

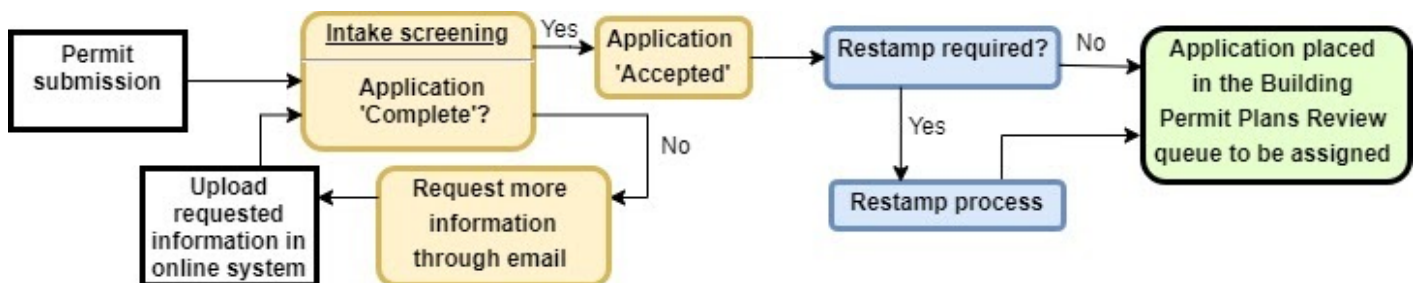
Screening Process

For building permit submission requirements, forms and resources, visit edmonton.ca/permits

Path 1: On-Line	Path 2: In-Person
<p>Follow www.edmonton.ca/permits carefully. We're working on your suggestions for more website topics, and you will see more guidance and links to resources through the on-line form in the next weeks. Use the 'Save and Return Later' feature on any on-line application you are preparing, which allows you time to gather all the best information before submitting. Upload each part of the plans under the right on-line headings.</p>	<p>We discuss your application with you at the Service Centre (2nd floor, Edmonton Tower) and initiate an on-line project. If your plans are on few sheets no larger than 11"x17", we will scan them into the newly-created project. You will be asked to upload larger drawing sets, from digital source, directly into the newly-created project from your office or the designer's office. Applications can no longer be dropped off at the mail desk or submitted by email.</p>

Whether submitted in person or on-line, all applications are screened for completeness. Those that appear to fully and clearly convey construction intention advance. A *More Information Required* note is sent to the rest, and those submissions remain on hold until the submission is satisfactory for Plans Review by a safety codes officer.

Drawings, documents and details identified as missing at *Intake Screening* may be uploaded from your office or home. Please do not upload the same whole plan set repeatedly into each labeled location, as the screener is not expected to sort and organize your project. Split a pdf file with the tools that are part of the pdf reader/creator, or with an independent app.



Please fulfill any *More Information Required* list as soon as possible. Any Development Permit / Restamp / Zoning Clearance is typically completed prior to the application being placed in queue for Plans Review.

Work is assigned from the queue weekly. Allow the plans examiner up to 10 business days to review your project from the date it is assigned. Review times depend on work volume, completeness and complexity of all applications being worked on. Find current queue times at edmonton.ca/permitprocessingtimes

Minimum Drawings and Specifications Requirements

The more clear, concise and complete the information you provide is, the more efficiently the plans examiner may audit your construction intention and issue the permit. Processing time count begins when the application is *Accepted*, and stops when the project is under your control in *More Information Required*. Notification of your application's progress at key times will be emailed. Intake screening typically checks the following:

FORM: Online, or paper version for In-Person presentation	
	Completed form --to fully and accurately represent characteristics of the New, Addition, Alteration or other project
	Project Scope --to capture the nature of the proposed work in concise, standard form, may be edited at Intake
	<p>Project Address--should designate the Building Address, Entryway(s) Address(es) and Suite(s)</p> <ul style="list-style-type: none"> ● Addresses must align with a Development Permit or records, but edited to reflect the actual project location ● Circulation to City addressing service is initiated here if multiple Entryways or Suites are required due to a space being demised into multiple units , which may or may not include new door(s) installation
	<p>Trades permits--required to address the project scope (may be adjusted at Intake Screening if necessary)</p> <ul style="list-style-type: none"> ● Trades do not obtain permits separately; they comprise part of the project under the Building Permit ● Trade firms names must be provided online by the BP holder prior to request for the trade inspection ● If changes are needed after that point, the building permit holder must contact that discipline tech desk ● Additional trade firms may be entered where a trade discipline is split between multiple companies (e.g., HVAC general ventilation and HVAC commercial kitchen hood specialty done by two different companies)
	Construction value --appears to align with the scope, building, scale of project; subject to audit
FEES: Settled following any adjustments for trades added/removed; construction heat and/or construction water	
PLANS and SPECIFICATIONS: As listed on the following table, drawings, documents and details submitted appropriately	
	Legible --where resolution of provided documents is adequate for reading on screen
	Labeled properly --'DP Only'; 'Not for BP'; 'Tender Only'; 'Not for Construction'; or similar label invalidates the drawings for Building Permit purpose
	<p>Located appropriately--named files slotted in corresponding upload locations in acceptable order for review</p> <ul style="list-style-type: none"> ● Please do not upload the same, complete plan set repeatedly. Split a large pdf file into the disciplines and topics as listed next page and as requested in the on-line form ● You will have on-line access to these as record drawings after the permit is issued and the job is completed, so orderly sortation now will serve you as well as the plans examiner
	<p>Stamped drawings--where authentication is needed based on use, size, etc., which is driven by scope of job</p> <ul style="list-style-type: none"> ● If stamped drawings required, duly-signed/sealed schedules of applicable disciplines are also required ● Schedules of Professional Involvement are required if stamped drawings are required, completed by owner/agent + professionals of record. See the Delegated Engineering Services for Fire Suppression System Design. Revision fee for a plans examiner to revisit the permit will be charged. ● Upon screening or review of your application, you will be advised if professional involvement is required even though the involvement thresholds have not been exceeded, due to the complexity of the project.
	<p>Sufficient drawings and specifications--drawings, documents and details to address the particular project.</p> <ul style="list-style-type: none"> ● Please do not upload the same whole plan set multiple times in the application. The plans should be divided as closely as reasonable in alignment with the headings provided at the uploading area in the on-line form ● The table below indicates minimum sorts of plans and specifications, depending on nature and scope of job

Minimum Drawings and Specifications Required depending on nature and scope of project

