Project Implementation Plan Guide

It is intended that this practical Guide be interpreted in the context of each site's unique conditions. Common regulatory requirements that may apply to activities associated with building construction, alteration or demolition are included in this Guide, but the list is not exhaustive. Legal advice should be sought to ensure that all relevant legislation is identified when a specific regulatory issue arises. Use of this Guide does not exempt owners or contractors from their responsibilities under applicable legislation. In case of inconsistency between this Guide and legislation, the legislation prevails.

The City of Edmonton does not hold itself out to be an active participant in the day-to-day operations of the site, and involvement through permit issuance, site checks, audits and inspections, and provision of this Guide is not to be misconstrued as exercising project managerial responsibility. Safety codes officers are not responsible for the means and methods of construction by the constructor or subcontractors and assume no responsibility for the work proposed or done which is required to be in accordance with the Safety Codes Act and regulations including National Building Code (Alberta Edition), and Safety Codes Permits Bylaw 15894 and other relevant legislation.

The City of Edmonton, its agents, employees and contractors, make no warranties or guarantees as to the completeness or accuracy of this Project Implementation Plan Guide (Guide) for your specific project and circumstances, and accept no liability for any damages, direct or indirect, arising out of its use. Ensure you reference the correct edition of any Act, code, standard or bylaw as they are updated from time to time. Feedback to: BuildingSafetyCodes@edmonton.ca RE: Project Implementation Plan

INTRODUCTION

What is a Project Implementation Plan?

A Project Implementation Plan is intended to document project team planning to ensure compliance with the applicable safety legislation during a construction project. The project team, comprising the property owner, building permit applicant/holder, and constructor, then implements those actions related to project planning and execution to comply with the Acts, regulations, codes and municipal bylaws (legislation) intended to safeguard public safety and health, adjacent properties, and infrastructure.

A Project Implementation Plan (PIP) may include documentation such as but not limited to: site condition assessments, neighbourhood notifications, agreements with adjoining property owners, demolition and excavation plans, safety measures, and procedures for addressing unforeseen or unsafe conditions. Through documenting and activating a compliant plan, the project team reduces the risk of undesirable impacts on the public and adjacent properties that may result in a site coming into non-compliance.

The PIP is a "living" document prepared before work begins that may be updated as site conditions change. It can also serve as a best practice record for future projects. It does not exempt the project team from compliance with their responsibilities under applicable legislation.

Why is a Project Implementation Plan necessary?

The PIP records planning and preparation efforts of the project team regarding their legislated obligations to public safety, health, accessibility, environment, and ensuring that work does not damage adjacent property. The PIP demonstrates the project team's awareness of their obligations, and reminds them of their responsibilities.

While the PIP itself is not submitted, it must be created before work begins and available on-site for reference by compliance officers.

Who is the Project Implementation Plan, Guide and Letter of Commitment for?

The PIP primarily concerns the project team which is jointly responsible for ensuring compliance with Acts, regulations, codes and municipal bylaws throughout a construction project in Edmonton. By extension, through oversight and supervision, the PIP is for trades, sub-trades, labour force, and site and delivery services on the project.

- The owner of the project property at the time of construction is ultimately responsible for the property, including for the repair of any damage to public property or works located on public property that may occur as a result of undertaking work regulated by the building code. Any sidewalk, boulevard, street, alley or other public property damaged in the course of the project must be restored to a safe condition without delay and to the satisfaction of the City. The owner shall ensure that work undertaken does not damage or create a hazard to adjacent properties.
- The building permit holder is responsible for ensuring conditions of issuance and any advisements of the relevant building permit are met. A permit holder is also responsible for ensuring construction under the permit complies with all relevant legislation, and that the permit and permit plans and specifications are available at the construction site at all reasonable times for inspection by a safety codes officer.

- The constructor is responsible jointly and severally with the owner for any construction or work undertaken. The constructor is responsible for ensuring compliance with National Building Code (Alberta Edition (NBC(AE)) provisions for safety during construction by employing safe means and methods of construction and to ensure precautions are taken to safeguard the public and protect adjacent properties.

This Project Implementation Plan Guide (Guide) is a resource for the project team to reference in making a PIP, as well as for members of the public--any person not engaged in work on the site. This practical Guide provides clarity on the roles, responsibilities, and legislation governing construction sites and activities in Edmonton, while also distinguishing between best practices and legislated activities. Compliance with legislated requirements is mandatory, and this Guide is intended to enhance awareness to ensure a project team may achieve success in complying with relevant legislation governing construction activities in Edmonton.

The Guide promotes communication with neighbours--the public--in addressing concerns about activities in the course of project construction. Note that the City does not facilitate or enforce private agreements or pre-construction surveys. Any disputes regarding property use are addressed through appropriate legal channels.

The Guide aims to help the project team avoid compliance issues and concerns related to construction sites and activities throughout the lifespan of a project, through promotion of exemplary and compliant construction site activities and practices. Adhering to the Guide's principles will help ensure that public expectations for the use and enjoyment of their properties are met, and that the safety and well-being of the public and adjacent properties are maintained.

The Letter of Commitment is a confirmation by a permit applicant that an appropriate Project Implementation Plan demonstrating compliant construction intentions will be created for the project before work begins. A Letter of Commitment confirming PIP development is to accompany the Building Permit Application when required.

When is a Project Implementation Plan required?

PIP preparation will typically apply to projects requiring a building permit when directed within the particular selfserve Building Permit Application form for your project. Exemption from PIP preparation does not exempt the project team from compliance with their responsibilities under applicable legislation.

Where do we find a Project Implementation Plan?

Each site-specific plan is prepared and maintained by the permit applicant or delegate, and available on the site for reference by the project team, those directing site activities, and by compliance officers upon request.

PLAN

1 SITE OBSERVATIONS

Observe, assess and document conditions on the reliably staked-out project site, paying particular attention to anything along or near the property line. The retention or removal of trees and landscaping of any sort that straddles lines (i.e. tree trunk and roots located on multiple properties or growing across

property lines) must necessarily be a joint decision of all property owners, while trimming of overhanging tree branches only crossing a property line (i.e. the branches are the only part of the tree crossing a property line) is a decision solely of the property owner affected by the overhanging branches. The Community Standards Bylaw regulates the removal, pruning, transportation, storage, and sale of elm trees in the city to ensure that the trees remain free of insects and disease.

1.1 Existing improvements, trees, and features **on or near property lines** that may be impacted by the proposed work, including determining ownership and condition of any:

- Existing utilities and services, to be protected or decommissioned to the utility's satisfaction
- Fences, and if they will likely remain intact or may be salvageable/reusable if removed/relocated
- Retaining walls/structures and their function
- Buildings or their projections, gardens, beds, walks, facilities and structures crossing the property line
- Trees with limbs or roots that may be impacted by the project; their ownership and their condition

1.2 Soil and drainage characteristics of the proposed site:

- Clean up of debris left on site that must be removed before starting excavation
- Dirt management strategy per OHS slope and location regulations relative to an excavation
- Water management strategy under time of construction such that:
  - Nuisance, hazard or damage will not be caused upon adjacent properties
  - Risk of excavation or trench erosion leading to slumping, slope collapse and cave-ins is reduced
  - Accumulations that may pose a danger to the public or risk to building foundations are managed
  - Surface drainage is directed away from adjoining lots by means of temporary drainage swales
  - Construction waste, soil and silt does not enter the sewer system (at catch basins, etc.) by placing controls as featured in Erosion and Sedimentation Control Field Manual
  - Mixer truck/pump truck washout is not released
- Plan to consult any available developing area subdivision soils reports on general conditions including filled land, with a view to engaging a competent registered professional for assessment of temporary excavation support needs in addition to soils assessment (bearing capacity, sulphate content, etc.)

