



# COMMERCIAL/INDUSTRIAL CHECKLIST

## INFORMATION REQUIRED FOR A DEVELOPMENT PERMIT

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.**

Plans submitted should be to a professional drafting standard (rough sketches are not acceptable) in order to ensure that your application is processed accurately and in a timely manner.

| OFFICE                   | APPLICANT SUBMISSION REQUIREMENTS  |   |
|--------------------------|--|---|
| <input type="checkbox"/> | <input type="checkbox"/>   | <b>PROJECT ADDRESS:</b>   |
| <input type="checkbox"/> | <input type="checkbox"/>   | <b>1. HAVE YOU APPLIED FOR A DEVELOPMENT PERMIT FOR THIS ADDRESS?</b>   |
|                          | <input type="checkbox"/> Yes   | <b>PROJECT NO.:</b> <input type="checkbox"/> No   |
| <input type="checkbox"/> | <input type="checkbox"/>   | <b>2. PRE-APPLICATION MEETING</b> held with Sustainable Development   |
|                          | <input type="checkbox"/> Yes & Date:   | <b>PROJECT NO.:</b> <input type="checkbox"/> No   |
| <input type="checkbox"/> | <input type="checkbox"/>   | <b>3. APPLICATION FEE</b> (The <b>Development Fee</b> is due at the time the application is made whether by mail or in person).   |
| <input type="checkbox"/> | <input type="checkbox"/>   | <b>4. CERTIFICATE(S) OF TITLE</b> (current copy - within 3 months)  |
| <input type="checkbox"/> | <input type="checkbox"/>   | <b>5. SURVEY PLAN SHOWING BOUNDARIES AND ENCUMBRANCES</b> (current) prepared by an Alberta Land Surveyor is required for all new building construction and additions for Commercial, Industrial, and Multi-unit Residential Projects. |
| <input type="checkbox"/> | <input type="checkbox"/>   | Copy of any <b>Restrictive Covenants, Utility Rights-of-Way, Easements or City Caveats</b> registered on the Title affecting development.   |
| <input type="checkbox"/> | <input type="checkbox"/>   | <b>6. ABANDONED WELLS</b> <input type="checkbox"/> No – Declaration included <input type="checkbox"/> Yes – AER 079 criteria met  |
|                          | <b>DRAWINGS:</b> Must be sorted into sets. Each set must be stapled or taped together. |   |
| <input type="checkbox"/> | <input type="checkbox"/>   | <b>7. SITE PLANS (5 Sets)</b> – To scale and dimensioned (min. scale 1:500) showing:  |
| <input type="checkbox"/> | <input type="checkbox"/>   | <b>Site Data Schedule</b>   |
| <input type="checkbox"/> | <input type="checkbox"/>   | <b>Zoning &amp; North Arrow</b>   |
| <input type="checkbox"/> | <input type="checkbox"/>   | <b>Legal Description</b> (Lot, Block, Plan Number)  |
| <input type="checkbox"/> | <input type="checkbox"/>   | <b>Municipal Address</b>  |
| <input type="checkbox"/> | <input type="checkbox"/>   | <b>Site Area</b>  |
| <input type="checkbox"/> | <input type="checkbox"/>   | <b>Floor Area Ratio (FAR)/Site Coverage</b>   |
| <input type="checkbox"/> | <input type="checkbox"/>   | <b>Existing and Proposed Building Floor Area</b> (including all floors)   |
| <input type="checkbox"/> | <input type="checkbox"/>   | <b>Proposed Use of Building</b> (include individual CRU uses and their floor area)  |
| <input type="checkbox"/> | <input type="checkbox"/>   | <b>Parking Analysis</b> (parking calculation requirements as per Sec. 54 of the Zoning Bylaw. Note: Parking Impact Assessment required for Major Religious Assemblies)  |
| <input type="checkbox"/> | <input type="checkbox"/>   | <b>Loading space requirements</b>   |
| <input type="checkbox"/> | <input type="checkbox"/>   | <b>Bicycle parking space requirements</b>   |



