

APPLICATION GUIDE - HOARDING BUILDING PERMIT

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This guide is intended to provide information regarding hoarding requirements in accordance with National Building Code-2023 Alberta Edition (NBC(AE)) and Bylaw 15894. Guide users are responsible for assessing and determining whether the information is appropriate for the particular circumstances. City of Edmonton, and its agents, employees and contractors do not make any warranties or guarantees as to the currency or accuracy of the contained information, and accepts no liability for any defect, deficiency, error, or omission in any statement or information contained in or related to its use. The Guide is not intended to provide legal or other professional advice; seek services of a competent professional or contact technical advisors at email listed below. Refer to NBC(AE), available from the National Research Council, for exact wording and final determination of compliance. Any questions, errors or omissions may be brought to our attention by email to: BuildingSafetyCodes@edmonton.ca
RE: Hoarding Building Permit Guidance feedback. Use edmonton.ca/Permits or SelfServe.edmonton.ca to apply for permits.

Introduction: Requirements for Building Permit for Temporary Hoarding

Development Services (Building Permits) *-in relation to-* Parks and Roads Services (OSCAM, LOO)

A construction hoarding is a temporary installation that is located on public land (road right-of-way) intended to provide protection to the public in the vicinity of a construction, alteration or demolition project. Hoarding consists of any combination of fence, covered way, railing, boarding, barricade, guard, buffer, or other structure, material or equipment, including any temporary walkway. Hoardings often occupy portions of the road right-of-way for the safety of workers as well as the public and additionally may provide area for construction activities.

Materials, equipment, accessories or activities related to a building project located on, or occurring on, any public road right-of-way (sidewalk/ boulevard/ alley/ roadway) or parkland constitutes use or occupation of public property. Where hoarding is placed on public property associated with a building project as described in Safety Codes Permits Bylaw 15894, the application must also be coordinated with Parks and Road Services Branch: Traffic Operations which regulates and facilitates right-of-way activities, and/or Park Operations which manages activities on parkland.

Hoardings located on private property are not part of a Hoarding Building Permit, however in the case of an exterior alteration needing, for example, a covered way over a building entrance/exit to the property line, then that covered way should be indicated as part of the exterior alterations building permit. If a hoarding or any incursion on any adjoining /adjacent titled lot is planned, the owner/occupants of that land must be involved. The City of Edmonton does not negotiate or mediate owner-to-owner authorization; where no agreement can be reached, alternate methods of construction that will not connect or impact the adjoining private property must be undertaken. This is discussed broadly in the [Project Implementation Plan Guide](#).

[The OSCAM process](#) coordinates and regulates planned work to avoid conflicting activities in the road right-of-way, per [Traffic Bylaw 5590](#). A Traffic Operations "On-Street Construction and Maintenance" (OSCAM) Permit will be required to be in place in conjunction with any Hoarding Building Permit that places hoarding on road right-of-way.

These activities on public land in relation to the building construction or demolition work may include, but are not limited to:

- Placement of construction site fencing, covered way, staging scaffold, etc.
- Hoisting by mobile crane, tower crane, helicopter or roof hoist
- Swinging of boom and counterweight of tower crane including flying of forms
- Scaffolding, swing stages, or rope, tackle and/or ladders, overhead cables
- Drop chutes into disposal bin in right-of way, including alley
- Containers / storage bins / storage containers / tool cribs / trailers/ equipment
- Machinery and equipment operation: cherry picker, backhoe, fork lift, scissor lift, zoom boom, etc.
- Concrete mixing, delivery and pumping
- De-watering hose across sidewalk, chemical cleaning or sand blasting, temporary access ramp into the site
- Any work in the right-of-way involving excavating, digging into, coring or tunnelling for the building

If disruption of the normal road right-of-way function is for more than just a few hours in relation to any project on a site, a Hoarding Building Permit will be required for protection of the public for the duration of the work. Each permit decision is a **collaborative decision of Traffic Operations and the Building Permit office**.

[The PAP Application process](#) coordinates and regulates planned activities on parkland, per [Parkland Bylaw 2202](#). Check directly with Parks for Parkland Access Permit Application processing times.