1.3 Location of the proposed work relative to property lines, existing structures and infrastructure:

- "Dig to Here" stake placement including for garage/wing walls/step footings, hub placement condition and location confirmation
- Alberta First Call will mark most underground utilities (some telecom system owners must be contacted directly); Epcor provides sewer elevation information; aerial lines are not flagged; AER provides abandoned petroleum wells; water wells are not presently tracked
- For preliminary temporary excavation support needs assessment, cognizant that working across any property line is only by express consent of that property owner, due to:
  - Structures remaining after any demolition/excavation--on property and on adjoining properties
  - Adjoining property driveways, other facilities and improvements
  - Depth of the proposed excavation, seasonal considerations (temperature,precipitation)
  - Ground of constructed fill or recently disturbed by construction
- Installation or removal of a curb crossing

1.4 Location for site fencing or site hoarding for safety or exclusive use of road right-of-way or public lands for temporary storage containers, facilities, construction trailers, laydown or loading area

2 ADJACENT and ADJOINING PRIVATE PROPERTY

Conduct visual assessment of conditions of every adjoining property to determine means of protecting it from damage throughout the project. Pre-construction photos and notes of apparent adjacent property conditions are strongly recommended.

This points to communicating with adjacent neighbours, and talking specifically with adjoining property owners and occupants in good time ahead of starting work on the site. A formal pre-construction survey takes time to arrange and conduct. Results of such surveys may impact how you conduct your demolition or excavation to avoid subsequent claims for damage. The City does not provide permit applicants or

residents with legal advice and cannot intervene in matters between private property owners. Each party must be aware of the rights and responsibilities of property ownership, and communicate in support of a common goal of no harm done in the course of the project.

Observe, assess and document conditions on the adjoining properties:

2.1 Identify all private structures that you may impact OR may impact you during the project:

- Each structure, including any garage, shed, gazebo, deck, porch, steps, etc and foundations
- In the context of NBC2015 Structural Commentaries G13,G14 indicating that "...snow loads on ... an existing building ... could be affected by the location of a new higher building ..."
- Objects such as any hot tub, pool, air conditioner, etc.

2.2 Characteristics of adjoining private property grounds and improvements:

- Adjacent downspout and sump pump discharge locations
- Existing surface drainage flow patterns
- Trees, for which arborist guidance is indicated for survival if not wholly located on the site
- Landscape elements: shrubs, bushes, plants, lawns, gardens, flowers, ornamental plantings, ground cover, etc.
- Patios, pathways, and paths of materials such as bricks, pavers, shale, crushed rock, and decorative fencing, walls, sculpture, etc.
- Parking areas, driveways, or vehicle access areas

3 ADJACENT PUBLIC PROPERTY

Photos and notes of adjacent public property conditions before beginning work may help settle a claim that the work caused damage, as for adjoining private property. Public property includes the whole of the road right-of-way--public walks, roadway/alley and boulevard--and public trees as well as curbs, gutters, drains, hydrants, lamp and utility poles, and similar infrastructure, all requiring protection from construction damage.

While mud tracking onto the right-of-way is a bylaw matter, excess soil or mud that creates a risk of slip, trip and fall by a member of the public may be considered an unsafe condition. Maintaining walk, roadway and boulevard accessible and in good condition are bylaw requirements that also demonstrate respect for the neighbourhood and its people and places.

Ultimately, the project property owner is responsible for the repair of any damage to public property. Where damage to public property is caused by workers associated with the project, that damage must be repaired to the satisfaction of the City. The City will require compensation for loss in value or irreparable damage as described in the Corporate Tree Management Policy C456C.

Assess and document visible condition and characteristics of adjoining public property:

- Public sidewalk, curb, gutter, signs and utility installations on or above ground
- Public grass, boulevard trees, tree stands on park reserve lands, etc.
- Landscaping including benches, monuments, decorative walks, mulches, etc.

VIBRATION ON CONSTRUCTION and DEMOLITION SITES

Construction activity, particularly demolition and excavation, can produce some vibrations. Though the effect on adjacent structures is difficult to predict with certainty, most vibration is a nuisance that does no physical harm. In extreme cases, vibrations can affect neighbouring buildings or their contents (e.g., objects on display shelves, etc.) or sensitive equipment (e.g., laboratories, medical facilities, etc).

Where there are concerns of potential damage arising from vibrations generated during the project, a formal pre-construction survey of adjacent structures must be performed to establish existing baseline "as-is" conditions before work starts. Engineers use established methods to assess vibration sensitivity, predict potential impacts, and recommend appropriate measures, such as specifying vibration limits for construction equipment and monitoring vibrations at property boundaries.

A pre-construction survey also allows for meaningful monitoring during the work if deemed necessary. Acoustical engineering professional involvement will typically be needed for vibration-related monitoring and assessments. Geotechnical investigation of underlying soil strata and geologic conditions informs recommended work methods that do not place the adjacent properties at risk of structural damage. Vibration analysis by computer modelling helps determine the extent of vibrational impact, replacing subjective perception. Sections **7** and **8**, below, outline where professional involvement which would contemplate vibration among other factors is required for a demolition or an excavation.

PREPARE

4 NOTIFICATION

to adjoining property owners/occupants is recommended 7-14 days before work starts

The project team leaders--owner, permit holder and constructor--together commit through the PIP to protect and respect the neighbourhood's people, built environment and heritage by adhering to all relevant codes, standards and bylaws. As a new--if only temporary--member of that neighbourhood, work to establish and maintain a relationship that can be beneficial to everyone. You maintain conditions for a straightforward project through compliance with the established regulations.

Keep nearby affected residents informed of plans and what they should expect from a project by a thoughtful informational approach, through signage, newsletters and special considerations for adjoining properties *(**5**, below).* **Post** the mandatory signage which includes how to contact you or an informative company representative at any time of day by telephone or email. Where no DP notification signage is mandated, follow Construction Site Address Guidelines.

Newsletters or flyers are a simple way to inform adjacent building occupants, the community and the community league (or HOA) about what you intend to do, when, and why. In addition to allowing affected parties to take necessary steps to assess the physical condition of their own property before the project begins, they can also take steps to shield themselves from some aspects of the construction they deem undesirable; this may mean shifting an outdoor sitting area of theirs to a more private location, installing curtains on windows previously uncovered, gathering up kids' toys, and so on.

Updates periodically dropped in mailboxes near to the site inform of project progress, as well as of any impending roadway/sidewalk disruptions such as for sewer work, concrete/pumping, modular assembly, and so on.