| OFFICE                   | APPLICANT SUBMISSION REQUIREMENTS |  |
|--------------------------|-----------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Property Lines</b> and property dimensions shown and labelled   |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Easements, Utility Rights-of-Way</b> shown and labelled   |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Geodetic Grade Elevation</b> of main floor  |
| <input type="checkbox"/> | <input type="checkbox"/>          | Outline of all <b>existing and proposed buildings</b> and/or structures on the site  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Setbacks from proposed buildings</b> and/or structures dimensioned to all property lines  |
| <input type="checkbox"/> | <input type="checkbox"/>          | Identification of all <b>streets and lanes</b> abutting the subject site   |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Curb Cuts/Site Access</b> (dimensioned from property line)  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Parking Layout</b> (with dimensions including vehicle aisles)   |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Parking Spaces</b> (depth, width, angle and number of spaces)   |
| <input type="checkbox"/> | <input type="checkbox"/>          | Location of proposed <b>wheel stops</b>  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Walkway width</b>   |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Surface treatment</b> for all areas; including parking and walkways   |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Bicycle Racks</b> (location and number of bicycles accommodated)  |
| <input type="checkbox"/> | <input type="checkbox"/>          | Location of any <b>drive-through, queuing spaces for vehicles</b> , location of drive-through <b>signage</b> (e.g., entrance, exit, customer, courtesy and menu board signs) if applicable   |
| <input type="checkbox"/> | <input type="checkbox"/>          | Above ground <b>utilities</b> (transformers etc.)  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Fencing and retaining walls</b> (location of all existing and proposed)   |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Garbage collection facilities</b> (screening details showing location, dimensions and materials)  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>8. LANDSCAPE PLANS (5 Sets)</b> – May be included on the site plan for small developments provided the drawings remain clear and uncluttered. All drawings should be fully to scale and dimensioned (min. scale 1:100) showing: |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Trees, shrubs, flower beds and groundcover</b> (indicate what is to be added, retained and removed)   |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>A schedule of existing and proposed plant material required</b> (trees and shrubs), indicating the <b>Type</b> (deciduous, coniferous), <b>Sizes</b> (calliper and height), and <b>Species</b> (common and botanical names).    |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Total landscaped area</b> (sq. m)   |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Surface treatment</b> of all <b>hard landscaped areas</b> (decorative pavers, brick, stamped concrete)  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>9. FLOOR PLANS (5 Sets)</b> – To scale and dimensioned (min. scale 1:100) showing:  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Dimensions</b> of building (exterior and interior)  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Total Floor Area</b> (sq. m) (include all floors)   |
| <input type="checkbox"/> | <input type="checkbox"/>          | Layout of all <b>interior and exterior walls</b>   |
| <input type="checkbox"/> | <input type="checkbox"/>          | All <b>doors, stairs and window locations</b>  |
| <input type="checkbox"/> | <input type="checkbox"/>          | Identification of all <b>proposed/existing room uses</b> on all floors including mezzanine (ie. retail space, office space, seating areas, kitchen, mechanical rooms, etc.)  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Use and floor area</b> of each of the individual <b>tenants</b> (sq. m)   |