A=New Building B=Addition C=ChangeUse D= Interior Alteration E=Exterior Alteration → ●=required for all ◐=possibly; depending on job scope ○= not required for typical jobs ↘	A	B	C	D	E
Survey Plan: New/Additional Building Area, new foundation work, exterior work at property line	●	◐	○	○	◐
Site Plan: <input type="checkbox"/> Building location measured from property lines <input type="checkbox"/> Firefighting access/hydrants <input type="checkbox"/> Curbs, parking areas, curb ramps from designated accessible parking, landscape features	●	●	◐	◐	●
Key Plan: <input type="checkbox"/> Show project in an existing building; may be combined with Site Plan if legible. <input type="checkbox"/> Show doorway addresses and any useful information to establish exact location of the job	○	◐	●	●	●
Architectural Plans and Specifications <input type="checkbox"/> Code analysis on cover page: <input type="checkbox"/> Type of building <input type="checkbox"/> Municipal address <input type="checkbox"/> Dates of Codes to which the design conforms <input type="checkbox"/> Building area <input type="checkbox"/> Indicate any division of the building by firewalls					
Floor Plans: <input type="checkbox"/> Scale ≥ 1:100 <input type="checkbox"/> North arrow <input type="checkbox"/> Location: walls, partitions, doorways, windows, other openings <input type="checkbox"/> Dimensions/height of rooms/spaces, and intended use <input type="checkbox"/> Floor/wall/ceiling materials (not colours, brands, etc) <input type="checkbox"/> Exit locations <input type="checkbox"/> Required fire-resistance ratings of storeys/occupancies/suites/rooms/spaces/exits/shafts/mezzanines/spatial separation <input type="checkbox"/> Location/fire-protection rating of closures (doors/dampers) <input type="checkbox"/> Sources of ratings information	●	●	●	●	●
Elevations, Sections and Details: <input type="checkbox"/> Wall/roof/ceiling/floor construction, including insulation/air barrier/vapour barrier/exterior cladding/windows/doors <input type="checkbox"/> Energy code details as applicable	●	●	○	◐	●
Structural Plans and Specifications: New/Addition, and Alteration depending on job scope	●	●	○	◐	◐
Geotechnical Report: New, and Addition/Exterior Alteration depending on foundation scope	●	◐	○	○	◐
Mechanical and Electrical Disciplines Plans and Specifications including Energy code details as applicable					
HVAC: <input type="checkbox"/> Principal building services equipment: location, size, capacity and type <input type="checkbox"/> Size, shape, height, location of all chimneys/gas vents <input type="checkbox"/> Size and location of all combustion air and ventilation openings <input type="checkbox"/> Size and continuity of all pipes, ducts, shafts, flues and fire dampers	●	●	○	◐	○
Plumbing and Gas: <input type="checkbox"/> Type/location/size of building drains, traps, cleanouts, soil-or-waste pipe, trap and vent pipe <input type="checkbox"/> Type/location/size of piping for potable water system incl valves	●	●	○	◐	○
Electrical: <input type="checkbox"/> Main building/suite services equipment: location, size, capacity and type <input type="checkbox"/> Emergency lighting/exit signs <input type="checkbox"/> Fire (smoke/heat) detection and fire alarm systems	●	●	○	◐	○
NECB for New/Addition >10m ² OR 9.36 for New/Addition of Part 9 C, or any D,E,F3 <300m ² . Applies to any alteration (incl shell fit-up) for base bldg w/permit after 31Oct2016.	●	●	○	◐	◐
Schedules of Professional Involvement, completed by owner/agent + professionals of record.	●	●	○	◐	◐
Warranty letter OR 'Pending' for dwelling units to be sold; warranty exemption letters for rental units; must provide before permit issuance	◐	◐	○	◐	○
Variance Request for proposed alternative solution, if applicable, including support documents	◐	◐	◐	◐	◐
Fire safety plan: OR Upload 'Pending' explanation note if the constructor is not yet selected. The FSP submission is mandatory for all New or Addition project, and Alteration of any A,B,C occupancy and any D,E,F occupancy job>\$100,000 construction value. FRS reserves the right to request a FSP for any other project, depending on perceived risk to public or property.	●	●	○	◐	◐

Codes Basis for Minimum Submission Requirements

New Building and Addition to existing building project minimum submission requirements are highlighted. Alteration projects require submission of elements applicable to the project only.

NBC(AE) :Division C:2.2.2. Information Required for Proposed Work

2.2.2.1. General Information Required: sufficiently detailed drawings, documents and details and completed application form--to show the project will conform to Code and not negatively affect adjacent property.

Plans and specifications based, as applicable, on

2.2.2. General; 2.2.3. Fire Protection; (2.2.4. Structural); 2.2.5. Assemblies; 2.2.6. HVAC; 2.2.7. Electrical; 2.2.8. Energy; 2.2.9. Plumbing,