Outline work steps and timing in terms that people not involved in construction can understand and appreciate about the work and the coordination you invest in to succeed with a project, such as

- Pre-demolition - asbestos survey and removal **in and on** an existing building
- Demolition and material salvage/removal of an existing building
- Excavation for a new basement; trenching for site servicing or service upgrades
- Placement of foundation, floor deck, backfill for properly rough-graded ground
- Construction of superstructure
- Mechanical and electrical trades work
- Exterior finishes, landscaping and drainage; interior trade and labour work to finish

In the absence of clear lines of communication, the real concerns of neighbours may give rise to complaints which take up valuable time for a builder to resolve. Often, a complaint stems from an affected person not knowing enough about what is happening very near their home; some concerns may be incorrect or unfounded when discussed. Providing information before the project begins means potentially avoiding issues after the project begins.

On the other hand, many complaints are well-founded from the affected person's perspective. Common is frustration about lack of communication from the builder, no warning of work happening or what to expect, and no site contact who answers questions or responds to concerns. Additionally, frequent compliance issues focus on but are not limited to:

- Theft of water and power by trespass, most often when the homeowner is not present
- Disrespectful behaviours: noise (unnecessary sound) of out-of-hours tools and equipment, music played overly loudly, lack of sanitary facility, and foul language heard from the site
- Strewn garbage and debris, falling material, and water or demolition dust crossing the property lines
- Improper worker vehicle parking, equipment operation, and materials laydown areas

These all point to a disregard for adjacent property and lack of respect for the neighbours and community. Good neighbours can be made in working to stave off these very real irritants. And good neighbours help each other; for example, they could let you know if someone opens your site fencing or is acting suspiciously on the site. Satisfied neighbours may provide positive feedback testimonials that could serve well for future projects.

5 PERMISSION

of adjoining property owners to enter onto and/or use their property for work. We suggest you talk with the adjoining property owners and residents before you submit your permits application.

Permission from an adjoining property owner to enter onto and/or use their property for work if any access is intended or needed, even to fix or install something for their own benefit, **must** be obtained before going onto that property. Tenants occupying a house do not necessarily have authority to extend the right to enter onto the property; seek out the owner while keeping in mind that any work may not interfere with the safety of the owner or any occupant or tenant of the adjoining property. A permit is not permission to trespass.

We recommend that you discuss what may possibly be damaged on or beyond the property line, what you intend to do about it if damage happens, and how the neighbour can trust you to carry through.

Sometimes neighbouring property owners are not home to answer the door, or are not keen to enter into any written agreement with you representing the project team intending to demolish and/or build, even though the purpose is to facilitate a more settled relationship. We suggest that you be prepared to leave project and contact information, and a courteous, clear request for a call/message back. A follow-up effort is warranted. When no agreement to enter that property is received, **proceed as if permission to trespass on their property for project-related work is denied**.

A limited and specific written permission to enter an adjoining property may include, for example and as applicable:

- Assessment of the apparent existing exterior condition of the adjoining property and improvements
- Cutting of any part of a tree or rearrangement of any building, structure or facility that straddles the property line or to avoid being damaged during the work (e.g., shed relocation, boundary fence

removal for later replacement, etc). Tree-health concerns arising from excavation of tree roots can be identified by a certified arborist to the benefit of both parties

- Minor maintenance of the adjoining property grade such as redirection of downspouts and sump pump improperly discharging across the shared property line
- Placement of the required construction fence, which **must** be located to allow safe passage from any required means of egress on their property (e.g., primary and/or secondary suite door, sleeping-room egress window, etc.). Maintain clearances per Small Building Access Policy
- Worker transit between front and back of site (considerate even where 'allowed' under a formal registered easement agreement for reduced/zero lot line properties)
- Placement of ladders or scaffolding during construction (e.g., eavestroughing, siding, etc)
- Use of water, power or yard for laydown/parking area, etc., operated and maintained to at least the same minimum requirements as the property for which the building permit is issued
- Other mutually-beneficial arrangements, e.g., ground level adjustment between buildings to (re)establish the adjoining property drainage away from foundation and toward public property consistent with the project's approved lot grading plan (e.g., shared swale, new window wells, etc.)
- Excavations that cannot be safely contained within the project property while following the excavation wall heights and slope angles as established by the OHS Code *may possibly be conducted* with specific written consent of the adjoining property owner to entry onto their property to temporarily use space to work or to excavate/cut back per OHS rules or engineer design. More about Excavation in **8**, *below*

Discuss what may possibly be damaged on or beyond the property line, what you intend to do about it if damage happens, and how the neighbour can trust you to carry through to their satisfaction.

Insurance coverage can come into play when damage occurs to adjacent private properties as a result of construction. Builders are required to have insurance if they are building new homes and if adjacent property owners have home insurance, their policies may provide coverage as well in the event of damage from construction activities.

Consent is recommended to be **in writing** and to include an agreed-upon dispute resolution mechanism. Claims of verbal consent to trespass may prove inadequate in a disagreement. The City does not provide permit applicants or residents with legal advice and cannot intervene in matters between private property owners. Among others, the Mediation and Restorative Justice Centre or the ADR Institute of Alberta may be able to advise on dispute resolution, or the Civil Claims Duty Counsel may be able to provide no-charge 30-minute legal consultation.

Projects in redeveloping neighbourhoods must meet today's surface drainage requirements, often resulting in some retaining wall placement along side yard property lines. By reaching out to the adjoining property owners to address this, surface drainage adjustments at the end of the project can be discussed early on in the project, as sometimes there are opportunities to agree to improve the adjoining property drainage with relatively little work as the project progresses, which can be to the benefit of both parties.

IN SUMMARY, it is strongly recommended that you

- Contact neighbouring property owners to discuss the proposed project sufficiently ahead of beginning any demolition and construction to convey estimated construction timelines, plans to limit or mitigate negative physical impacts the development may have on neighbouring properties and City assets, hear their feedback and address their concerns, and ensure contact information is shared.
- Establish a written and photo record of location, ownership and condition of existing fences, walkways, window wells, etc. to facilitate discussion around any property damage after the fact

6 PERMITS, APPROVALS and LICENCES

*Required permits must be **acquired before beginning activity** to which the permit pertains. Remember: every person or company that conducts business in Edmonton requires a Business Licence, unless able to demonstrate statutory exemption. See* Business Licence Bylaw 20002.

These typically include:

6.1 Development Permit Check the permit for all Conditions of Issuance. Any changes to plans or any constructed non-compliance with an issued Development Permit require written approval of the amendment, or removal/adjustment to mitigate. See Zoning Bylaw 20001.
Project notification signage is required for demolition and construction sites in redeveloping areas, and at the Development Planner's discretion in other areas. See Development Permit notification signage.

6.1.1 Curb Crossing Permits

- **Temporary Curb Crossing** requires an OSCAM permit with a Temporary Crossing work reason (See **6.4** *below*).