Design Considerations for Construction Hoardings

The City promotes the use of construction hoardings that balance the interests of all parties in order to achieve public safety, transportation mode equity, vibrant streetscape and community. The hoarding design must show evidence of intention to maintain, to the greatest extent reasonable, the positive pedestrian connectivity characteristics of affected public realm in alignment with City Policies [C580A Construction Hoarding](#) and [C602 Accessibility for People with Disabilities](#). See also [Barrier-Free Design Guide 2017- Chapter 10](#).

Informative signs or **notifications** meeting Traffic Operations sign standards **ahead of actual hoarding placement** demonstrates consideration of the interests of all public and private parties in the design.

Any temporary construction hoarding is intended to **guard the safety** of all parties including persons on-site, pedestrians, cyclists and vehicular passengers. Pedestrians include people using mobility aids such as wheelchairs, scooters, walking frames, as well as canes, crutches and related.

A well-designed construction hoarding **balances the needs** of all forms of transportation, and supports active transportation modes by ensuring that sidewalks, shared use pathways and bike facilities remain open or are relocated in the right-of-way whenever possible. Active modes are to take first priority within areas of high pedestrian and cyclist activity.

A thoughtful hoarding design **mitigates negative impact on the streetscape** and improves the public realm through Traffic Operations-approved visual treatments, ideally involving community through artistic collaboration.

Cyclists must be accommodated where shared pathways and designated bikeways are located through appropriate approved detour routes or adequate-sized walkways or covered ways. Additionally, walkway or covered way minimum clear widths ideally exceeds Code-minimum in order to accommodate higher pedestrian volumes in select business districts identified by Traffic Operations.

Information, graphics, and advertising messages on or supported by a temporary hoarding shall generally conform to Edmonton Bylaw 20001 regulations for the site for which the hoarding is constructed, typically meaning no off-site advertising and limited site advertising. **Hoarding may be signed, painted or decorated in content, colour and form approved by the Traffic Operations only before installation.** Artificial illumination is permitted only with express permission of the City except inside covered ways as stipulated in NBC(AE). Traffic Operations has the authority to prohibit any hoarding, colour, materials or messages deemed to distract drivers or interfere with safety on the right-of-way, which includes obstruction of traffic signals, street signs, pedestrian call-buttons, etc.

Building **egress routes**/exit facilities and firefighter access cannot be obstructed in any way. Plan 1.5m unobstructed space radius **around fire protection provisions** such as hydrant, annunciator entrance, Fire Department Connection (FDC), key box, and related. Boulevard and other **public tree protection** measures must be implemented --a [Public Tree Permit](#) will likely be required. **Bus/LRT facility** adjustment, parking meter occupation, and street furniture relocation or protection is coordinated through the OSCAM process.

Hoarding surfaces and walking surfaces are to be cleaned at least weekly and monitored daily for immediate removal of waste, material deposits or unauthorized messages/graffiti, as well as snow, ice and water accumulations to maintain a safe slip-resistant walking surface.

Operations or activities that constitute a hazard from which the public cannot be protected by barricades, covered ways or similar means shall not be carried out until the street or other public way is closed, again coordinated through the OSCAM process.

Selecting Construction Hoarding

Except where work is done within a solid enclosure such as entirely within a building, any construction, demolition, repair or maintenance or similar activity which may constitute a hazard to people authorized or expected to be on or around the site, and the public--everyone not directly associated with the project--is to be protected from the activity per NBC(AE):DivisionB:Part 8. Refer to [Safety Codes Permit Bylaw 15894](#) for supplemental requirements.

For projects up to 2.4m high, as measured vertically at the back edge of any adjacent public sidewalk, a strongly constructed fence not less than 1.8m high above the walking surface is required where work activity is closer than 2m to the sidewalk or City property abutting the sidewalk.

For projects exceeding 2.4m high, as measured vertically at the back edge of the adjacent sidewalk, a covered way is required where the distance from project to the adjacent City property abutting the sidewalk is less than the *lesser of* $\frac{1}{4}$ of the project height OR 2m.

Fence

FENCE HOARDING may be used to cordon a site where a covered way is not required for the specific project. With OSCAM permission, exclusive-use areas for laydown and equipment parking on public land may be fenced off to restrict the public from entry. **Any fence on public property requires hoarding permit review.**

FENCE HOARDING, boarding or barricade is to be not less than 1.8 m high and adequately constructed to remain in place for the permit duration, have a reasonably smooth surface facing the public way and be without openings, except those required for access--equipped with gates that are kept closed and locked when the site is unattended and kept in place until the lockup phase or completion of the work. It must be set up between the site and the public way or open sides of a site to hinder entry onto the site.