- name, description of the type and location of the building
- building area, and any division of the building by firewalls
- **floor plans** on a scale of not less than 1:100, and the north arrow
 - location of all walls, partitions, doorways, windows and other openings
 - dimensions and height of all rooms and spaces, and description of their intended use
 - finish of all floors, walls and ceilings--types, not selected materials/colours
 - location of exits
 - location/degree of required fire-resistance rated separation of suites, occupancies, storeys, shafts and rooms or spaces
 - fire-resistance rating of construction elements including mezzanines and ratings due to spatial separation considerations (show on large-scale sections, and include ratings sources)
 - location and fire-protection rating of required closures (doors, fire dampers, etc.)
- **building sections, elevations and details or description of**
 - wall, roof, ceiling and floor construction, including insulation, air barrier, vapour barrier and cladding
 - windows and outside doors, including the size, weatherstripping, storm sashes, sills and storm doors
 - size and continuity of all pipes, ducts, shafts, flues and fire dampers
 - size, shape and height or location of all chimneys and gas vents
 - size and location of all combustion air and ventilation openings
- description of all fixed equipment: location, size, capacity and type of all principal units of equipment,
- fire detection, suppression and alarm systems
 - **2.2.3.2.** showing proposed fire suppression systems (see [Delegated Engineering Services](#)), and
 - **2.2.3.3.** showing proposed fire alarm system, both to be submitted with the application before installation or alteration
- exit signs and emergency lighting provisions
- layout and size of building drains, traps and cleanouts, soil-or-waste pipe, trap and vent pipe,
- layout of the potable water distribution system, including pipe sizes and valves.
- [NECB](#) summary/details applicable to Envelope, Lighting, HVAC, Service Water Heating, Electrical Power, Motors; per selected path
OR [NBC\(AE\) 9.36 details](#) applicable to Envelope, HVAC, Service Water Heating per selected path.

2.2.2.2. Site Plans for NEW BUILDING and BUILDING ADDITION projects

Current plan of survey (or real property report) of site that

- is prepared and stamped by a registered Alberta Land Surveyor
 - shows all rights-of-way, easements and encumbrances on the parcel
 - outlines the location of the proposed building, by dimensions from property lines
 - locates every adjacent existing building on the parcel
 - indicates existing and finished ground levels to an established datum at or adjacent to the site
 - establishes that the project will conform to Code in relation to survey information, and
 - may be used to verify upon completion of the work that the project conforms to Code
- Site Plan** (or real property report)
- shows the location of the building, by dimensions from property lines,

- shows firefighting access routes, hydrants, parking, curb ramps, surfaces, landscaping, and
- may be used to verify upon completion of the work that the project conforms to Code.

2.2.2.6. – 2.2.2.7 Swimming Pools & Water Theme Parks specialized projects

2.2.3. Fire Protection Components (combined with 2.2.2.1.)

2.2.4. Structural & Foundation Drawings and Calculations where professional involvement req'd: 2.4.2.

2.2.4.3. Information Required on Structural Drawings

In addition to the items listed below in 2.2.4.6. and in Part 4 of Division B applicable to the specific material, provide

- name and address of the person responsible for the structural design,
- date of issue of the Code and standards to which the design conforms,
- dimensions, location and size of all structural members in sufficient detail to enable design check,
- sufficient detail to enable the dead loads to be determined, and
- all effects and loads, other than dead loads, used in the design of structural members and exterior cladding.

2.2.4.4. Drawings of Parts or Components--including guards by others are to be authenticated.

2.2.2.5. Fabrication and Erection of Steel-- buildings constructed per Part 4: Canadian Welding Bureau certification.
(See [Delegated Engineering Services](#))

2.2.4.6. Information Required on Foundation Drawings are to show

- type and condition of the soil/rock, and groundwater conditions, per the subsurface geotechnical investigation,
- factored bearing pressures on the soil/rock, factored loads when applicable, and design loads applied to foundation units, and
- earth pressures and other loads applied to the **shoring**--the supporting structures of supported excavations.

Geotechnical report supporting information on drawings to be submitted with application to excavate or build.

2.2.5. Drawings & Specs for Environmental Separators & Exterior Assemblies Part 5; combined with 2.2.2.1.

2.2.6. Heating, Ventilating, AC Drawings & Specifications Part 6; combined with 2.2.2.1.

2.2.7. Electrical Drawings & Specifications Alberta-specific; combined with 2.2.2.1.

2.2.8. ...Energy Performance Compliance combined with 2.2.2.1.