- **Permanent Curb Crossing Cut Permit** is required when proposing a new driveway access off a street, per City Streets Access Bylaw 13521 .
  - **Residential Crossing** The Development Planner commonly issues the permit in conjunction with the project Development Permit. More information: edmonton.ca/curbcrossing
  - **Other Crossing** is negotiated via DP circulation processes
- **Permanent Curb Crossing Fill Permit** is required for the removal and filling in of a driveway access. You will be required to restore the curb, gutter, sidewalk and boulevard. Remember to show any existing driveways on your site plan. A Curb Fill Permit is issued in the form of a Curb "Crossing" Permit, even for filling in an existing crossing. See City Streets Access Bylaw 13521
  - **Residential Curb Fill** requirements will normally be identified by the Development Planner during the review of your Development Permit application. You will typically have to remove vehicle access off the street if redeveloping a lot served by a back alley.
  - **Other** is negotiated via DP circulation processes and associated off-site agreements

6.1.2 Lot Grading Plan Approval is required prior to the construction of any building or addition, or change to surface drainage on a property. See Drainage Bylaw 18093.
For clarity: EPCOR Drainage Services and Wastewater Treatment Bylaw 19627 for EPCOR-administered wastewater management of the control and disposal of dewatering, roof water, surface drainage, sludge and construction material liquid byproducts. A Permit to Release may be required for dewatering, as outlined in EPCOR Codes of Practice.

Surface water drainage problems that developed slowly over a period of years can become evident after rainstorms or during snow melt. Redevelopment can highlight existing drainage shortcomings or create issues by disturbing something that 'was working'. Lot grading plans are the measure intended to avoid drainage issues arising in redevelopment.

Implementing erosion and sediment control measures during time of construction is necessary to protect adjacent properties, water bodies, and the environment. Erosion control measures may range from sediment traps or basins to silt fences, erosion control blankets, or vegetation barriers to prevent soil movement thus minimizing its impact on surrounding areas. Regular maintenance of erosion control measures is necessary to ensure their effectiveness throughout the project. Review Erosion and Sedimentation Control Field Manual.

A residential lot grading plan is submitted with the development permit application for review and approval prior to work starting. A property must, after construction is completed, be graded, surveyed and documented in the form of a lot grading certificate, and inspected and approved by the City of Edmonton for compliance with its approved lot grading plan and the Drainage Bylaw. The owner must then maintain surface grades and elevations in compliance with the approved lot grading plan.

More: Single Detached, Semi-Detached, Duplex, Row House, Backyard Housing: edmonton.ca/lotgrading. Other residential developments: Commercial and Multi-Family Residential Lot Grading.

6.2 Building Permit and related trades permits for new construction and copy of record plans/ specs upon which the permit was issued. Check all permits for Conditions of Issuance and general Advisements. Separate building permits are required for a demolition preceding new building construction, for any OSCAM permit-enabled hoarding that may be required, and for any stationary crane capable of projecting over the road right-of-way. See Safety Codes Act, Permit Regulation, and Safety Codes Permit Bylaw 15894.

6.3 Public Tree Permit for protection and preservation where work includes demolition or construction access, hoarding, laydown, or work above or below ground within 5m of a public tree or 10m of a public natural stand of trees. Trees are a valuable City asset. If you or your trades damage a tree or its roots, you may be responsible for its asset value, cost of removal and replacement. See Public Tree Bylaw 18825.

The Public Tree Permit process helps people working near City-owned trees to work with the Urban Forestry Team to preserve and protect the trees near the work site. Acceptable methods of protection design are specified, and assistance in achieving the objectives of the permitting process is provided.

6.4 OSCAM (On-Street Construction & Maintenance) Permits for temporary use of and/or crossing of the road right-of-way for machinery and vehicle operation, intended to address safe and accessible work sites and safeguard City right-of-way (road, sidewalk, boulevard and alley). The OSCAM permit process coordinates and regulates planned work to avoid conflicting activities in the road right-of-way. See Traffic Bylaw 5590.

Apply for an OSCAM permit no later than the time the demolition and related permits are applied for. If disruption of the normal right-of-way function is for more than just a few hours in relation to any project on a site, a hoarding building permit (*below*) may be required for the duration of the work.

Whether or not an OSCAM permit is required in a residential area, have consideration for neighbours by letting them know when work will be taking place that may temporarily limit some street or alley access. Try to schedule disruptions to pedestrians, cyclists, and vehicles during non-peak travel times and provide an appropriate level of temporary traffic control.

Workers are allowed to park on public streets except in “no parking” zones, in front of hydrants, private or public driveways. No parking in a front yard. No parking in an alley. No trailer parking on road right-of-way unless attached to a vehicle by which it may be drawn.

OSCAM Permit with Temporary Waste Bin/Pod/Seacan Work Reason Waste Bin/POD/Seacan placements on public road right-of-way are to be made safe and coordinated with others that may be nearby to avoid hazards.

Temporary Sidewalk Closure If a sidewalk needs to be closed, an OSCAM permit may be required. See the OSCAM Permit Decision Matrix to determine OSCAM permit requirements based on the work activity, time of day and location. When detouring to a temporary walkway in the roadway for an extended time, Hoarding Building Permit review coordinated with the OSCAM permit is also required.

Deliveries to site A commercial vehicle with hazard warning lights on and actively being loaded/unloaded may park in the alley for up to 30 minutes or OSCAM permit must be acquired. Advise services when and where they can drop/pick up materials on your site in accordance with the regulations.

Dangerous Goods / Oversize Loads (e.g., modular/panelized component delivery, large backhoe carrier, etc.) Vehicles delivering/picking up material/equipment must take the most direct and practical route from the nearest truck route to the site. Overweight or over-dimensional vehicles, and those transporting dangerous goods (Chapter VI, Traffic Bylaw 5590) require a permit for certain locations and conditions.

6.5 Hoarding Building Permit is a requirement for some projects, which documents a temporary installation located, for a fee, on road right-of-way that is intended to provide protection to the public in the vicinity of a construction, alteration or demolition project. Hoarding is any combination of fence, covered way, or temporary walkway, etc. and may also provide an area for construction activities where site constraints exist. Hoardings have maintenance, directional signage, lighting and such conditions attached to the permit. Each permit decision is a collaborative decision of the Traffic Operations and Building Permit office. See Hoarding Building Permit Guide and Hoarding Building Permit application
.

6.6 Crane Building Permit is required for placement of a stationary crane on or adjacent the site that is capable of swinging over the public road right-of-way. See Crane Building Permit application.

PROCEED

7 DEMOLITION

includes total or partial deconstruction, and
demolition of portions of a building left behind after move-off of a structure

A demolition that is safe for workers per the OHS Code coincidentally contributes to the NBC(AE) goals of safety of the public and avoidance of damage to adjacent properties and infrastructure. Conclude discussions and notifications as discussed above. Review the Commercial Demolition Building Permit Guide / Residential Demolition Permit Guidance, and note Demolition Permit Conditions of Issuance regarding how the site work is to be completed before requesting mandatory inspection.

