



# DEVELOPMENT PERMIT APPLICATION

Office use only: City File # \_\_\_\_\_

## for Commercial/Industrial/Multi Residential or Stacked Row House Developments

All of the following information is necessary to facilitate a thorough and timely evaluation and decision on your application. All materials submitted must be clear, legible and precise. **Only applications that are complete will be accepted.** PLEASE NOTE: this application is **ONLY** for a development permit. If a building permit is also required, you must apply for it separately.

A General Project Information	
1	<b>Project Municipal Address:</b>
2	<b>Project Legal Description:</b> Plan No. _____ Block _____ Lot(s) _____ or, Quarter _____ Section _____ Twp _____ Range _____
3	<b>Pre Application Meeting:</b> <input type="checkbox"/> Yes, Reference # _____-001 <input type="checkbox"/> No
4	<b>Type of work being performed: (Check all applicable):</b> <input type="checkbox"/> New Commercial/Industrial Building <b>(must complete Section C7, C8 of this form)</b> <input type="checkbox"/> New Multi Residential or Stacked Row House - 3 or more dwellings <b>(must complete Section C7, C8, and C10 of this form)</b> <input type="checkbox"/> Mixed uses New Building or Addition <b>(must complete Section C7, C8, C10, and C11 of this form)</b> <input type="checkbox"/> Addition to Existing Building <b>(must complete Section C7, C9 of this form)</b> <input type="checkbox"/> Exterior Alteration <input type="checkbox"/> Interior Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Other _____ <input type="checkbox"/> Change of Use <b>(must complete applicable portions of Section D of this form)</b> <input type="checkbox"/> Solar Energy Systems – Thermal or PhotoVoltaic (PV) <b>(must see Solar Energy Systems brochure for submission requirements)</b>
B Applicant/Owner Information	
5	<b>As the applicant I affirm:</b> <input type="checkbox"/> I am the registered owner of the above noted property <input type="checkbox"/> I have entered into a binding agreement to purchase the above noted property with the registered owner(s). <input type="checkbox"/> I have permission of the registered owner(s) of the above noted property to make the attached application for a Development Permit. <input type="checkbox"/> I consent to receiving documents or communications related to this application, including but not limited to development permit decisions, acknowledgments confirming an application is complete, and any notices identifying any outstanding documents and information, by email.
6	<b>Applicant Information:</b> <span style="float: right;">City Customer ID #:</span>
	Last Name: _____ First Name: _____ Business Name: _____
	Contact Name (if different from above): _____ Email: _____
	Mailing Address: _____ Telephone: _____ Cell Ph.: _____
	City: _____ Prov.: _____ Postal Code: _____
C All New Buildings and/or Additions to Existing Buildings	
7	Detail the proposed use of the new building/addition:
8	Total Site Area (sq. m.): _____ Total Floor Area (sq. m.), including all floors and mezzanines: _____
	<b>Additions to a Commercial/Industrial Building:</b>
9	Existing Floor Area (sq.m.): _____ Proposed New Floor area (sq.m.): _____
	<b>Multi-Unit Residential Developments:</b>
10	Total number of Dwelling Units Proposed: _____ Number of Main Floor Dwelling Units Proposed: _____

11	Commercial Portion of New Mixed Use Building:		
<b>D Change of Use within a specific building</b>			
12	Detail what the previous business activity was AND what the previous business name was:		
13	Detail what the proposed business activities will be within the building (e.g. insurance office, steel fabrication plant, jewellery sales):		
14	Detail any proposed business activities that will occur outside of the building (e.g. outdoor storage of pipes, outdoor trucking yard, outdoor display of goods):		
15	Total floor area of business (sq.m.):	Office space (sq.m.):	Warehouse space (sq.m.):
<b>E Eating and Drinking Establishment Uses</b>			
16	Check all that apply: <input type="checkbox"/> Restaurant <input type="checkbox"/> Specialty Food Service <input type="checkbox"/> Bar and Neighbourhood Pub <input type="checkbox"/> Night Club <input type="checkbox"/> Brewery <input type="checkbox"/> Winery <input type="checkbox"/> Distillery		
17	Public Space floor area (excluding kitchens, office areas):	What will be the maximum seating capacity?:	
18	Will there be an outdoor patio?:	If yes, what is the seating capacity of the outdoor patio? (a floor plan is required on the site plan):	
<b>F Vehicle Oriented Uses (New and used Automotive Vehicle Sales)</b>			
19	Vehicle Oriented Uses, including Automotive Vehicle Sales involving the placement of sales trailers on site is considered a new Commercial development and not a change of use, and therefore shall meet the drawing and information requirements of the Commercial/Industrial checklist.		
<b>G Applicant Declaration</b>			
20	I confirm by my signature below that the information contained in this application, including plans and details, is to my knowledge, true and complete;  Date: _____ Signature: _____		

**Office Use Only**

Development Permit Project No. \_\_\_\_\_ Building Permit Required?  Yes    No

This project is:  New Commercial/Industrial    New Multi Dwelling Residential    Addition (all)    Leave as Built  
 Exterior Alterations    Revision to approved DP    Interior Alterations    Demolition Only  
 Solar Energy Systems

Development Permit Description (MUST IDENTIFY ZONING BYLAW USE CLASS):  
 \_\_\_\_\_  
 \_\_\_\_\_

Zoning: \_\_\_\_\_  Discretionary Use    Permitted Use   Statutory Plan Overlay: \_\_\_\_\_

Development fees to be charged?  Yes : \$ \_\_\_\_\_    No (reason): \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date (mm/dd/yr): \_\_\_\_\_

Personal Information required by City of Edmonton application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be included on reports that are available to the public as required or allowed by legislation and may be provided to Business Improvement Area Associations. If you have any questions, please contact a Service Advisor at the Edmonton Service Centre at 780-442-5054.



## **Development Permit Information and Drawing Requirements**

---

A separate **Checklist form**, which identifies the drawings and detailed information required for your proposed development, **must be completed**:

- **Commercial/Industrial Checklist for new buildings and additions, exterior alterations;**
- **Multi-Unit Stacked Residential Checklist for 3 or more dwellings, additions, exterior alterations;**
- **Change of Use Checklist.**

**To minimize delays in processing your application, the following must be completed and returned to our office:**

- **The Development Permit Application form**
- **The appropriate Checklist**
- **The Abandoned Wells Confirmation Form with a printout of the map that was used to confirm the absence/presence of abandoned well(s).**

To link to the City's website for the Commercial Development and Building Application Form and Checklists, go to: [www.edmonton.ca/developmentsservicesforms](http://www.edmonton.ca/developmentsservicesforms)

Additional drawings or information may be required as considered necessary in accordance with the Edmonton Zoning Bylaw and by the Development Officer.

Applications may be subject to additional on and off site fees associated to the proposed development such as Lot Grading fee, Sanitary Sewer Trunk Charge, Transportation infrastructure fees.

Should you have any questions regarding development application requirements, please contact a representative at our **Customer Information Centre** at **311** or if **outside Edmonton 780-442-5311**.

**\*This is NOT a Building Permit application.**

**A separate application must be made if a building permit is required.**