

Commercial Building Permit Applications
Screening and Plan Review Process
Minimum Drawings and Specifications Requirements
Delegated Design



Commercial Building Permit Applications

For a variety of permit application forms and resources, follow www.edmonton.ca/permits.

- Create an account at selfserve.edmonton.ca to commence an application for a project.
- ‘Save and Return Later’ feature allows you time to gather all required information for a complete application.
- Managing the permit, monitoring status of applications, requesting revisions, requesting inspections, and accessing copies of project plans and correspondence with the City all occur in the **Project** dashboard.
- The permit applicant/holder is the primary contact for building permit; this task can be delegated to the *constructor*.

A complete commercial building permit application generally consists of three basic parts.

1. FORM --completed to fully and accurately represent characteristics of the project	
Project Scope --to capture the nature of the proposed work	<i>[subject to edit for clarity and form at Intake]</i>
Project Address --accurately designating the Building Address, Entryway(s) Address(es) and Suite(s) <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 	
Trades permits --required in the context of the project scope <i>[subject to any necessary adjustment at Intake]</i> <ul style="list-style-type: none"> • Trades do not obtain permits separately; they comprise part of the project under the Building Permit (BP) • BP holder must provide trade firm names in the Project before those trade permits are issued and inspections scheduled • BP holder can update an assigned trade in the Project before that trade permit is claimed and detailed by the trade • To change trade firm after trade permit issuance, follow directions on this Change...Permit...Holder form • 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	<i>[subject to adjustment upon audit at Intake]</i>
2. PLANS and SPECIFICATIONS	
Legible --where resolution of provided documents is adequate for reading on screen	
Labelled properly --DP Only / Tender Only / Not for Construction / etc. invalidates the drawings for BP purposes	
Appropriate and sufficient --drawings, documents and details to address the particular project <ul style="list-style-type: none"> • Named files slotted in corresponding upload locations in reasonable order for review; staff will not curate your project • Do not upload the same complete plan set repeatedly; split pdf files into about max 20 sheets, by discipline and detail topic • You will have long-term access to these drawings in the Project • The table below indicates minimum sorts of plans and specifications, depending on nature and scope of job 	
Authenticated plans where professional involvement is required --based on area and use per project scope:see NBC(AE):DivC:2.4. <ul style="list-style-type: none"> • Schedules of Professional Involvement require thorough completion by owner/agent, coordinating registered professional, and registered professionals of record. • Project complexity under prescribed area/use limits may give rise to requirement for professional involvement. • Professional involvement for alterations to existing buildings is governed by area and use factors as well as complexity. 	
3. FEES --settled following any adjustments for trades permits; construction heat and/or construction water.	

Screening and Plan Review

Every application is screened at intake for completeness before being accepted. Clear, concise and complete information allows the plans examiner to most efficiently audit your construction intention and issue the permit.

- Complete applications that fully and clearly convey construction intention are *Accepted*.
- A *More Information Required* (MIR) email is sent where screening determines the application is incomplete.
- These remain on hold at the intake stage until [MIR information submission](#) is adequate to be *Accepted*.
- Development Permit restamp / clearance is typically processed before the building permit review begins.
- Plan review processing time begins when the application is *Accepted*, stops if / when the plan reviewer sends MIR email, and the application **expires** in 90 days if the requested information is not satisfactorily submitted.
- Applications are assigned for plan review from the queue of applications on a weekly basis, in the order *Accepted*.
- Permit processing and review times depend on work volume, completeness and complexity of all applications being worked on. Find current queue times at [Building Permit Application Queue Times](#)
- Allow the plans examiner up to 10 business days to review your project from the date it is assigned.

Some specialty types of Building Permit are provided with a more focused application form. Follow the guidance provided for and within [Commercial Demolition Building Permit](#) and [Hoarding Building Permit](#) applications. For all other permits, review the following to ensure you are submitting adequate plans and specifications, as applicable to the nature and scope of your project.

Minimum Drawings and Specifications Required

A=New Building	B=Addition	C=ChangeUse	D= Interior Alteration	E=Exterior Alteration	→	A	B	C	D	E
●=required for all ◐=possibly; depending on job scope ○= not required for typical jobs										
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 on-site 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 Code analysis narrative/tabulation, including at least: <input type="checkbox"/> Codes editions of design <input type="checkbox"/> Type of building <input type="checkbox"/> Municipal address <input type="checkbox"/> Building area, incl any division of building by firewall <input type="checkbox"/> Design occupant loads										
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/ for 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 building permitted after 31-Oct-2016	●	●	○	◐	◐
Variance Request for proposed alternative solution, if applicable, including documentation	◐	◐	◐	◐	◐
Schedules of Professional Involvement completed by owner/agent+registered professionals	●	●	◐	◐	◐
Warranty letter or 'pending' for dwellings to be sold or rentals exemption; before permit issue	◐	◐	○	◐	○

Basis for Minimum Submission Requirements

NBC2023(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. Environmental Separator Assemblies; 2.2.6. HVAC; 2.2.7. Electrical; 2.2.8. Energy;

- 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, and
 - **2.2.3.3.** showing proposed fire alarm system,
- to be submitted 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 authenticated by a registered Alberta Land Surveyor
 - shows all rights-of-way, easements and encumbrances on the parcel
 - outlines location of the proposed building by dimensions from property lines, and adjacent existing building on the site
 - indicates existing and finished ground levels to an established datum at or adjacent to the site
- 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.

2.2.2.4. Fabrication and Erection of Steel--demonstration of Canadian Welding Bureau certification may be requested.

2.2.2.5. - 2.2.2.6. Aquatic Facilities & Water Theme Parks

2.2.3. Fire Protection Components (combined with 2.2.2.1., above)

2.2.4. Structural & Foundation Drawings and Calculations where professional involvement required per Division C: 2.4.1.

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,
- all effects and loads, other than dead loads, used in the design of structural members and exterior cladding, and
- The Importance Category of the building

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

2.2.4.6. Information Required on Foundation Drawings includes

- type and condition of the soil/rock, and groundwater conditions, per the subsurface (geotechnical) investigation,
- factored bearing pressures on soil/rock, factored loads when applicable, 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., above)

2.2.6. Heating, Ventilating, AC Drawings & Specifications Part 6 (combined with 2.2.2.1., above)

2.2.7. Electrical Drawings & Specifications Alberta-specific (combined with 2.2.2.1., above)

2.2.8. ...Energy Performance Compliance (combined with 2.2.2.1., above) [Energy webpage](#)

2.2.9. Drawings and Specifications for Aquatic Facilities (combined with 2.2.2.1., above)

2.3.1. Documentation of Alternative Solutions *if/as applicable* (See also 1.2.1.1.(1)(b) of Division A)

2.4.2. Schedules of Professional Involvement *if/as applicable*

[NHWA Warranty](#) documentation *if/as applicable*; permit will not be issued without valid warranty or exemption documentation

[Project Implementation Plan](#)- *typically applicable*; permit will not be issued without **PIP Letter of Commitment**

Delegated Design

Submit [Schedules of Professional Involvement](#) where required per Division C:2.4.1.1.(3).

Schedule B contains an area for each registered professional of record to indicate any building components that are under delegated design, which will consequently require the completion of Schedule C-3 before the end of the project. Delegated design established on the respective B Schedules allows for the use of design professionals of specific specialties or who may be tied to the constructor or suppliers instead of being part of the design team.

Authenticated plans and specifications prepared by each delegated design professional indicated on a B schedule should be submitted **before work on that portion/ phase of the projects begins**. Submit these as a [Revision Request](#) in the [Project](#) as soon as available, but **no less than 10 working days** before intended time of final inspection. If the delegated designs are not submitted, final inspections will not be conducted.

Minimizing the number of revision requests in relation to delegated design packages will minimize the handling fees that apply to re-activation and processing action functions of an issued permit.

[Please read this Guide](#), prepared by AAA and APEGA, before completing and submitting the Schedules.