- Fencing must be installed before any excavation or construction work commences on a project, typically contained within site property lines. If you don't have permission to enter the neighbour's yard to place or install the fence, you must manage it from your side of the property line. If you don't have a Hoarding Building Permit, the fence must be located off the road right-of-way.
- **Before beginning demolition**, you must:
  - Conduct a survey to assess the potential effects of demolition operations on buildings and property on the site and on adjacent properties, with consideration given to need for
    - Underpinning, shoring, bracing where foundation is being removed (*see **8**, below*)
    - Protection for workers and the public from noise, dust, vibration, and impact
  - Ensure that utilities have been shut down, terminated and labelled outside the limits of the excavation, unless left live with the express written approval of the utility provider which approval is

contained in the PIP, and the demolition method (and any ensuing excavation under separate permit) is suitable for the conditions.
  - Confirm any underground tank/piping and well decommissioning is complete
  - Ensure asbestos-containing materials are managed per OHS requirements
  - Have acquired the building permit for demolition
- **During demolition**, you must:
  - Control dust or debris from blowing off the site
  - Ensure demolition proceeds with vibration levels that will not harm adjacent structures, their contents, and infrastructure; and that soil stability is maintained while removing foundations
  - Conduct periodic examination of adjacent structures and property to
  - Ensure the existing integrity of the structures and property is maintained
  - Note any visible effects of or damage caused by demolition operations
  - Immediately report any unsafe condition to owners, occupants, relevant authorities
  - Immediately take steps to remedy any unsafe condition
- **At all times**, you must:
  - Secure items that can cause injury if blown by winds
  - Take precautions to prevent water penetration into adjoining property by maintaining appropriate temporary grading and keeping the basement of the structure being demolished free of water accumulations.

Further work such as excavation for new development beyond the work needed to remove a foundation is not allowed before the appropriate relevant permits are issued. Request mandatory building inspection upon concluding the demolition in compliance with all the Demolition Building Permit Conditions of Issuance and Advisements.

Demolition Plan in PIP You must demonstrate compliance with the Occupational Health and Safety Code and National Building Code (Alberta Edition). A demolition plan must be included in the PIP which will contain appropriate strategies for the demolition, deconstruction or removal. Plans need not be engineered for many demolitions, but **every demolition plan should consider these six elements**:

- Any conditions and limitations which must be followed by demolition personnel before, during or after demolition in respect of the site, structure(s), adjacent property, and demolition activities.
- Evaluation of potential impacts on adjoining and adjacent buildings, facilities and infrastructure due to method of demolition or removal
- Controls to hinder dust and debris from blowing off the site
- Controls to limit vibration levels at the site boundaries by use of appropriate methods of demolition
- Appropriate ensuing excavation stability plan in accordance with **8**, below
- Procedure for addressing potential safety and stability issues identified or arising under time of demolition or removal, or if conditions and limitations above are not met due to site characteristics (e.g., if previously-concealed asbestos-containing materials are encountered, demolition must stop for resolution per OHS requirements)

7.1 An authenticated site-specific engineered demolition plan will be included in the PIP if any of the following applies to the demolition due to project size or complexity or method of work for any building or part of building that is

7.1.1 with foundation that abuts, adjoins or is immediately adjacent to another building or structure

7.1.2 with foundation within the 'angle of repose' of the soils below any adjacent/adjoining building or structure foundation including adjacent floor-on-ground (slab) (see **8.1.6.**, below), and any driveway. Different soils have different angles of repose which a competent registered engineering professional will assess in determining appropriate measures.

7.1.3 associated with an underground parkade/link/passageway/structure/multi-level basement/deep foundation

7.1.4 associated with any aerial 'pedway'
7.1.5 with tensioned steel cables / bars in the structure
7.1.6 proposed to be demolished by techniques that may be vibrationally impactful to buildings, facilities or infrastructure in the vicinity, such as balling, heavy-duty hydraulic hammer/breakering, explosives, etc.
7.1.7 other than wood-frame construction under 4 storeys in building height (Part 9-sized buildings) with typical foundation of nominally unreinforced concrete, masonry, brick, wood, with or without piles

7.2 Where none of the conditions of 7.1 apply to the demolition, a site-specific demolition plan must be included in the PIP addressing the six Demolition Plan elements listed above.

If not competent or uncertain how to proceed with a demolition, obtain services of a competent party and place the documented directives in the PIP. Or contact BuildingSafetyCodes@edmonton.ca

8 EXCAVATION

An excavation that is safe for workers per the OHS Code contributes directly to the NBC(AE) goals of safety of the public, prevention of loss of supporting soils for adjoining property foundations, and avoidance of damage to adjacent properties and infrastructure. Evolution of municipal zoning regulation and housing styles is leading to demand for deeper basements, thus foundation excavations require increasing foresight and planning for successful completion while avoiding undesirable impacts on neighbouring residents and their property.
The majority of excavation problems in Edmonton occur where excavation depth exceeds 1.5m (5') for basements constructed at the minimum side yard distance of 1.2m (4') to the property line in soils that have been previously disturbed. Proper application of the OHS regulations, including soil categorization, results in a stable excavation which contributes to achievement of the goals of ensuring safety of workers and, correspondingly, the public, as well as avoidance of loss of supporting medium for adjoining properties' foundations or damage to adjoining properties and infrastructure.

- Fencing must be installed before any excavation or construction work commences on a project, typically contained within site property lines. If you don't have permission to enter the neighbour's yard to place or install the fence, you must manage it from your side of the property line. If you don't have a Hoarding Building Permit, the fence must be located off the road right-of-way.
- **Before beginning excavation**, you must:
  - Conduct a survey to assess the potential effects of excavation operations on buildings and property on the site and on adjacent properties, with consideration given to need for
    - Underpinning, shoring, bracing
    - Protection for workers and the public from noise, dust, vibration, and impact
  - Ensure that utilities have been shut down, terminated and labelled outside the limits of the excavation, unless left live with the express written approval of the utility provider which approval is contained in the PIP, and the excavation method is suitable to the conditions.
  - Confirm any underground tank/piping and well decommissioning is complete
  - Have acquired the building permit that allows for excavation to proceed
- **During excavation**, you must:
  - Control dust or debris from blowing off the site
  - Ensure excavation proceeds with vibration levels that will not harm adjacent structures, their contents, and infrastructure; and that soil stability is maintained while excavating
  - Conduct periodic examination of adjacent structures and property to
    - Ensure the existing integrity of the structures and property is maintained

- Note any visible effects of or damage caused by excavation operations
- Immediately report any unsafe condition to owners and occupants
- Immediately take steps to remedy any unsafe condition

- **At all times**, you must:
  - Secure items that can cause injury if blown by winds
  - Take precautions to prevent water penetration into adjoining property by maintaining appropriate temporary grading and keeping the excavation free of water accumulations

In addition to relevant obligations listed in Sections **1 - 8** above, OHS Code requirements for cutting back excavations, temporary excavation support, or registered professional engineer certification must be considered in order to create and maintain a stable excavation. This applies to a fresh excavation as well as to one resulting from removal of a foundation (basement) following building demolition. A competent person must make the excavation assessments per the legislation contained in the OHS Act, regulations and Code and OHS requirements discussed briefly in these OHS Resource publications:

Excavations: Cutting back walls (alberta.ca)
Excavations: Temporary protective structures (alberta.ca)
Excavations: Locating buried facilities (alberta.ca)
Excavation/Trench Safety Checklist (alberta.ca)

While NBC(AE) does not provide prescriptive solutions for excavation support, every excavation must be undertaken in a way to prevent movement that would place persons at risk or cause damage to adjacent property at all phases of construction. If the stability of a building may be endangered by excavating work, adequate underpinning, shoring and bracing must be provided to prevent damage to or movement of any part of that building, and to stave off the creation of a hazard to the public.