2.2.8.1. Application per [Energy webpage](#). NBC(AE)9.36. is within NBC(AE) **-OR- GO TO NECB**

2.2.2 Information Required for Proposed Work

9.36: for fit-ups, alterations and renovations to buildings with base building permit applied for **after 31 October 2016**.

2.2.9. Drawings and Specifications for Plumbing and Health Services combined with 2.2.2.1.

2.2.9.1. Application to aquatic facilities and food establishments, as applicable within NBC(AE)

2.2.2. of NPC Plumbing Drawings & Related Documents -- for new/alteration/renewal/repair

2.2.2.1. Information Required on Plumbing Drawings and Related Documents

2.4.3. Schedules of Professional Involvement DIVISION C:2.4. A-1, A-2, B-1, B-2 *if/as applicable*

2.3.1. Documentation of Alternative Solutions DIVISION C:2.3.1.

8.1.1. Div B Construction Fire Safety Plan for FRS review process

NHWA New Home Warranty documentation/exemption **if applicable**; possible 'pending' but permit will not be issued without.

Delegated Engineering Services

Deferred Professional Schedules and/or Plans and Specifications for Fire Suppression System Design

2.4.2.3. Fire Suppression System Designs

For projects that do not have fire suppression design professionals or design drawings at the time of building permit application:

Currently, under some contract arrangements, a plumber, retained as a trade under the constructor, determines who will design this key life safety system in the building. As well, some mechanical engineers-of-record assert that they do not feel sufficiently competent to sign for line item 3.3 of Professional Schedule B2. B2:3.3 confirmation was and is adequate for our office to know that a professional of record accountable for suppression and related systems and design, including automatic sprinkler systems, is in-the-loop. Almost exclusively, the job is delegated to a specialist, and the mechanical engineer-of-record was thus in a position to review for general compliance with whole-project design principles.

At the time of application for building permit, in absence of:

- the B2:3.3 inclusion on the mechanical professional schedule,
- separate A2/B1/B2 from a sprinkler specialist professional, or
- authenticated design drawings and specifications, including hydraulic calculations,

the permit applicant is to insert a letter of undertaking where sprinkler schedules should be provided, in recognition of NBC(AE):C:2.4.2.3. Fire Suppression System Designs, B:3.3.5.2. Fire Extinguishing Systems, *and applicable parts of 3.3.5.*

The letter is to acknowledge the need to submit:

- valid schedules to demonstrate that a registered engineering professional has been retained, and/or
- authenticated design drawings and specifications including hydraulic calculations as soon as available

A fee, equal to “Re-examination of Revised Plans” will be charged to re-activate the review function of the issued permit and continue with this part of the work.

Submit the deferred documentation as a [Revision Request](#) in selfserve.edmonton.ca with an explanatory cover letter when available. Where a project alternative solution involves fire suppression system(s), a registered professional must be engaged at application submission.

In the event the submission is not made, no final inspection will be conducted and no occupancy permission will be forthcoming.

2.2.2.5. Fabrication and Erection of Steel

The owner shall submit evidence to the authority having jurisdiction, before construction begins, that all fabricators and erectors of welded construction for buildings constructed under Part 4 of Division B are certified by the Canadian Welding Bureau. (See Note A-2.2.2.5.(1).)

2.2.4.4. Structural drawings of parts or components including guards

designed by a person other than the designer of the building shall be dated and shall bear the authorized professional seal and signature of the designer of such parts or components; and submitted **if requested as for calculations for structure itself per 2.2.4.5.**

A fee, equal to “Re-examination of Revised Plans” will be charged to re-activate the review function of the issued permit and continue with this part of the work.

SUBMIT deferred documentation as a [Revision Request](#) in selfserve.edmonton.ca with cover letter PRIOR TO REQUESTING FINAL INSPECTION