Where FENCE HOARDING closes a sidewalk without leading to a temporary walkway hoarding, appropriate signage shall also be located to provide sufficient notice of closure to allow sidewalk users to avoid backtracking or walking around the obstruction on the roadway. The signage shall use symbols, arrows, and large-sized print with contrasting colours between background and text/symbols, satisfactory to Traffic Operations. Identify these on the permit drawings.

Covered Way

A COVERED WAY hoarding is a sidewalk/walkway cover intended to protect the public passing by a site from objects inadvertently falling or ejected from the building site. **The covered way is associated with the building project, not specifically with lifting devices such as cranes.**

A COVERED WAY hoarding is not intended to shield from crane boom swing, hoisting or other overhead maneuvers and is not intended to substitute for proper OHS-compliant crane/hoisting device operation, which includes specific inspection, preparation and operation protocols as well as that the sidewalk, street or public way be closed where hoisting overhead is underway.

A COVERED WAY hoarding must be of a generally unenclosed design on the street side of the hoarding structure for approximately 2.1m above the walking surface to provide a sense of security by providing a visual connection between roadway and covered way. Where the covered way is within 300mm of the roadway, a guard and buffer are required to protect the structure legs.

If the COVERED WAY hoarding obstructs an existing fascia sign of an operational business in a building undergoing exterior work, the fascia sign information may be replicated on the roadway side of the hoarding-- where hoarding is designed to safely carry any associated load, and with consent of Traffic Operations for signage in the right-of-way. This and any additional information on the roadway side of the covered way hoarding may be located between 2.1m and 3.0m above the walking surface.

A COVERED WAY hoarding must be adequately lit when the public way is lighted. An electrical permit is to be included with a covered way permit application and electrical connections are to be inspected before the covered way goes into service. Use of boulevard tree receptacles for hoarding-lighting power is not permitted.

Access to and through a COVERED WAY must be barrier-free and maintained free of obstacles at all times to be accessible to all pedestrians. Appropriate temporary ramps with walking surfaces that are firm, slip-resistant and free of obstacles may be used to facilitate transition from sidewalk to road surface protected within the hoarding, as applicable.

Where the COVERED WAY hoarding exceeds 50 m in length, appropriate, satisfactory secondary emergency egress points onto the adjacent boulevard or roadway where required by the permit office or Traffic Operations shall be provided.

Any signage shall use symbols, arrows, and large-sized print with contrasting colours between background and text/symbols, satisfactory to Traffic Operations.

Temporary Walkway

A TEMPORARY WALKWAY is a designated walking surface located off a City sidewalk, where the project cannot be arranged to accommodate pedestrians on an existing sidewalk and detour to an opposite side of the roadway is unfeasible or undesirable to the constructor or City. In some cases, proximity of the temporary walkway to the site results in the need for it to also be a **covered way**, therefore must conform to requirements above for covered way as well as for walkway.

Where a sidewalk is diverted to a TEMPORARY WALKWAY, appropriate signage shall provide adequate notice of detour to reduce the need for backtracking and risk of jaywalking/unsafe actions by sidewalk users. The signage

shall use symbols, arrows, and large-sized print with contrasting colours between background and text/symbols, satisfactory to Traffic Operations.

Access to and through a TEMPORARY WALKWAY must be barrier-free and maintained free of obstacles at all times to be accessible to all pedestrians. Appropriate temporary ramps with walking surfaces that are firm, slip-resistant and free of obstacles may be used to facilitate transition between sidewalk and TEMPORARY WALKWAY surface, as applicable.

Hoarding Building Permit SelfServe Application Process

Upon receipt of the Building Permit Application for Hoarding, City staff review the hoarding design and site plan for substantial compliance with [Bylaw 15894](#) and [NBC\(AE\)](#), including Part 8.

A Hoarding Agreement will be prepared by the permit issuer in the building permit office for signature and corporate seal of the permit applicant or designated party to the Agreement (owner). This agreement will include Rent for right-of-way use calculated in the permit office, based on rates listed in the [Safety Codes Building and Trade Permit Fee Schedule](#) and dimensions provided on the site plan.