Excavation Plan in PIP You must demonstrate compliance with the Occupational Health and Safety Code and National Building Code (Alberta Edition). An excavation plan must be included in the PIP which will contain appropriate strategies for making and maintaining a stable excavation for as long as needed to complete the relevant work. Plans need not be engineered for a certain, limited set of excavation conditions, but **every excavation plan should consider these three elements:**

- Any conditions and limitations which must be followed before, during or after excavation
- Evaluation of potential impacts on adjoining and adjacent buildings, facilities and infrastructure
- Procedure for addressing potential safety and stability issues identified or arising under time of excavation, or if conditions and limitations of the plan are not met due to uncovered site characteristics (e.g., archaeological artefact or burial site--to be reported to Alberta Culture without delay, etc.).

8.1 An authenticated site-specific engineered excavation plan must be included in the PIP if any of the following applies to the excavation. This plan must include authenticated plans and specifications for temporary excavation support protective structure(s) and/or provisions where the excavation is**:**

- **8.1.1** Of depth exceeding 3m below ground level at any point, including any void resulting from existing foundation removal
- **8.1.2** Abutting or adjoining an adjacent building or structure or its foundation
- **8.1.3** With vehicular traffic, working machinery, heavy object or dirt pile within a distance equal to the depth of the excavation as measured from the bottom of the near edge of the excavation
- **8.1.4** Is on ground with levelled, built-up or unconsolidated soils/organics, high water table, planned artificial soil-stabilization process, or is otherwise desired for enhanced project certainty
- **8.1.5** To be made using methods that may be vibrationally impactful to buildings and infrastructure in the vicinity, including blasting, drilling, work within the water table, large-scale soil compaction, heavy-equipment-assisted hydraulic pile hammering or vibratory pile installation, excavation in hard

soil, shoring/tieback systems, planned backfill compaction with heavy equipment and any other activity or method that may cause ground vibrations to have concerning effect in the vicinity

- **8.1.6** Within the 'angle of repose' of the soils below any adjacent or adjoining building or structure foundation or base, including any floor-on-ground or driveway within 6m of the nearest slope (face) of excavation; different soils have different angles of repose which a competent registered engineering professional will assess when determining appropriate measures. This also applies under time of demolition or continuation of an excavation resulting from a basement removal.
  See Diagram Fig 9.4-3 *2015 National Building Code Part 9 Users Guide*
  Courtesy of National Research Council of Canada

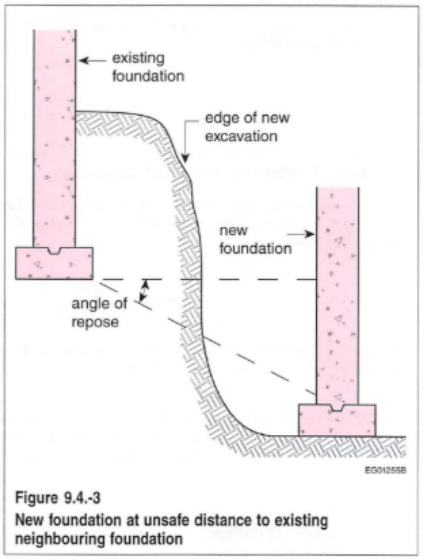


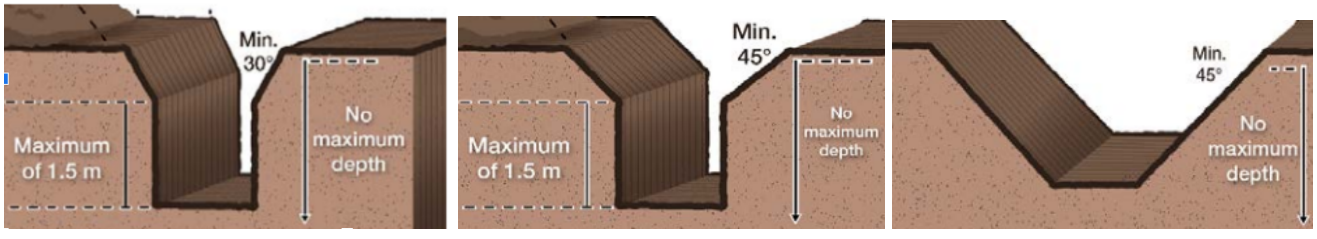
Figure 9.4.-3
New foundation at unsafe distance to existing neighbouring foundation

- **8.1.7** **Notwithstanding the conditions listed above for a site,** the excavation plan may contain authenticated certification by a competent registered professional that the ground formation is and will remain stable, free from cave-ins, sliding or rolling materials and other hazards associated with the workings that may compromise worker safety without any temporary excavation support system installed. The authenticated certification should include considerations for conditions and limitations, evaluations and procedures, as for all other excavation plans.

8.2 Where none of the conditions of 8.1 apply to the excavation, a site-specific excavation plan applying OHS Code soil classifications must be included in the PIP addressing the three Excavation Plan elements listed above. Soil classification must be performed by a competent person, such as a geotechnical engineer or a professional engineer experienced in soil classification. Otherwise, assume the soil is of the weakest type and support must be designed accordingly, consisting of one or both of:

- **8.2.1** A registered engineer or competent constructor/contractor confirms that an installed **temporary excavation support system** suitable for the identified soil type and site conditions is adequate to prevent the walls of the excavation from caving in or otherwise moving into the excavation when installed per the designer's installation instructions for excavation without OHS Code-prescribed sloping/cutback. The installed temporary support system plans and specifications must be authenticated by an Alberta-registered professional. NOTE: if any of the conditions of 8.1.1-8.1.6 apply, then an **authenticated site-specific engineered excavation plan per 8.1 is required.**

- **8.2.2** A registered engineer or competent constructor/contractor confirms that **no temporary support system is required for excavation** *(illustrated below)* that is:
  - appropriately sloped/cutback above 1.5m in depth below grade at any point in Category 1 and 2 soils
  - fully sloped/cutback for Category 3 soil or where soil classification was not performed by a competent person



Category 1 soil *Category 2 soil* *Category 3 soil* *as depicted in:*
Excavations:Cutting back walls|OHS information for employers,prime contractors and workers©2023 Government of Alberta
Published June 2023 | EXCV001 Courtesy of Government of Alberta.
For detailed information about all of Part 32's requirements, consult the legislation.
"...cutbacks *(in Categories 1 and 2 soils)* are only acceptable if the soil has been classified by a competent person and all hazards have been addressed. Do not use either of the options if workers are performing tasks where they are positioned below the straight cut portions of the excavations (for example, if a worker is in a kneeling position to perform work on a pipe)."

Where necessary excavation sloping/cutback cannot be safely achieved within the properly-fenced site, and explicit written permission to extend fencing, excavation, materials, etc. onto adjoining property is not provided by that adjoining-property owner, a temporary excavation support system or amended foundation plan that results in the excavation remaining within the site and not impacting the adjoining site is required.

If not competent or uncertain how to proceed with a demolition, obtain services of a competent party and place the documented directives in the PIP. Or contact BuildingSafetyCodes@edmonton.ca

9 CONSTRUCTION SAFETY CONTROLS AND MEASURES

Acts, Codes, Regulations and Bylaws compliance during the course of the project for
-the safety of the public including persons occupying adjoining and adjacent property and persons reasonably expected to be on or about the premises or site,
-protection of adjacent property, and
-maintaining respectful neighbourhood relations

Many complaints, delays and fines can be avoided by complying with established construction-related regulations and bylaws while on a project. This can be achieved through excellent site management, which contributes to worker and public safety while keeping our public spaces as inviting as possible as the project progresses.

