to be exempt from being considered a storey</i></p> <ul style="list-style-type: none"> • Up to 10% of the room's floor area if it is enclosed above/below with partitions • Up to 40% of the room's floor area if it is not enclosed above/below • Fire protection <ul style="list-style-type: none"> ○ Must be non-combustible construction if building is required to be non-combustible ○ Sprinklers are required under mezzanine if the building is sprinklered
22	Roof or ceiling FRR -- <i>as viewed from underside, that is, from your suite</i>
23	Suite/ tenant separation walls FRR -- <i>Suite is a room or group of rooms under a single tenancy, e.g.: individual stores, offices, restaurants, etc. Suite separations are listed in ABC:3.3.1.1/9.10.9. Check if the walls separating your space from neighbours extend right up to the underside of the roof or the floor above you.</i>

24	<p>Public corridor separation FRR -- <i>A public corridor is a shared corridor or hallway (multi-tenant access-to-exit corridor) that offers possibility to go in opposite direction to any of 2 or more separate exits [ABC2014:DivB:3.3.1.4/9.9.7.] Check if the corridor walls extend right up to the underside of the roof or the floor above you.</i></p> <ul style="list-style-type: none"> ● Fire separation requirements depend on building and use (e.g., sprinklered non-residential or institutional buildings require separation without fire-resistance rating in most cases) ● Door/sidelite fire-protection rating correlates with the required corridor wall fire-resistance rating ● Consider the impact of: <ul style="list-style-type: none"> ○ Changing from single tenant to multiple tenants using the corridor, and vice versa ○ Crossover floors to provide access to alternate exit in higher buildings ○ Dead end corridors where exit door is distant from the end of the public corridor
25	<p>Exit separation FRR: <i>An exit is one of or a combination of exterior doorway / exterior or interior stairway, ramp or passageway / a horizontal exit at a firewall / or fire escape (see ABC:3.4.7 for restrictions). ABC:3.4.4/9.4.4 pertains to exit separation and characteristics. Note "exit through lobby" space must have characteristics of an exit, with exceptions.</i></p> <ul style="list-style-type: none"> ● Fire-resistance rating of exit depends on building size and use ● Door/glazing fire-protection rating and limitations relate to the required exit fire-resistance rating ● Fire Doors and other 'closures' <ul style="list-style-type: none"> ○ Do not paint over or remove frame and door labels ○ ULC labeled hardware is required ○ Door-release ('panic') hardware required on exit doors <ul style="list-style-type: none"> ■ in assemblies where occupant load is more than 100, ■ every door from an exit stair shaft leading to an exit lobby, ■ exterior door from an exit stair shaft in a building where occupant load is more than 100, and ■ every exit door from a floor area containing a high-hazard industrial occupancy. ● Interior exit doors swing in the direction of exit travel when occupant load is greater than 60 ● Exterior exit doors must swing in the direction of exit travel
<p>APPLICANT SIGNATURE ATTESTING TO CORRECTNESS AND COMPLETENESS OF THIS APPLICATION</p> <ul style="list-style-type: none"> ● Review all provided information and this attestation before signing and dating it. <p>1) the information contained in and with this application for building permit and related permits is, to the best of my knowledge, true and complete;</p> <ul style="list-style-type: none"> ● We are issuing a Building Permit based on the application, and permits may be revoked if found to be based on incorrect information, or construction is not in accordance with the Permit. <p>2) the PROPERTY OWNER (person, partnership, condominium, corporation, or other) is aware of and has authorized this application;</p> <ul style="list-style-type: none"> ● We will require a formal letter of authorization from a condominium corporation to process permits for work in a condo unit. <p>3) I am aware that no work on this project is authorized before the building permit is issued.</p> <ul style="list-style-type: none"> ● Construction is not to start until the Building Permit is issued. Review the application for completeness , using the Guide and other resources available to you, so that delay in processing is minimized. 	

Building Permit Application Process

Many small interior alterations may be done without involvement of a designer, with plans and application prepared by a knowledgeable person such as the building contractor--the "constructor"--who will do the work. A retail store, office/personal services shop and some industrial occupancies where the building area is not more than 500m² (5382ft²) does not strictly require professional involvement for the general work; that is to say, architect- and engineer-stamped drawings are not automatically required. An assembly occupancy--e.g., restaurant, daycare, club, etc-- and detention/treatment/care occupancy--e.g., some group homes, assisted living facilities, etc.-- with building area of more than **300 sq m** (3229 sq ft) does require professional involvement.

Some parts of the construction details MAY require stamped engineer design (e.g., structural design for carrying new equipment on the roof, storage racking, design of a new exterior cladding system that is not found in the Alberta Building Code 2014 (ABC), etc.)

Larger building or more complicated interior alteration projects require professional involvement for all aspects of the work. This means stamped drawings/documents and [professional's schedules](#) are to be submitted. A [licensed interior designer may provide professional services](#) within limitations.

If a question arises, a Safety Codes Officer makes the final determination of what permits are required.

A valid Development Permit (DP) must be in place for any project before Building Permit (BP) processing. If the BP application is submitted after the DP is approved, the Development Officer will rapidly verify the proposed work on the new drawings aligns with terms of the DP as part of the BP application intake screening process.

A 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 ABC compliance. A Commercial Final Building Permit will be issued upon satisfactory resolution of any identified issues.

Additional permits may be required for proposed HVAC (Heating, Ventilating and Air Conditioning), Plumbing, Gas or Electrical work. 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. Updates on permit progress through our office will be emailed.

Assessment of an acceptable level of safety when reviewing plans for alteration of an existing building can only be done with a complete picture of existing conditions and of proposed work. It is important that the application form is completed entirely so that the best assessment can be made based on the information provided in the application. Incomplete information will result in delays while the applicant is asked for more, or research into older permits is undertaken. Permits issued on the basis of incorrect information risk being revoked if issues arise.

Provide the Project City File Numbers from the issued Building Permit to the subtrades who can then claim the trade permits that have already been paid for with the application. Inspections should be called as outlined on the permit conditions, but generally before trades work is covered. Coordinate closely with the trades so their inspections can be called to minimize delays. Service level target is 2-5 days for inspection, due to seasonal and scheduling variability.

Be sure to read ALL Building Permit conditions printed on the permit as soon as it is issued, and act accordingly. Important information is printed there.

