Professional Involvement Standards

Safety Codes, Permits and Inspections

3rd Floor, Edmonton Tower
10111 104 Ave NW
Edmonton AB T5J 0J4
edmonton.ca or 311

Building permits for changes to existing commercial buildings.

Overview

Business owners inexperienced with commercial construction are highly encouraged to work with a certified contractor for projects of any size.

Professional involvement means that registered professional architect and/or engineers are involved in the design and field review of a project. Plans and specifications must be properly authenticated and validated, as per the practice standards of the professional organizations.

Selective Professional Involvement

Policy B23-04 applies to projects exempt from the National Building Code - 2023 Alberta Edition (NBC(AE)) Schedules of Professional Involvement, but which still require registered professional involvement for specific components. For these projects, the City of Edmonton requires a '**Selective Professional Involvement - Letter of Commitment**' and a '**Selective Professional Involvement - Letter of Assurance**'. By requiring submission of these forms, the City of Edmonton can ensure that registered professionals have documented that the work substantially complies with the NBC(AE) and other regulations made pursuant to the *Safety Codes Act*. Owners may elect to submit the Schedules of Professional Involvement instead of following this framework, provided that any such Schedules comply with Subsection 2.4.2 of the NBC(AE).

Mandatory Professional Involvement

The following are cases where professional involvement is required.

- All first fit-ups of a core/shell building space; shell space has no (nil) occupancy as construction is not yet completed. The first tenant carries that portion of the building to completion and occupancy.
- Structural: work that can not be checked against NBC(AE):B:Part 9 prescriptive requirements
- HVAC: change or add kitchen exhaust, spray booths, repair/storage garages, surgical facilities, etc
- Plumbing: add fixtures discharging into DWV system, cross-connection devices, pool changes, etc
- Fire sprinklers: change to the sprinkler, standpipe and hose or fire pump systems, etc
- Electrical: change or add to fire alarm, voice comm, emergency power systems; electro-mag lock install, etc
- Projects determined by the permit office to be of complexity that requires select or full involvement.
- Per the affected floor area of the proposed work, including impacted egress/exit facilities arising from change in use/intensity of use, based on the following table

Building Occupancy Classification	Building > 3 Storeys	Building of 1 - 3 Storeys
Group A - Performing Arts, General Assembly, Arena and Open Air Facilities Group B2 - Treatment Group B3 - Care	Any area	> 300m^2 (3229 ft^2)
Group B1 - Detention	Any area	
Group C - Hotel/Motel, dormitory-style residential Multi-Unit Residential Building	Any area	> 400m^2 (4306 ft^2) > 4 dwelling units
Group D - Business and Personal Services Group E - Mercantile Group F3 - Low Hazard Industrial Group F2 - Medium Hazard Industrial	Any area	> 500m^2 (5382 ft^2)
Group F1 - High Hazard Industrial	Any area	

For more about Building Occupancy Classifications, see **Commercial Building Permits Glossary**.