Failure to follow any applicable Acts, regulations, codes or bylaws may result in enforcement action being taken. A coordinated approach to your compliance efforts allows you greater opportunity to complete the project without enforcement intervention. Consider as a minimum the following in relation to your project.

Fencing and Access Control:

- Fencing must be installed **before** any excavation or construction work commences on a project. The fencing and access control configuration must not conflict with the Public Tree Permit anti-compaction measures--thus possibly restricting site access.
- If you don't have permission to enter the neighbour's yard to place or install the fence, you must manage it from your side of the property line. If you don't have a Hoarding Building Permit, the fence must be located off the road right-of-way, within property lines.
- A minimum 1.8m high continuous construction site fence around the perimeter of the project site, including gate(s) which are to be secured closed when the site is not active or workers are not on site, is intended to prevent inadvertent access to the site. Fences can be open or panels removed to accommodate work activities, so long as workers on site are trained to be attentive and to intervene to restrict site access of any member of the public reasonably expected to come near.
- Gates are not to swing into the line of pedestrian or vehicular traffic, and the fence/gates are to be secured when the site is unattended.
- Fencing must be contained entirely within the site property lines, sufficiently stout and stable to stand up to the wind, and
  - Where fencing must extend onto the public sidewalk, boulevard, roadway or alley, an OSCAM permit and hoarding building permit review is required before placing the fencing.

- Not stand on adjoining private property except with permission of those property owners
- Fencing is to remain in place, upright and maintained until
  - Lockup: all openings into the structure within 3m of ground level are appropriately secured
  - The site is backfilled and rough-graded with no open excavations on the site
  - All debris and garbage is removed

Hoarding is specialized fencing, covered way or walkway temporarily placed on public road right-of-way, for a fee, and is coordinated with an OSCAM permit. See **Hoarding Building Permit**.

Construction Site Fire Safety Plan:
You must establish a fire safety plan per Section 5.6 of Division B of the National Fire Code (Alberta Edition). Measures including emergency planning must be undertaken on construction sites. Review Fire Rescue Services, and considerations for work in occupied buildings.

Hazard Identification and Control through ongoing monitoring of conditions, situations or materials that can cause harm, and the risk they pose to people both on the site and surrounding area must occur. Examples of such include but are not limited to these site obligations:

- Correct missing, misplaced or fallen site fencing
- Clean up public walks, alley, boulevard and road of any construction-related dirt, debris, material
- Building on the site itself made safe to access and walk through as it progresses by providing:
  - A continuous, ice/snow-free, minimum 2 ft-wide hard surface walkway from sidewalk to building
  - Handrails/guardrails installed on walking surfaces over 3 ft high, stairs of 5+ risers, and ramps
  - Guardrails are installed around open pits, shafts and stairs
  - Ladders are secured on a stable base to extend 1m above the level being accessed
- Remove water accumulation in excavations or depressions on the site
- Apply compliant site-specific excavation, trenching and water management for top-of-bank sites
- Secure tarps, building hoardings and materials above ground against winds
- Establish hoisting zone access controls, flaggers and signage to warn and redirect the public
- Identify and use eco-centre location for disposal of controlled substances
- Handle combustible waste materials appropriately on the site
- Manage concrete pumping operations, hoses/lines, and on-site washout location
- Designate onsite fuelling points per Alberta Environment aquifer protection rules
- Have current valid locate records of gas lines, water lines, sewer lines, electricity on hand
- Arrange temporary gas/power permit inspection for 'winter construction heat' before activating

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Peace Officers investigate complaints of untidy construction sites that are received through 311. Peace Officers also work collaboratively with other City departments to address non-compliance with applicable permits, nuisance conditions, poor construction etiquette, and other regulatory infractions. Peace Officers commonly investigate concerns of obstructions to sidewalks, boulevards, cycling facilities and roadways, tracking of materials from work sites, noise, and the use of a sidewalk, cycling facility, boulevard or roadway contrary to or without a permit.

Safety Codes Officers monitor and enforce compliance to conditions of issuance of demolition and building permits. Complaints received through 311 or from City and external regulatory stakeholders are investigated by the Safety Codes Compliance Team. Priority responses are to reported unsafe conditions, being any condition that could cause undue hazard to the life, limb or health of any person authorized or expected to be on or around a premises or construction site.

Enforcement staff seek to elicit compliance through engagement, education, encouragement and enforcement. Enforcement actions include but are not limited to verbal or written warnings, violation tickets, suspension of permits, and orders which may escalate to administrative penalties, charges, and

site remedial action undertaken by the City of Edmonton. Determining appropriate enforcement actions requires an assessment of the particular site and can include the following factors:

- Impacts to public safety
- Seriousness of the offence
- Prior history
- Other relevant factors

Common infractions of Codes, regulations and City of Edmonton Bylaws seen at construction sites include but are not limited to:

9.1 Zoning Bylaw 20001 *for application/approval/Development Permit (DP) issuance*

- Proceeding without valid Development Permit approval
- Contravene conditions of a Development Permit (such as not developing as per plan)
- Development Permit notification sign not displayed or improperly displayed
- Displaying unapproved commercial signage on private property
- Adding non-compliant Hard Surface or failing to remove abandoned accessways

9.2 Drainage Bylaw 18093 *for DP-related surface drainage plan and construction*

- Temporary grades directing water onto adjoining private property: slopes/swales
- Improper pump discharge
- Roof drainage not connected to rainwater leaders (where applicable/required) or directed towards adjacent properties.
- Lot grading or associated retaining walls not completed per plan

9.3 EPCOR Drainage Services and Wastewater Treatment Bylaw 19627 *for control and disposal of dewatering, roof water, surface drainage, sludge and construction material liquid byproducts.*

- No sediment controls in place to protect from contaminants entering the sewer system
- Prohibited concrete mixer or pump truck or other waste deposited in the sewer system
- Site dewatering effluent entering the (sanitary) sewer system without Permit to Release
- Improper sewer pipe abandonment

9.4 City Streets Access Bylaw 13521 *for curb crossing design and control*

- Temporary Curb Crossing for site access without OSCAM permit
- Residential Permanent Curb Crossing established without permit
- Other permanent Curb Crossing established without permit
- Altering or closing existing curb crossing (curb fill) without permit

9.5 National Building Code (Alberta Edition) *in conjunction with Safety Codes Act, regulations and Safety Codes Permits Bylaw 15894*

- Work started: no relevant building permit issued
- Work started--no site fence/flagger where public may be present
- Site fencing lacking, improper, or inadequately maintained
- Construction site address signage not prominently posted, incorrect, or missing.
- Hoarding constructed on public land without permit
- Hoarding required is lacking, or improperly maintained: dirty/graffitti/postings
- Hoarding signs missing or confusing; covered way hoarding not adequately lighted
- Equipment interferes with, disrupts activities on, or impedes access to any property
- Equipment interferes with public safety
- Endanger dwelling/suite/building egress
- Hoist material/equipment over public property without barriers/flagger
- Hoist of material/equipment over private property without permission
- Fail to secure materials that became airborne in windy conditions