When all trades permits have been inspected and concluded, a mandatory Final building inspection is conducted. When that is successfully completed, the space may be occupied. A Building Permit, however, does not imply or grant permission from City of Edmonton or any provincial or federal authority to operate any business without other required regulatory approvals.

Depending on job scale, complexity and context, a Fire Inspector may conduct a joint inspection with the Building Inspector so that there is a seamless transition from a 'space under construction/alteration' to one that is 'operational' and thus, from that moment on, governed by the Alberta Fire Code which mandates periodic inspections, fire safety systems maintenance, and so on.

Building Permit for Hoarding

If a public sidewalk, alley or street must be used to do some part of your project, an [“OSCAM Permit”](#) will be required. Additionally, if the disruption of the public space is for more than a few hours or parts of a few days, a Hoarding Building Permit may also be required for hoarding needed to protect the public on ongoing basis through the duration of the project. Each short-term permit decision--based on location, height, nature and duration of the work--is a collaborative decision of Network Operations/ Parks and Roads Services and Safety Codes Permit and Inspections/Development Services (in short, between roadway operations and building codes).

A project site plan will be reviewed by the Safety Codes Officer for compliance with [Bylaw 15894](#) and ABC:Part 8, and evidence of intention to maintain to the greatest extent reasonable the positive characteristics of any affected existing public sidewalks near the site. Tips are provided in the Barrier-Free Design Guide Section 10 (see next pages). The site plan will then be shared with Network Operations (Transportation) for them to confirm an OSCAM, which coordinates your activity with other planned uses of the same road Right-of-Way.

We need the following to process a Hoarding Building Permit, on or attached to either the Short-Form -OR- Long-Form COMMERCIAL BUILDING PERMIT APPLICATION:

1. **APPLICANT CORPORATE NAME** (exactly as it appears on corporate seal) and **DURATION** that the hoarding will be wholly or partially erected: provide planned start and stop dates.
2. **INSURANCE** documentation as proof of general liability coverage of minimum two million dollars, valid for the duration indicated above.
3. **SITE PLAN** of areas to be hoarded, clearly indicating these existing or proposed features:
 - a. building location(s) and dimensions of their setbacks from property lines;
 - b. streets, sidewalks, boulevards, trees, hydrants, bus stops, street furniture and any obstructions in the vicinity of the proposed hoarded area;
 - c. proposed location of any covered walkways, which provide protection from side and overhead hazards while work on or over a building proceeds, including dimensions and distance from property lines and street corner property lines;
 - d. proposed location of any fenced areas, which exclude unauthorized persons from an exclusive use zone for the duration of the permit, including dimensions and distance from property lines and street corner property lines.
4. **HOARDING DESIGN** details:
 - a. covered walkways require site-specific Alberta engineer-stamped structural design;
 - b. any required fence hoardings may be shown by dimensioned photos, tear sheets or sketches.

A Hoarding Agreement will be prepared for **APPLICANT** corporate seal over signature in two copies. (Alternatively, properly-executed affidavit verifying signing authority may be presented with the Agreement in lieu of corporate seal.) Both copies are to be returned to the permit office for City seal.

FEES, for building permit, and electrical permit for the required lighting within a covered walkway, as well as rent for the use of the public land for the project ([Safety Codes Permit Fee Schedule](#)) will be assessed. These are to be paid, and following that, the Building Permit for the hoarding will be issued.

Start construction of the hoarding only when the Building Permit for hoarding is issued. Follow the informative Conditions printed on that Building Permit. Call for inspection when the hoarding is prepared to be put into service. Maintain the hoarding according to the Permit Conditions and Agreement. Call for inspection when the hoarding is removed and the public realm restored.



Accessibility in Vicinity of Construction Sites

Application of this Code

- 6) This Code applies to any one or more of the following:
 - i) the correction of an unsafe condition in or about any building or property,
- 1) safety during construction of a project, including protection of the public and neighbouring properties.

Consistent application of Alberta Building Code (ABC) to public protection provisions around construction sites will lead to safer design and maintenance of temporary public ways which, though usually under the control of a municipal agency such as a transportation, public works or police department, fall under the purview of the building code and fire code.

Existing ABC provisions are often overlooked due to the temporary nature of a construction environment. Whether at one location alone or in closely spaced projects, sidewalk and crossing disruption can be challenging for anyone. These same conditions can present insurmountable obstacles for persons with disabilities moving to and from work, home, errands, or for pleasure. Consideration for the public passing by or through a demolition or construction site is an obligation of ABC.

8.1.2.2. Protection from Risk

- 1) Precautions shall be taken to ensure that no person is exposed to undue risk.

Regulatory requirements for construction areas should be consistently applied in order to address safety objectives and meet user expectations, and avoid unsafe conditions by establishing temporary pedestrian routes in thoughtful balance with site access and emergency response realities.

8.2.3.1. Safe Passage Past Site

- 1) Except as provided in Article 8.2.3.2., provisions shall be made at all times for the safe passage of pedestrian and vehicular traffic past the site.

All pedestrians shall be provided with safe passage through or around any construction or demolition site that requires ABC Part 8-mandated temporary closure or adjustment of the public way, building access, or egress routes. The aim is to remove as many barriers as practical for persons with disabilities of all sorts, as well as for those without.

8.2.1.1. Covered Way Exceptions

- 1) Where the construction may constitute a hazard to the public, work shall not commence on the construction, alteration or repair of a building until a covered way has been provided as described in Article 8.2.1.2. to protect the public, except where
 - a) the work is done within a solid enclosure,
 - b) the building is at a distance of 2 m or more from a public way used by pedestrians, or
 - c) site conditions warrant a distance greater than provided in Clause (b).

8.2.1.2. Covered Way Construction

- 1) A covered way shall
 - a) have a clear height of not less than 2.5 m,
 - b) have a clear width of not less than 1.5 m or the width of the public way, whichever is the lesser,
 - c) be designed and constructed to support safely all loads that may be reasonably expected to be applied to it, but in no case less than 2.4 kPa on the roof,
 - d) have a weathertight roof sloped towards the site or, if flat, be equipped with a splash board not less than 300 mm high on the street side,
 - e) be totally enclosed on the site side with a structure having a reasonably smooth surface facing the public way,
 - f) have a railing 1 070 mm high on the street side where the covered way is supported by posts on the street side,
 - g) be adequately lighted when the public way is lighted, and
 - h) have, at each opening for pedestrian access, a gate not less than 1 200 mm high that can be locked or bolted in a closed position.