Ensure the name on the application is exactly as it appears on the corporate stamp/seal; e.g., ABC Limited versus ABC Ltd. Corporate ink stamp is preferable for visibility on documents submitted on-line; documents with crush-seals adequately pencil-shaded can be uploaded; the original will be required IF the image of the seal is not legible. Alternatively, a properly-executed affidavit verifying signing authority may be presented with the Agreement in lieu of corporate seal. Conditions of right-of-way occupation and rent for its use are set down in the Agreement. You return the signed/sealed Agreement to the permit issuer for further processing.

City staff may request additional information at various stages of the permit process. Learn how to reply to a [More Information Request notification here](#). Providing all required information at time of application increases the chance the permit issuer can complete an end-to-end review in one pass which leads to faster permit issuance. Every step in the self-serve permit application is covered below.

In summary:

- Start construction of the hoarding **only** when the Hoarding Building Permit is issued
- Sidewalk must be closed while the hoarding protection itself is constructed; coordinate with Traffic Operations
- Follow Conditions of Issuance printed on that Building Permit, and read and abide by the Agreement
- Ensure [required construction site signage](#) is posted
- Request required Inspections before hoarding is put into service (+ electrical for lit hoarding) in the [project](#)
- City property and adjacent property are to be protected from damage, and not to be used except with express written permission of the respective owners
- Maintain hoarding the Hoarding Building Permit Conditions of Issuance/Advisements and Hoarding Agreement
- Inspection when the hoarding is removed and any damage inflicted on the public property is repaired to the satisfaction of Traffic Operations is required: request final building inspection in the [project](#)
- Safety measures on the site, including for hoardings, must comply with NBC(AE):DivB: Part 8
- Apply at least 3 weeks ahead of the expiry date if extension needed for OSCAM + permit office coordination

Step-by-step Guide to SelfServe Application Form for Hoarding Building Permit

If the hoarding permit is related to an existing permit project, provide the project's file number. This feature allows the better organization of project files in the City record and in the [project](#).

Managing the permit, monitoring status of applications, requesting revisions, requesting inspections, and accessing copies of project plans and correspondence with the City all occur on the dashboard.

Project

Property Address for Application

Addresses can be located by selecting:

Address

OR

Legal Description

Select **Address** and then select **only** the address or addresses that apply to the permit being applied for. Titled lot and building addresses are typically adequate for hoarding permit purposes; select an Entryway address only if work is confined to that specific doorway in a CRU/strip setting.

Select **Legal Description** where Plan, Block and Lot numbers are available, as an alternative to the municipal street address, to reduce ambiguity about the specific location of the project.

If you are unable to find the address using the search tool provided, you may confirm the address on [City of Edmonton maps](#). [Contact us](#) if you are unsuccessful or uncertain of your address selection. Email BuildingSafetyCodes@edmonton.ca with general questions not answered by reading through this guide.

NOTE: A property address is required to record the permit accurately. Incorrect addressing will eventually be identified, however the correction of issued permits that are wrongly addressed takes time which may cause delays for subsequent actions or outcomes that need the correct address to proceed.

Applicant Project Name

This option is for your convenience while in the [project](#).

Description of Proposed Work

The description of proposed work should include all aspects intended to be included in the permit. More detail is preferred over little or none.

Trade Permit

Select for electrical permit which is mandatory for interior lighting where a covered way is proposed. If any lighting of a fence area is planned, also select for electrical permit.

Public Tree Preservation

Construction/demolition access, hoarding, laydown, work or workings (above or below ground) within 5m of a public tree or 10m of a natural stand requires concurrent [Tree Permit review](#).

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Hoarding Details

The hoarding is related to a project to:

- construct a new building/structure or an addition,
- complete building alterations, or
- perform building maintenance, which is the repair or like-for-like replacement of worn or damaged building components or systems including mechanical or electrical systems, for preservation or upkeep but not improvement, renovation or upgrade, where the building safety and performance are not reduced. (does not apply to road- and utility company work.)

Cost of Construction for the Hoarding

The cost of assembly of the hoarding is used for permit fee purposes. See the Safety Codes [Building and Trade Permit Fee Schedule](#). Use the market value/labour contract cost of erecting/removing the temporary hoarding, and the cost of wiring the lighting where required. Contractor power temporary service connection cost, insurance, bonding, interim financing, permit fees, professional consulting fees, or GST are not included in this cost.

Requested Start Date

List the date of intended "start date" of construction of the hoarding, which--along with the "end date" will be used to determine right-of-way occupation fees (rent). **Note** that mandatory inspection of the hoarding must occur when it is ready for use: request building (and wiring where hoarding is lit) inspections in the [project](#) before putting it into use.

Requested End Date

Hoarding permits are TEMPORARY, and expire at the indicated end date. The hoarding must remain in place, with valid permits, until any construction-related hazards are mitigated or removed. Penalties may be assessed city property not restored to its previous condition or better upon hoarding removal.

Proof of General Liability Insurance

demonstrating coverage of minimum two million dollars, valid for the duration of the temporary hoarding, is to be presented at time of application. The associated OSCAM permit(s) must be prepared in coordination with this application. It is the responsibility of the permit holder to maintain the insurance coverage along with the OSCAM; termination of either is a serious non-compliance with the temporary hoarding building permit conditions of issuance.

Provide the intended date the hoarding will be completely removed and all damage to public property repaired to the satisfaction of Traffic Operations. If the hoarding must be retained past the planned permit expiry date, apply for extension as a [Permit Revision](#) with updated OSCAM and insurance documentation several weeks before permit expiry in the [project](#). If the hoarding permit expires, a permit extension, additional fees and rent is required.

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Documents

Provide PDF documents. All plans and supporting documentation for the hoarding are required at the time of application. There is no gain in submitting an incomplete application to take a place “in the queue”; managing incomplete applications extends City staff-process times for everyone.

Site Plan (upload)

A site plan is to show dimensioned location of proposed temporary covered way, walkway or fence hoarding is intended to be located, and sufficient area around it. The identical site plan must be shared with Traffic Operations for OSCAM processing. Use a purpose-drafted document, real property report or plot plan as the base map for a dimensioned site plan to clearly indicate these **existing or proposed** features in plan view:

- Building location, **dimensions** of its setbacks from property lines, property address, north arrow and firefighter access route. For existing buildings, show these unobstructed features:
 - the building entrances and required exits and adjacent building entrances and required exits, location of fire alarm control panel (if one); existing barrier-free access, and
 - minimum 1.5m radius **clearance around hydrants, fire department connections, lock box, etc.**, subject to satisfaction of the fire department.
- Named/ numbered adjoining streets, sidewalks, boulevards, trees and their grates, bus stops, street furniture and any obstructions in the vicinity of the proposed hoarded area. Temporary patios must be removed for the duration of the hoarding and until the project is completed.
- Location of **the proposed temporary hoarding on public land**, situated per Bylaw 15894 and DivB:Part 8. Clearly mark hoarding **length and width dimensions and distance from property lines**. NBC-AE requires a minimum clear width of 1.5m within a temporary covered walkway; Traffic Operations requires a greater width in designated business areas where pedestrian traffic is high.
- **Location of any proposed fence hoarding** situated per Bylaw 15894 and DivB:Part 8, intended for an exclusive use zone for the duration of the permit, clearly showing length and distance from property lines.

Hoarding fees cannot be determined without the detailed location and dimensions. Hoardings located on private property are not part of the Hoarding Building Permit.

Hoarding Documents (upload)

● Hoarding Design/ Plans

All hoardings must be securely anchored, and designed to ensure barrier-free passage for right-of-way users, safe passage for vehicular traffic, emergency access to and from the site, and 1.5m unobstructed radial space around fire protection provisions (hydrant, annunciator entrances, FDC, etc.) is maintained.

Any pedestrian and cyclist temporary signage must be with appropriate symbols, arrows, and large-sized print with contrasting colours between background and text/symbols, satisfactory to Roadways Operations, to direct pedestrians and road users to a safe passage route past the site.

FENCE HOARDING depicted by plans, tear sheets or dimensioned photos featuring

- profile | section(s) showing minimum height of 1.8m; and
- registered professional-authenticated designs where the fence supports signage, scrim, or the fence is supported on any surface or material other than the manufacturer-supplied bases placed on the ground.

COVERED WAY HOARDING requires **site-specific registered professional-authenticated** plans and specifications for the structure, featuring

- profile | section drawing(s) showing minimum clear height of 2.5m and clear width of 1.5m (unless sidewalk is narrower) except wider in select business districts as approved by Traffic Operations through the OSCAM process;
- minimum 300mm offset to the face of the roadway curb where a passing vehicle (rearview mirrors, wide vehicle, etc.) may come in contact with the hoarding structure OR a timber or Roadways Operations-approved concrete barrier buffer not less than 300mm in width extending to a height of at least 200mm above the walking surface;
- protection from the site side by structure and material having a reasonably smooth surface facing the sidewalk;
- a railing and solid guard 1070mm high on the street side where the covered way is supported by posts on the street side;
- a weathertight roof constructed to safely sustain reasonably expected loads that may drop from above but not less than 2.4 kPa that is either sloped towards the site OR, if flat-roofed, with a splash board not less than 300 mm high on the street side;
- configuration of any office, storage or other facility supported on the covered way, including OHS-compliant controlled access/egress methods, guards and a tight curb board not less than 300mm high on all open sides to prevent any person or object falling from it;
- anchorage/tie down details for all of the above;
- adequate lighting of average level of 50 lx at walking surface level and minimum level of 10 lx within the covered way;
- no ramps steeper than 1:12 slope and with a continuous smooth, graspable handrail on each side of the walkway to facilitate mobility and devices;
- general unenclosed design for approximately 2.1m above the walking surface on the street side to provide a sense of security by providing a visual connection between roadway and covered way;
- any Traffic Operations-approved fascia signage, including connection and dimension details on the roadway side located only between 2.1m and 3.0m above the walking surface;
- intelligible signs and guides satisfactory to Traffic Operations to direct pedestrians through a covered way, for cyclists to dismount if entering a covered way, etc; and
- in rare circumstances where the covered way hoarding is exceptionally long (50 m) secondary emergency egress points onto the adjacent boulevard or roadway where deemed appropriate **may** be required by the permit office or Traffic Operations.

TEMPORARY WALKWAY HOARDING shall be provided with:

- walking surfaces that are firm, slip-resistant, free of trip hazards, and capable of sustaining a uniform load of no less than 7.2 kN/m (existing lawn or soil is unacceptable);
- ramps with slope not greater than 1:12 where any curb or step occurs along the walkway to facilitate mobility and devices and [accessibility for all](#);
- a handrail located between 865mm and 1070mm above the walking surface on each side
- where a passing vehicle may come in contact with the structure,

- a timber buffer not less than 300mm in width extending to a height of at least 200mm above the walking surface or Roadways Operations-approved concrete barrier, and
- a solid guard 1070mm above the walking surface.

- **Proof of General Liability Insurance + OSCAM**

demonstrating general liability coverage of minimum two million dollars that is satisfactory to the City as indicated above; also provide an image of the **relevant OSCAM** permit or Parkland Access permit, as indicated above.

Associated City Permits that may be required for your project

In addition to this Building Permit for hoarding, permits you may require include but are not limited to

Demolition Permit

Demolition is the complete removal of a building

OR

Alteration to existing building Permit

Exterior alteration is a change to the exterior appearance or size of the building, including for the removal or addition of a part of the building

OR

New Commercial Building Permit, New House Permit or Home Improvement Permit

For new construction of non-residential and residential buildings, as the case may be, depending on the location of the project relative to the public way. And alterations to 1-4 dwelling residential buildings.

Crane Permit

Crane Permit is a building permit issued for installation of hoisting apparatus capable of projecting over the City right-of-way. Mobile cranes, zoom-booms and the like are not typically included in this permit type (see OSCAM); inquire at buildingsafetycodes@edmonton.ca if a mobile crane will be continuously stationed on a project site.

On-Street Construction & Maintenance (OSCAM) Permit

Temporary use or crossing of the road right-of-way for demolition-related machinery and vehicle operation requires an OSCAM permit per [Traffic Bylaw 5590](#). Use the OSCAM Permit Decision Matrix to determine whether your project needs a permit.

Parkland Access Permit Application

A Parkland Access Permit is required to use parkland for activities that are otherwise regulated, restricted, or prohibited per [Parkland Bylaw 2202](#).

Public Tree Permit

Where work includes demolition access, hoarding, laydown, or work above or below ground within 5m of a public tree or 10m of a public natural stand of trees, the [Public Tree Bylaw 18825](#) applies.