| OFFICE                   | APPLICANT SUBMISSION REQUIREMENTS |  |
|--------------------------|-----------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Public Space</b> (sq. m) – Area which is open to the public.<br>(ie. Restaurants, Specialty Foods)  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>10. ELEVATION DRAWINGS (5 Sets)</b> – All drawings should be fully dimensioned (min. scale 1:100), showing:   |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Exterior</b> of all sides of the proposed buildings: including all <b>windows, doors, loading bays, projections, decorative elements, and exterior lighting</b>   |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Roof top</b> equipment (information on how the roof-top equipment will be screened (include <b>elevation details</b> for screening and a <b>roof plan</b> )   |
| <input type="checkbox"/> | <input type="checkbox"/>          | All <b>finishing materials</b> indicating:   |
| <input type="checkbox"/> | <input type="checkbox"/>          | <ul style="list-style-type: none"> <li>• <b>Exterior</b> materials (ie. brick, stucco)</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <ul style="list-style-type: none"> <li>• <b>Roof</b> materials (ie. asphalt shingle, concrete tile)</li> </ul>   |
| <input type="checkbox"/> | <input type="checkbox"/>          | <ul style="list-style-type: none"> <li>• <b>Fascia, soffit, and trim</b></li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <ul style="list-style-type: none"> <li>• <b>Colours</b> of all major exterior building materials</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Height from Geodetic Grade Elevation</b> (dimensioned) as defined by Sec. 6.1(40) and Sec. 52.  |
| <input type="checkbox"/> | <input type="checkbox"/>          | Elevation of any <b>retaining wall, fence and garbage enclosure</b>  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Cross sections</b> showing all materials used for the structure   |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Solar Panels being installed</b> (Applicant must visit <a href="http://www.edmonton.ca/solarenergysystems">www.edmonton.ca/solarenergysystems</a> )   |
| <input type="checkbox"/> | <input type="checkbox"/>          | <ul style="list-style-type: none"> <li>• Solar PhotoVoltaic System</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <ul style="list-style-type: none"> <li>• Solar Thermal System</li> </ul>   |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>11. FIRE ACCESS PLAN (5 Sets)</b> – May be included on the site plan for small developments provided the drawings remain clear and uncluttered. All drawings should be fully to scale and dimensioned (min. scale 1:100) showing (min. scale 1:100), showing: |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Basic Site Information</b>  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Municipal Address</b>   |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Property Lines and Site Access</b>  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Parking layout</b> (dimensions of drive aisles)   |
| <input type="checkbox"/> | <input type="checkbox"/>          | Outline of all <b>existing and proposed buildings</b> and/or structures on the site  |
| <input type="checkbox"/> | <input type="checkbox"/>          | Identification of all <b>streets and lanes</b> abutting the subject site   |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Building Information</b>  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Total Floor Area</b> (Sq.m) (include all floors) and <b>number of storeys</b>   |
| <input type="checkbox"/> | <input type="checkbox"/>          | Location of <b>Principle Entrance</b>  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Sprinklered</b> (YES/NO)  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Emergency Access Route</b>  |



Development Services (Edmonton Tower)  
 2nd Floor, 10111-104 Avenue NW, Edmonton AB, T5J 0J4  
 In Edmonton dial 311, outside Edmonton:  
 T: 780-442-5311 E: [developmentsservices@edmonton.ca](mailto:developmentsservices@edmonton.ca)

| OFFICE                   | APPLICANT SUBMISSION REQUIREMENTS |  |
|--------------------------|-----------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Width and centerline turning radii</b>  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Length (m)</b> (from public thoroughfare to principal building entrance)  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Swept Path Analysis</b> for complex turning movements   |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Provisions for Firefighting</b>   |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Sprinkler Fire Department Connection (for sprinklered buildings)</b>  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Hydrants</b> (municipal and on-site), and distance (m) to Principal entrance (for non sprinklered buildings) <b>or</b> Fire Department Connection (for sprinklered buildings) |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Fire Alarm Panel</b> (if required)  |
| <input type="checkbox"/> | <input type="checkbox"/>          | <b>Central Alarm Control Facility</b> (if required)  |

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. If you have any questions, please contact a Service Advisor at the Edmonton Service Centre at 780-442-5054.

**Applicant's signature** is confirmation that all required information has been provided and is correct.

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PLEASE PRINT NAME**

\_\_\_\_\_  
**PHONE**

OFFICE USE ONLY:

\_\_\_\_\_  
**CHECKLIST REVIEW BY**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PLEASE PRINT NAME**

\_\_\_\_\_  
**PROJECT NO:**