A covered way shall be constructed with all users in mind. The minimum clear width of 1.5m generally works adequately for modest use level. On major streets, sidewalks that experience crowding at certain times of day should be provided with a wider covered way, typically extending no closer than 30 cm to the street curb, to be comfortable for all. Check early in the process whether the municipality has additional local regulations governing the use of streets and public property so that a viable management plan can be formulated.

8.2.3.1. Safe Passage Past Site

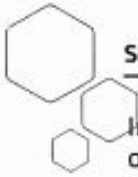
- 3) Except as provided in Sentence (4), where a sidewalk exists adjacent to the site, it shall be kept clear of obstructions at all times.

Materials, scrap, and equipment cannot be placed on the walking surface as this poses a hazard for all users. Care is called for in erecting fences and covered ways so that no objects protrude beyond the cane-detectable zone.

8.2.3.1. Safe Passage Past Site

- 4) Where construction operations necessitate the obstruction of a sidewalk, a temporary sidewalk shall be provided and it shall be kept clear of obstruction at all times.

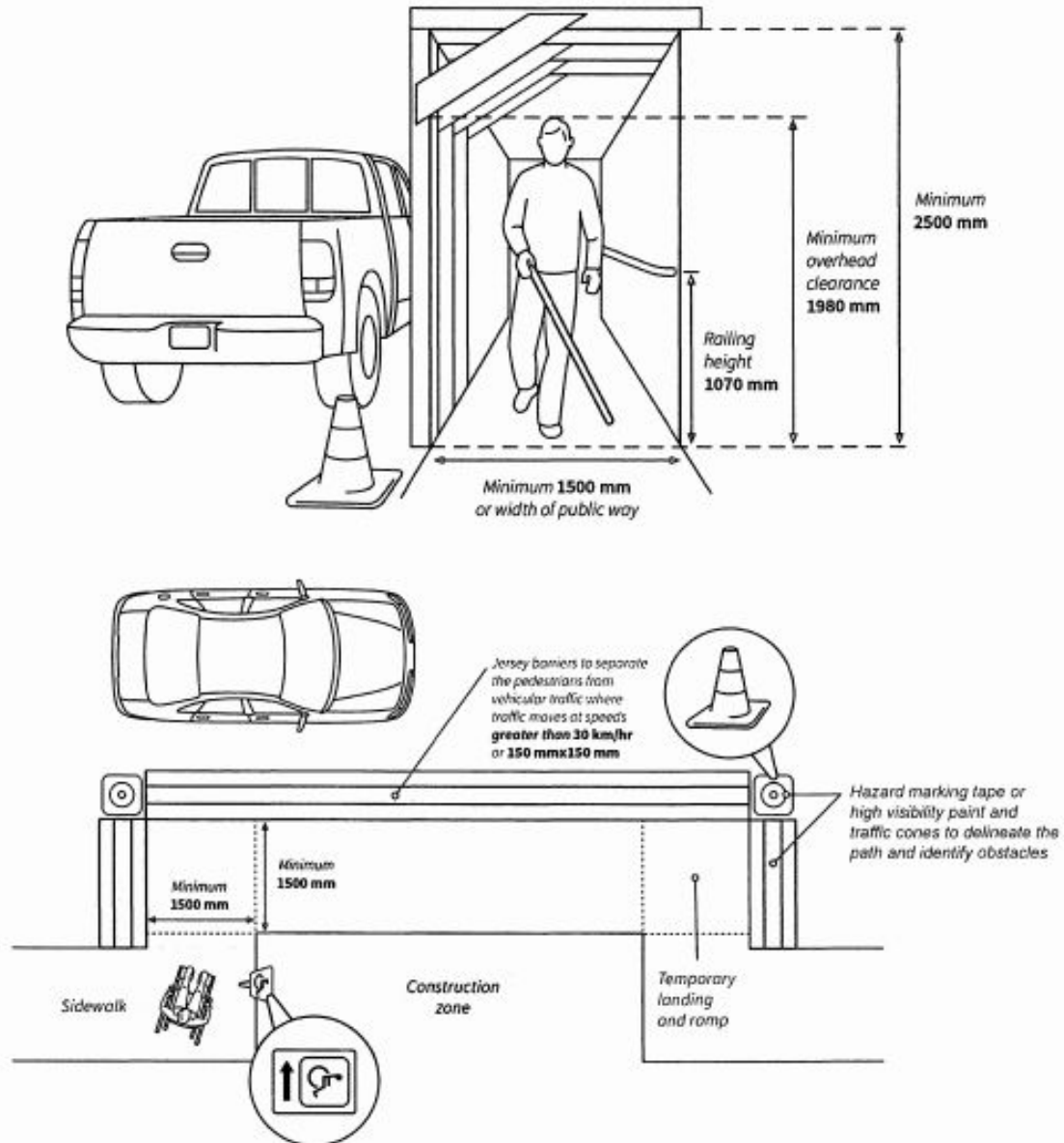
Where an existing sidewalk adjacent to a site is closed, a common solution is to arrange a temporary walking surface that replicates to the greatest extent practical the positive characteristics of the existing walk being closed. Handrails and clearly demarcated temporary ramps with detectable warnings may be needed. Grates and rough surfaces on a roadway placed in temporary service as a walkway may need mitigation. Ensure that temporary walking surfaces such as plywood are selected for slip-resistance even when wet. Mud, snow, and ice accumulations require timely attention.