- Risk to excavation or adjoining property due to water accumulation
- Risk to a retaining wall contributing to building integrity or public safety
- Damage to buildings due to project
- Damage to walks/landscaping/property due to project

9.6 National Fire Code (Alberta Edition) *for fire safety at construction and demolition sites*

- Fail to create, apply or maintain a construction-time fire safety plan

9.7 Public Tree Bylaw 18825 *for construction, demolition, excavation, laydown or vehicular access*

- Fail to obtain a Public Tree permit
- Fail to comply with terms and conditions of the Public Tree Permit
- Damage a public tree

9.8 Traffic Bylaw 5590 *for parking, obstructions, etc*

- Park vehicle on public right-of-way (street, boulevard, sidewalk, alley)
  - In “no parking” zones,
  - Within 5m of a public hydrant
  - On or obstructing a curb crossing/driveway
  - Without a valid placard where a permit parking program is in effect
  - In an alley when no active loading/unloading is underway or exceeding 30 minutes
- Obstruct public right-of way without valid OSCAM permit:
  - Trailer parked without being attached to a vehicle by which it may be drawn
  - Materials, bins, pods, containers
  - Daily accommodation detour or closure in excess or outside of prescribed hours

9.9 Community Standards Bylaw 14600 *regulates a broad range of deeds and activities. Construction related bylaw non-compliances that can result in enforcement action include but are not limited to:*

- Fail to prevent litter, garbage, refuse, or waste material to be placed on, or allowed to drift onto, the private property of another unless by arrangement with that property owner (e.g., foamed plastic bits, shingle and siding offcuts, etc blowing off the site).
- Control dust and debris blowing off the site of demolition, excavation or construction.
- Place portable toilets off public property
- Fail to remove snow and ice from sidewalks
- Fail to control grass and weeds
- Conduct out-of-season elm tree removal, pruning, transportation, storage, or sale
- Causing or permitting nuisance to exist on the site, including the production of excessive dust, dirt and smoke. Burning construction debris, waste or treated wood is not permitted.
- Allowing excessive or needless noise in work to be emitted from the site
- Construction activity is allowed Monday-Saturday 7am-9pm; Sunday 9am-7pm
- Daytime decibel limit: 65 dB(A); overnight decibel limit: 50 dB(A) on/abutting residential lot
- Permitting unnecessary extended engine idling on or around the site
- Allowing mud tracking off the site by equipment or vehicles onto public right-of-way
- Allowing damage to public property including driving surfaces by tracked/lugged equipment

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LETTER of COMMITMENT

Submit this Project Implementation Plan LETTER OF COMMITMENT with the Building Permit Application when directed.

TO: City of Edmonton Safety Codes Permits and Inspections

RE: PROJECT ADDRESS (LEGAL DESCRIPTION or CITY FILE No.) _____

READ AND CHECK EACH APPLICABLE SECTION, COMPLETE CONFIRMATION AND SUBMIT WITH PERMIT APPLICATION

I have reviewed the **Project Implementation Plan Guide**, and undertake to maintain compliance with applicable legislated requirements. I acknowledge the Project Implementation Plan Guide contains best practices which may include practices that contribute to reducing the risk of harm to people and damage to adjacent property.

CONFIRMATION

I, (PRINT NAME)_____, the undersigned, confirm by my signature below that

I am aware of relevant responsibilities for construction activities including but not limited to those listed in the **Project Implementation Plan Guide**, as applicable to this project**. I acknowledge that I am responsible for:**

- ensuring that work undertaken creates no unsafe condition and does not damage or create a hazard to adjacent property, and assume responsibility for the repair of any damage to public property and/or works located thereon that may occur as a result of undertaking work regulated by the National Building Code (Alberta Edition (NBC(AE));
- any construction and/or work undertaken, and for ensuring compliance with site safety measures of Division B: Part 8 of NBC(AE) and National Fire Code (Alberta Edition) provisions;
- fulfilling the Conditions of Issuance and Advisements of the Building Permit;
- conducting and/or overseeing the conduct of appropriate, applicable hazard and risk assessments of site-specific demolition, excavation, and general construction needs, characteristics and constraints;
- providing measures during demolition to minimize dust, dirt and vibration emitted from the site;
- providing an excavation plan that results in the excavation remaining within the site and not impacting the adjoining property where explicit written permission to extend fencing, excavation, materials, etc. onto adjoining property is not provided by that adjoining property owner;
- assessing and/or overseeing assessment before beginning work and on ongoing basis during work to mitigate potential risk to safety of the public and workers, loss of supporting medium for adjoining properties' foundations, and damage to adjacent properties and infrastructure*;* and
- notifying the City of Edmonton by email to **SCCompliance@edmonton.ca**, no less than **3 full business days** in advance of starting work on the project providing, as applicable, anticipated start dates of demolition, of excavation, and of backfill; and provide name/address/contact information of project constructor if it was not provided with the building permit application or has since changed.

Further, I confirm that

1) I have reviewed applicable requirements on the pages above and relevant legislation;

2) I am aware unauthorised intrusion onto or use of any property adjoining or adjacent the project, excavation failure or abandonment, or demolition and construction practices that pose a hazard to the public may result in enforcement measures including fines, penalties, order to stop work, permit revocation, or order to backfill excavation under specific conditions, etc.;

3) I understand that a copy of the PIP--consisting of this letter and applicable documentation listed in the Guide--must be available on site at any reasonable time for review/compliance audit by a safety codes officer or bylaw enforcement officer;

4) I acknowledge that the City of Edmonton is not an active participant in the day-to-day operations of the constructor on the site nor is the City of Edmonton a constructor in any way, and its involvement through permit issuance, site checks, audits and inspections, and provision of the Project Implementation Plan Guide is not misconstrued as exercising project managerial responsibility. I further acknowledge that Safety codes officers are not responsible for the means and methods of construction by the constructor or others and assume no type of responsibility for the work proposed or done which is required to be in accordance with the Safety Codes Act and regulations including NBC(AE), Bylaw 15894 and other relevant legislation and bylaws;

5) I will not deviate nor authorize a deviation from conditions of any required permit without first obtaining permission in writing to do so from the relevant authority having jurisdiction;

6) I will comply with the applicable legislated requirements, and I further undertake to distribute a copy or otherwise **communicate the relevant legislated requirements to all parties involved in the project** including, as applicable, the property owner, permit holder, constructor and by extension to all trades, sub-trades, labour force, and site and delivery services on the project; and

7) I acknowledge that use of the Project Implementation Plan Guide and provision of a Project Implementation Plan do not exempt the owner, constructor and permit holder for this project from their responsibilities under applicable legislation; in case of inconsistency between the Guide and legislation, the legislation will always prevail.

Type of application/permit ◯ House Demolition ◯New House ◯Home Improvement Permit ◯Commercial Demolition ◯ Commercial Final Permit	
Project Address:	City Project No:

Person signing this letter (indicate all that apply): ◯Building Permit applicant ◯Property owner ◯Constructor	
Contact Phone No:	Contact Email:
Name of project site supervisor: ◯Same as above **OR**:	
Contact Phone No:	Contact Email:
Type name to sign OR print form and sign	Date: