

COMMERCIAL DEVELOPMENT AND BUILDING APPLICATION FORM New • Addition • Alteration • Change of Use

SECTION 1 – DEVELOPMENT PERMIT INFORMATION

Project # _____

Project Address (Provide at least one of the following) – Please note: it can not be an intersection

Municipal Address _____ Unit/CRU # _____

or Legal Description: Plan _____ Block _____ Lot _____

or Quarter _____ Section _____ Township _____ Range _____

Applicant Information

Applicant/Business Name _____

Mailing Address: _____ **City** _____

Prov _____ **Postal Code** _____

Contact Name: _____

Phone No: (_____) _____ **Cell No:** (_____) _____

Fax No: (_____) _____ **E Mail Address:** _____

Project Description Must include the proposed and existing “use” of space/building, description of interior/exterior alterations to be done (i.e. Constructing a new General Use Building, Change of Use: Retail to Office and installing windows/walls, etc.) _____

SITE AREA (sq. m.): _____

GROSS FLOOR AREA (sq. m.) PROPOSED _____ EXISTING _____ TOTAL _____

main floor dwelling units _____ **# dwelling units total (if applicable)** _____

****Please go to Page 2 to complete the Building Permit Information****

OFFICE USE ONLY

Development Permit required? Yes No Continuation of Use _____ Project No. _____

If YES - New Sanitary Sewer required? Yes No **Lot Grading required?** Yes No

Major **Minor** **Zoning** _____

Development Fees to be charged? Yes _____ No

This project is: New Commercial Industrial New Multi family Discretionary Use Permitted Use
Exterior Alterations Leave as Built Interior Alterations Demolition Only

Development Permit Description: _____

Reviewed by: _____ **Date** _____

Please Print Name

Methods of Payment available: Visa, MasterCard, American Express, Cash, Debit or Cheque

If paying by Credit Card, please indicate: Visa _____ MasterCard _____ American Express _____

Card Number: _____ **Expiry date:** ____/____

Cardholder Name: _____



SECTION 2 – BUILDING PERMIT INFORMATION: (SECTION 1 MUST ALSO BE FILLED OUT)

1) DOES THE CONSTRUCTION INVOLVE: (Please check mark the appropriate boxes)

GAS PLUMBING / DWV HEATING / VENT. SEWER UNMETERED CONST. WATER ELECTRICAL

2) # OF NEW GAS METERS FOR THIS PROJECT _____

3) WHAT IS THE VALUE OF CONSTRUCTION? \$ _____

Signature of Applicant: _____
Signature & Print Name

OFFICE USE ONLY - General Building Code Info

**NOTE THIS IS NOT A PLAN REVIEW
Additional information may be required.

(Main Floor) Building Area: _____ Number of Stories _____

Suite / CRU / Affected Floor Area: _____ sq. ft. or m²

Mezzanine Floor Area: _____

Change of Use: Yes No Prior Use: _____

Building Classification: Part: _____ Group _____ Type: _____

Reference: Code Analysis on Plan Building Record # _____

Non-combustible Combustible

Sprinkler Required? Existing Relocation Yes No Partial _____

Fire Alarm Required? Existing Yes No Partial _____

Professional Involvement Required? Not Required Yes Yes (not submitted)

Architect Structural Mechanical Electrical Sprinkler

Names of Architect _____ Engineer _____

Schedules Required? Yes No

Occupant Load: No Change New _____ Total: _____

Barrier Free Washrooms and Provisions: Required: _____ Not Required: _____

Building Permit Required? Yes No Reviewed by _____ Date _____

If YES – Permit to be entered by CSR? Yes No If YES – Comm. Final or Other? _____

Development and Building Drawing and Information Requirements

To minimize delays in processing your application, the appropriate **checklist** that applies to your proposed development **must be completed**:

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

To link to the City's website for the Commercial Development and Building Application Form and Checklists, go to: http://www.edmonton.ca/bylaws_licences/licences_permits/form-listing.aspx

In addition to the checklist requirements:

- a) any proposed development that is a new building or an addition listed as a Discretionary Use within a Zone, or
- b) any proposed development that is a new building or an addition requiring a variance to any of the regulations of the Edmonton Zoning Bylaw,

the applicant shall submit four copies of the following:

- a) a plan showing the location of adjacent buildings and structures indicating the approximate Height and number of Storeys;
- b) a description of the exterior finishing materials to be used; and
- c) a written statement and other supportive material by the applicant that his proposal conforms to the policies of any applicable Statutory Plan.

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

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