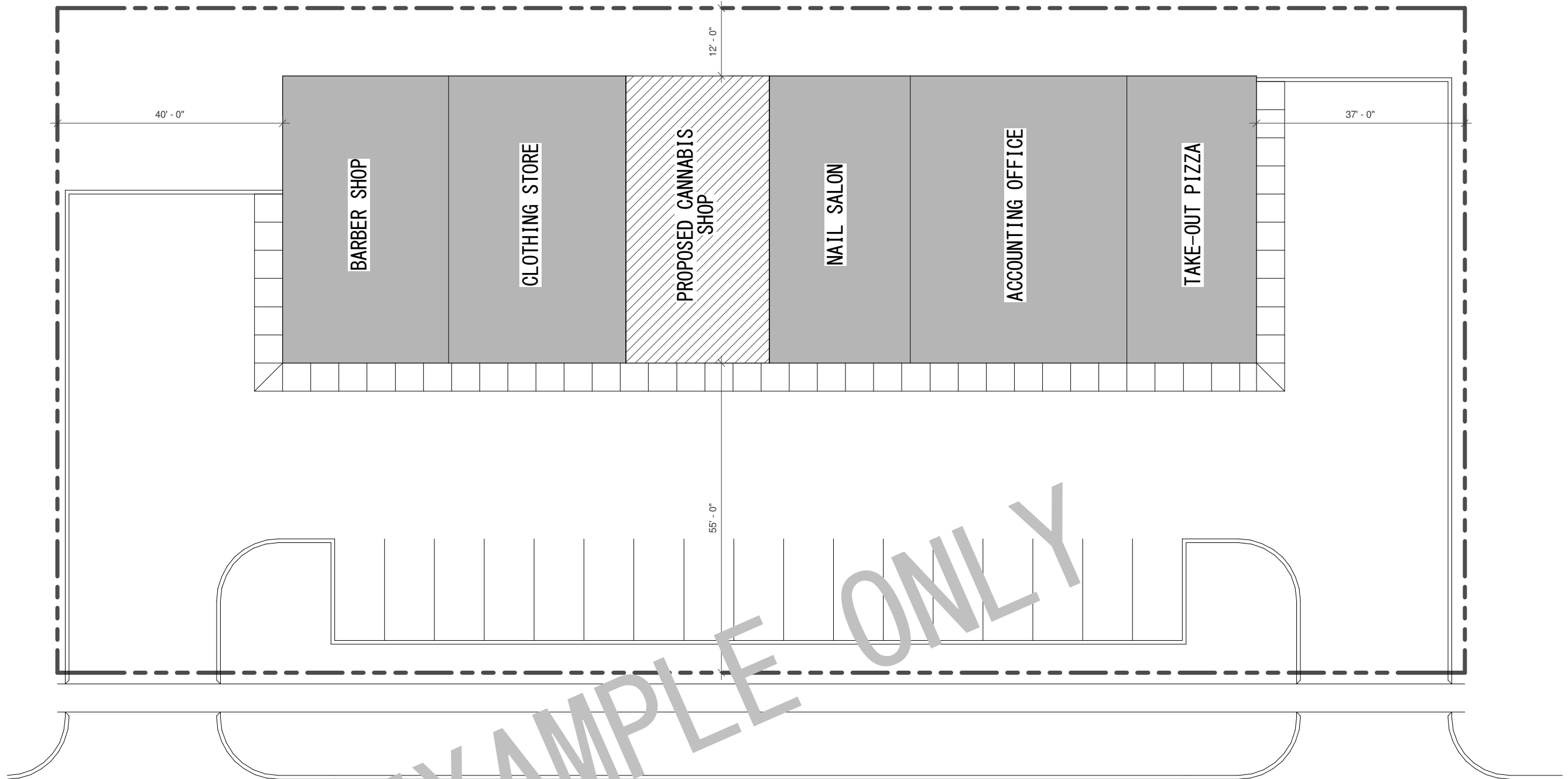
SECTION 10

Intelligible signage provides the public sufficient and meaningful notice of closure, detour, or delay and alternatives. Use symbols, arrows, and large-sized print text in contrasting colours identified with safety and danger (for example, ISO7010:2011 Graphical symbols—safety colours and safety signs used in workplaces and public areas). Advance notice—time and positional—results in more-informed decisions by all users before arriving at a point where walking in the road or near a hazard is considered preferable to backtracking.

Ongoing active management of the area around the site will ensure that the signage, fences and barricades are maintained and adjusted appropriately to changing conditions.



BUILDING AREA = 8000 SQ FT.
SUITE AREA = 1250 SQ FT



SITE PLAN
SCALE 1" = 10'-0"

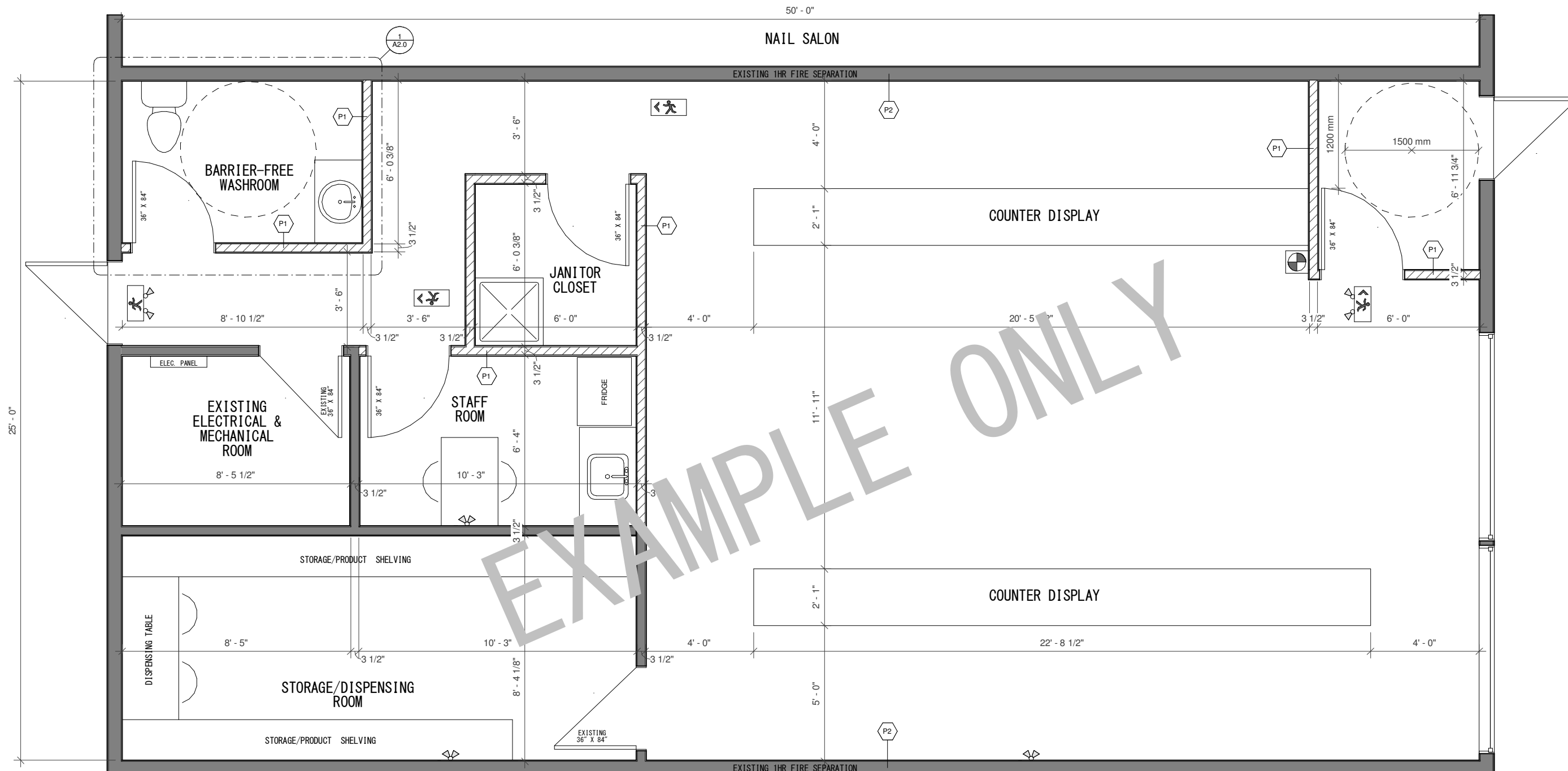
EXAMPLE BUILDING PERMIT DRAWING

SITE PLAN

ADDRESS
EDMONTON, ALBERTA
LOT X, BLOCK X, PLAN X

A0.0

4/16/2018 4:18:51 PM



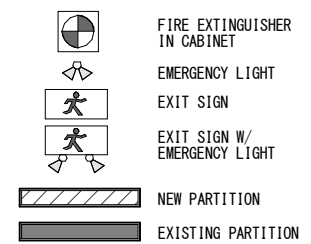
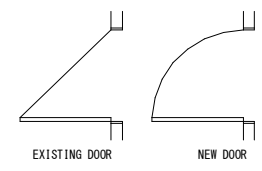
EXAMPLE ONLY



MAIN FLOOR PLAN
SCALE 1/4" = 1'-0"

P1 NEW PARTITION (WALL)
1/2" GYPSUM BOARD
3-1/2" STEEL STUDS @ 24" o.c.
1/2" GYPSUM BOARD

P2 EXISTING SEPARATION (TO UNDERSIDE OF ROOF/FLOOR)
5/8" TYPE X GYPSUM BOARD
5-1/2" STEEL STUDS @ 24" o.c. W/
ROXUL INSULATION
5/8" TYPE X GYPSUM BOARD



**SINGLE STOREY BUILDING
NON-SPRINKLERED
NO FIRE ALARM
BUILDING AREA = 8000 SQ. FT.
SUITE AREA = 1250 SQ. FT.**

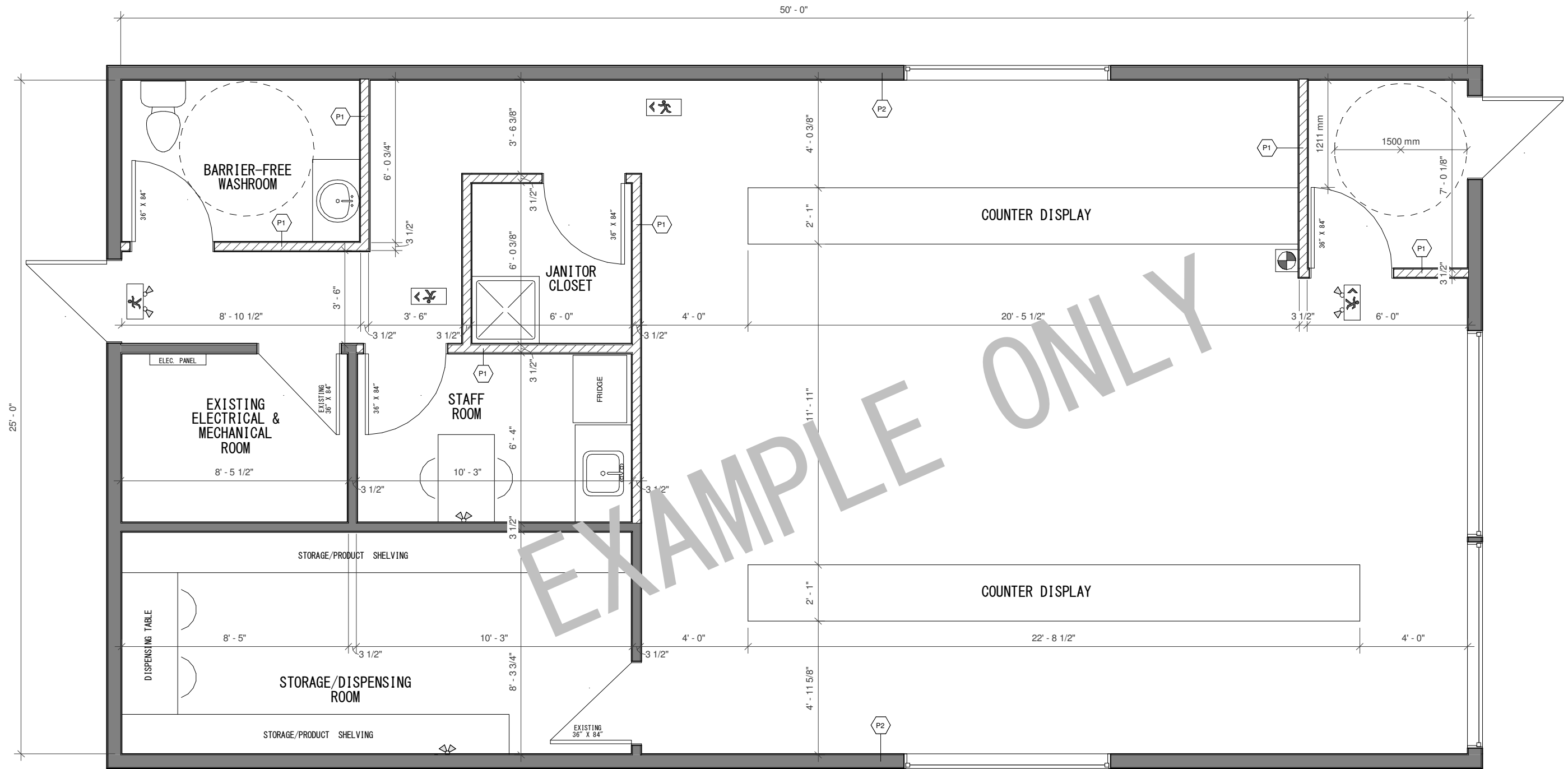
EXAMPLE BUILDING PERMIT DRAWING

STRIP MALL

ADDRESS
EDMONTON, ALBERTA
LOT X, BLOCK X, PLAN X

A1.0

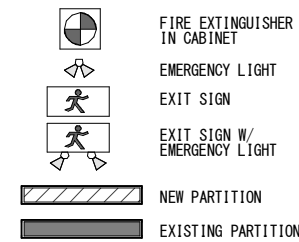
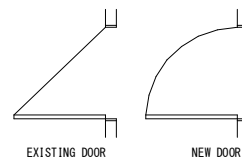
4/16/2018 4:18:51 PM



MAIN FLOOR PLAN
SCALE 1/4" = 1'-0"

P1 NEW PARTITION (WALL)
1/2" GYPSUM BOARD
3-1/2" WOOD STUDS @ 24" o.c.
1/2" GYPSUM BOARD

P2 EXISTING EXTERIOR WALL
5/8" TYPE X GYPSUM BOARD
5-1/2" WOOD STUDS @ 24" o.c. W/
ROXUL INSULATION
3/8" PLYWOOD
AIR BARRIER
CEMENT BOARD FINISH



**SINGLE STOREY BUILDING
NON-SPRINKLERED
NO FIRE ALARM
BUILDING AREA = 1250 SQ FT.**

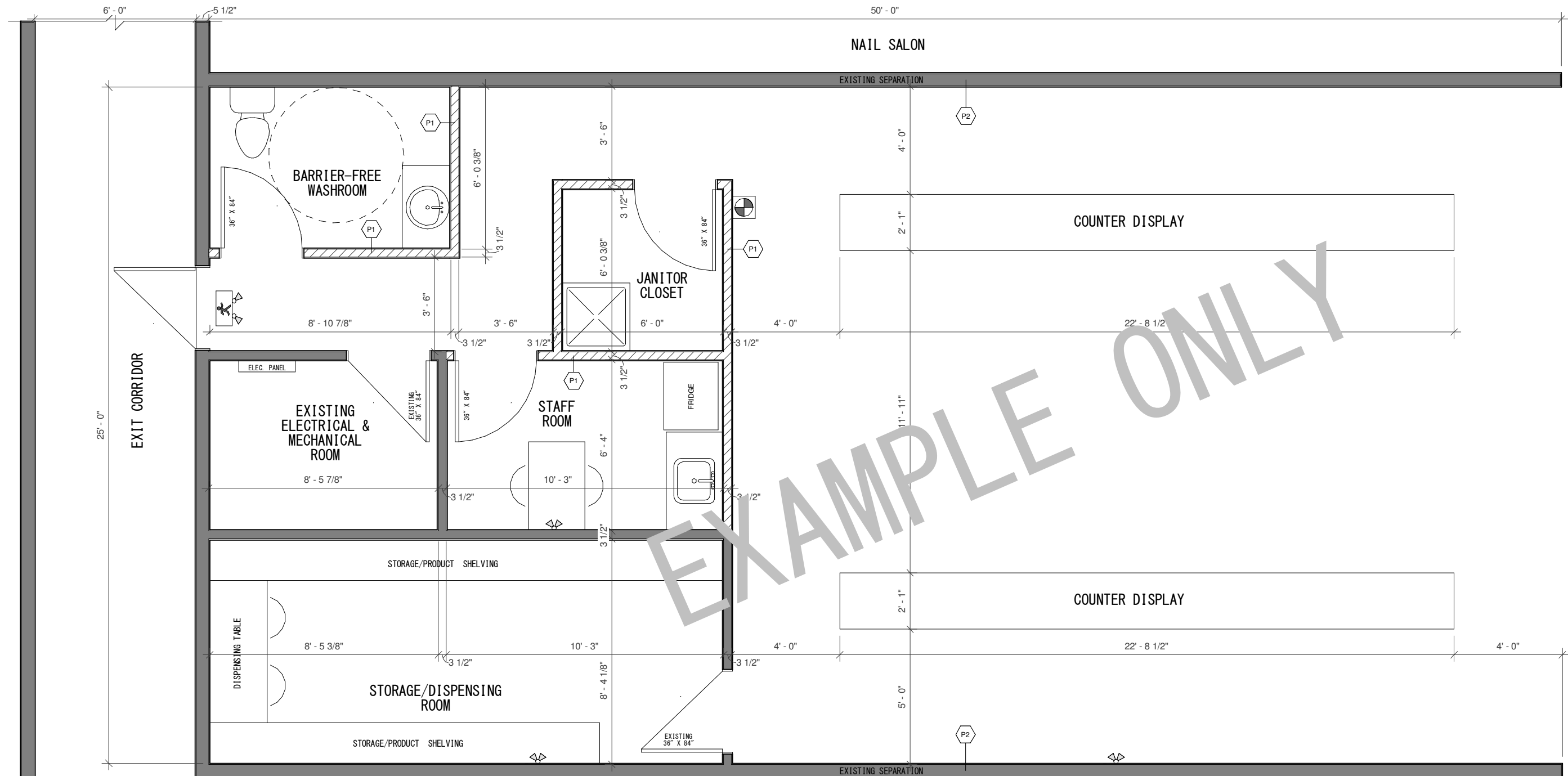
EXAMPLE BUILDING PERMIT DRAWING

STAND ALONE BUILDING

ADDRESS
EDMONTON, ALBERTA
LOT X, BLOCK X, PLAN X

A1.1

4/16/2018 4:18:51 PM



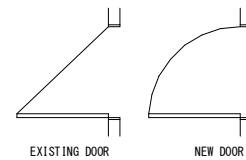
EXAMPLE ONLY



MAIN FLOOR PLAN
SCALE 1/4" = 1'-0"

P1 NEW PARTITION (WALL)
1/2" GYPSUM BOARD
3-1/2" STEEL STUDS @ 24" o.c.
1/2" GYPSUM BOARD

P2 EXISTING SEPARATION (TO UNDERSIDE OF ROOF/FLOOR)
5/8" TYPE X GYPSUM BOARD
5-1/2" STEEL STUDS @ 24" o.c. w/
ROXUL INSULATION
5/8" TYPE X GYPSUM BOARD



CLOTHING STORE

- FIRE EXTINGUISHER IN CABINET
- EMERGENCY LIGHT
- EXIT SIGN
- EXIT SIGN W/ EMERGENCY LIGHT
- NEW PARTITION
- EXISTING PARTITION

**TWO STOREY MALL
SPRINKLERED BUILDING
EXISTING FIRE ALARM
SUITE AREA = 1250 SQ. FT.**

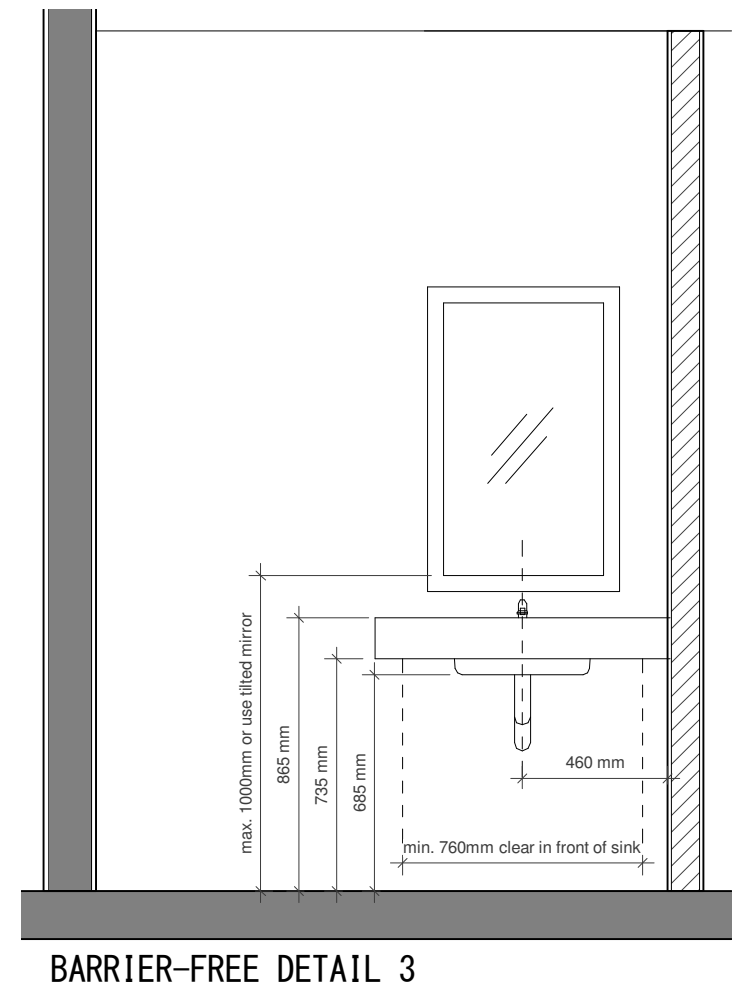
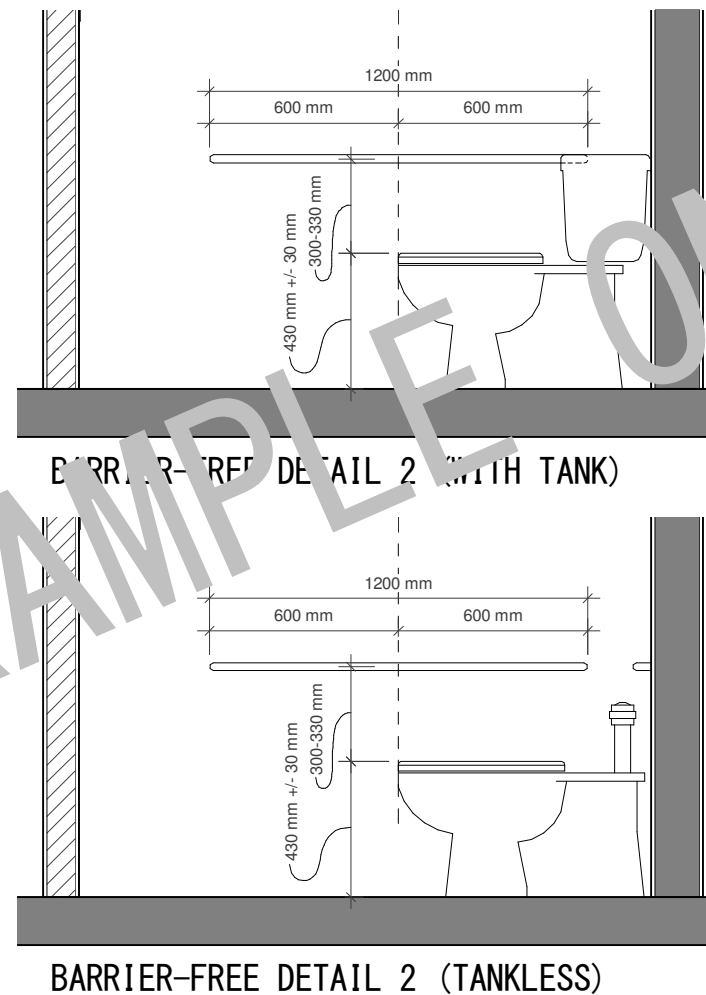
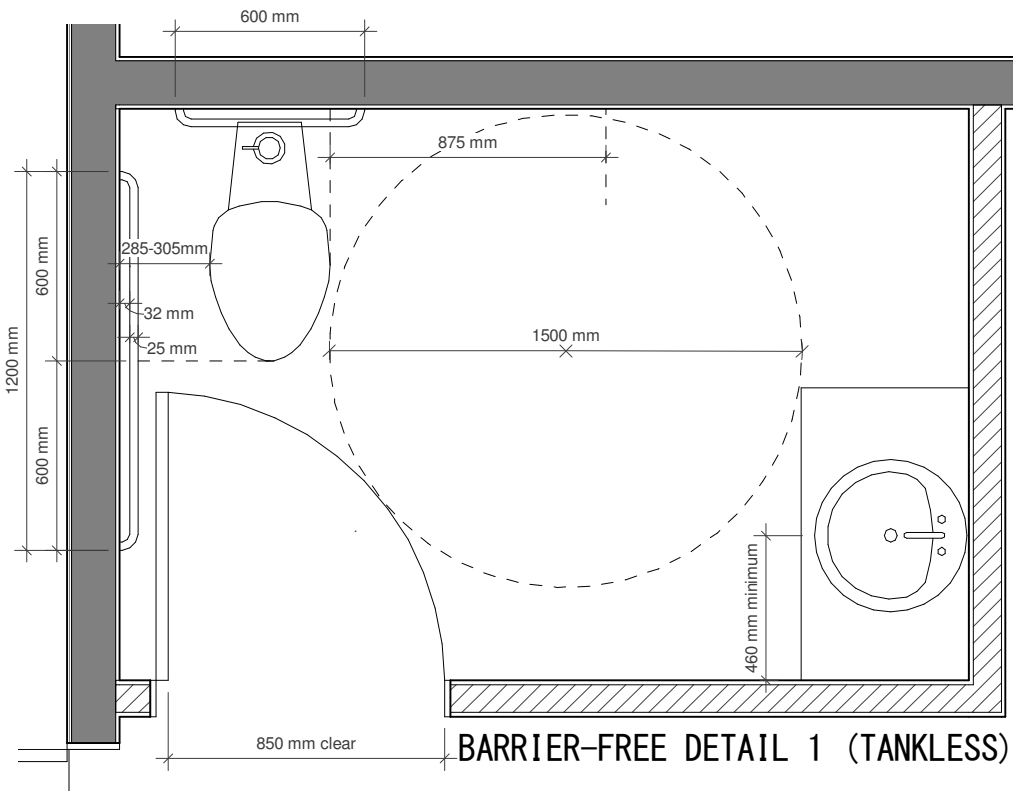
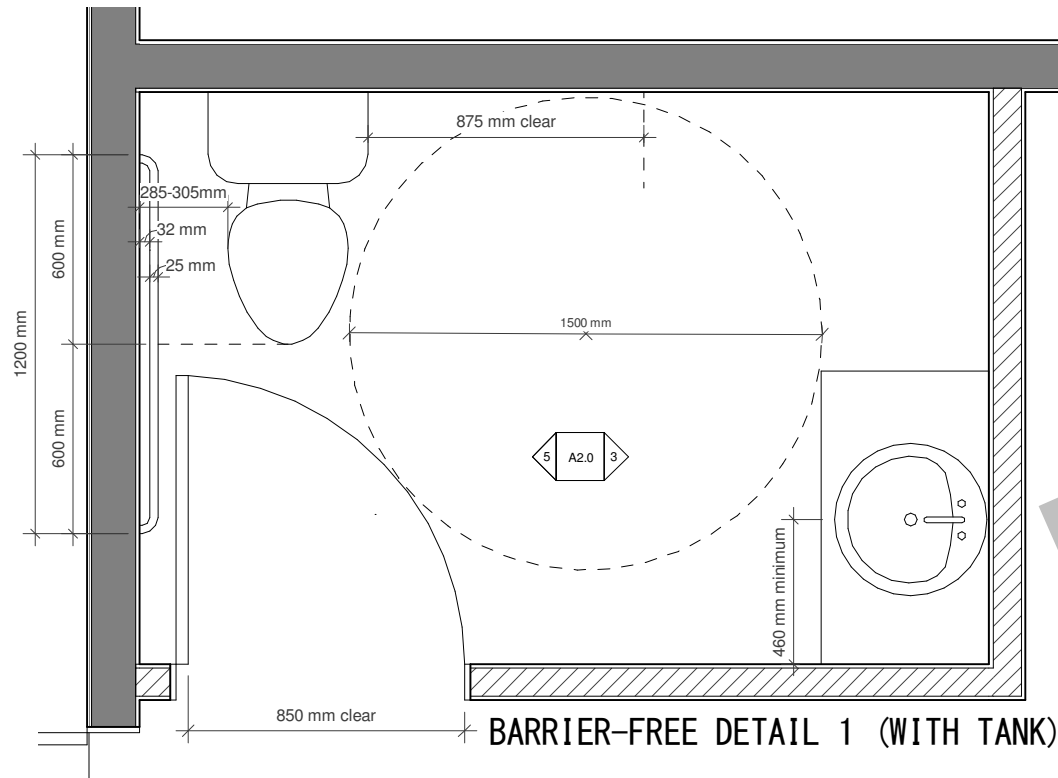
EXAMPLE BUILDING PERMIT DRAWING

MALL SUITE

ADDRESS
EDMONTON, ALBERTA
LOT X, BLOCK X, PLAN X

A1.2

4/16/2018 4:18:51 PM



Important requirements from the ABC 2104 / Barrier-Free Design Guide

- 1) Have a door capable of being locked from the inside, and released from the outside in case of an emergency. Door handle must be operable with a closed fist(ex. Lever handle)
- 2) Have a door with a clear opening width of 850mm.
- 3) Must have a clear 1500mm turning circle for a wheelchair to manoeuvre. If door swings into the washroom, it must not infringe on the turning circle. The sink/counter must also not infringe on the turning circle.
- 4) The toilet must be located so that one side is not less than 285mm nor more than 305mm from the wall. The other side must have an unobstructed clear width of 875mm. This will allow a wheelchair to back in alongside the toilet.
- 5) When a toilet with a tank is provide, a grab bar must be installed horizontally on the wall beside the toilet. It must be mounted at a height of 300-330mm above the toilet seat. It must be not less than 1200mm in length, with the midpoint of the bar located in line with the front edge of the toilet. The tank lid must be secured to the tank.

- 6) When a tankless toilet is provided, in addition to the above mentioned grab bar, an additional grab bar must be installed along the wall behind the toilet. It must be centred on the toilet bowl, and be not less than 600mm in length. It must be mounted at a height of 300-330mm above the toilet seat.
- 7) The centreline of the sink provided must be located no less than 460mm minimum from the wall. It must be open beneath the sink to allow a wheelchair to pull up to the sink. The clear width provided for this shall be no less than 760mm. The top of the counter/sink shall be no more than 865mm. The front edge of the counter/sink shall have a clearance of no less than 735mm. The bowl of the sink shall have a clearance of no less than 685mm.
- 8) If a water temperature regulator is not provided, hot water and drain pipes under the sink shall be insulated to prevent a burn hazard to persons who use wheelchairs.
- 9) A mirror shall be provided with the bottom edge of the mirror being no higher than 1000mm from the floor. A tilted mirror may also be provided, this will allow persons in a wheelchair to use the mirror if mounted slightly above 1000mm.

For further detail please refer to the ABC 2014, and Barrier-free design guide.