



## Short-Form COMMERCIAL BUILDING PERMIT APPLICATION

### INTERIOR Floor Area AND Minor EXTERIOR ALTERATIONS, CHANGE OF USE, RENEWABLES, RACKING, DEMOLITION, HOARDING

- Applications should be submitted on [selfserve.edmonton.ca](http://selfserve.edmonton.ca)
- If you need help to answer the questions, consult your constructor, designer, or professional.
- Incomplete application may be refused or will delay permit processing.

<b>1</b>	<b>PROJECT MUNICIPAL ADDRESS</b> <i>(include any Suite/ Unit/ CRU #; Building/Shopping Centre/Mall Name)</i>  <b>YOUR PROJECT NAME:</b>		
<b>2</b>	<b>DESCRIPTION OF PROPOSED WORK</b>		
<b>3</b>	<input checked="" type="checkbox"/> <b>ALL PROPOSED WORK</b> <input type="checkbox"/> Interior Alteration <input type="checkbox"/> Minor Exterior Alteration <input type="checkbox"/> HVAC <input type="checkbox"/> Plumbing <input type="checkbox"/> Gas <input type="checkbox"/> Electrical <input type="checkbox"/> Change of Use <input type="checkbox"/> Renewable Energy System <input type="checkbox"/> Storage Racking <input type="checkbox"/> Demolition <input type="checkbox"/> Hoarding <input type="checkbox"/> Other:		
<b>4</b>	<b>Office Use:</b> <input type="checkbox"/> NEW DP REQUIRED or <input type="checkbox"/> EXISTING DP #: _____ Restamp Required?: <input type="checkbox"/> NO or <input type="checkbox"/> YES By: _____ Dev't Auth: _____ Date: _____	<b>LAST KNOWN BUSINESS</b> <i>at this location</i>	<b>COST of CONSTRUCTION</b> \$

<b>5</b>	<b>PROJECT APPLICANT</b> Check <input checked="" type="checkbox"/> all applicable → Applicant is also: <input type="checkbox"/> Property Owner <input type="checkbox"/> Authorized agent of owner <input type="checkbox"/> Designer <input type="checkbox"/> Constructor			
	Contact: Last name	First name	Company name	City Cust ID No.
	Mailing address	City	Province	Postal Code
	Email address	Email insp results? → Yes <input type="checkbox"/> No <input type="checkbox"/>	Telephone	Mobile
<b>6</b>	<b>PROPERTY OWNER</b> Check <input checked="" type="checkbox"/> all applicable → Property owner is also: <input type="checkbox"/> Designer <input type="checkbox"/> Constructor			
	Contact: Last name	First name	Company name	City Cust ID No.
	Mailing address	City	Province	Postal Code
	Email address		Telephone	Mobile
<b>7</b>	<b>CONSTRUCTOR</b> Check <input checked="" type="checkbox"/> if applicable → Constructor is also: <input type="checkbox"/> Designer <b>City Business Licence No.</b>			
	Contact: Last name	First name	Company name	City Cust ID No.
	Mailing address	City	Province	Postal Code
	Email address <i>Inspection results will be sent here</i>		Telephone	Mobile

<b>8</b>	<b>HVAC CONTRACTOR</b>	<b>Posse ID #</b>
	<b>Plumbing CONTRACTOR</b>	<b>Posse ID #</b>
	<b>Gas CONTRACTOR</b>	<b>Posse ID #</b>
	<b>Electrical CONTRACTOR</b>	<b>Posse ID #</b>

Check ✓ the following to describe the proposed work. See GUIDE (next page) for more information in order to respond accurately to questions. Attach ONE COPY of drawings and documents in the order listed here.

9	SITE PLAN → <input type="checkbox"/> Yes      KEY PLAN → <input type="checkbox"/> Yes      BUILDING AREA → _____ m <sup>2</sup> ft <sup>2</sup> AREA of WORK → _____ m <sup>2</sup> ft <sup>2</sup>
10	ARCHITECTURAL Drawings stamped/signed by designer? <input type="checkbox"/> No <input type="checkbox"/> Yes → Are schedules submitted? <input type="checkbox"/> No <input type="checkbox"/> Yes, schedules are provided with application BARRIER-FREE PROVISIONS? (see Guide for Relaxation process) <input type="checkbox"/> Existing Pre-NBC(AE) 2023 <input type="radio"/> Existing NBC(AE) 2023 <input type="checkbox"/> New proposed <input type="checkbox"/> N/A
11	STRUCTURAL WORK? <input type="checkbox"/> None = no new structural work <input type="checkbox"/> Yes → Are drawings stamped/signed by engineer? <input type="checkbox"/> No (Part 9 only; no Part 4 components) <input type="checkbox"/> Yes → Are schedules submitted? <input type="checkbox"/> No <input type="checkbox"/> Yes, schedules provided includes DESIGNS OR COMPONENTS by others for project with required schedules? <input type="checkbox"/> No <input type="checkbox"/> Yes, marked as "Reviewed" by structural engineer signing schedules
12	MECHANICAL WORK? <input type="checkbox"/> None = no new HVAC, plumbing or gas work <input type="checkbox"/> Yes → Are drawings stamped/signed by engineer? <input type="checkbox"/> No <input type="checkbox"/> Yes → Are schedules submitted? <input type="checkbox"/> No <input type="checkbox"/> Yes, schedules are provided with application includes SPRINKLER WORK? <input type="checkbox"/> No sprinkler system in the space <input type="checkbox"/> No changes to existing sprinkler system <input type="checkbox"/> No changes except adjust head locations <input type="checkbox"/> Heads addition/heads changes/piping changes -OR- <input type="checkbox"/> New system → → will provide stamped drawings + hydraulic calculations prior to final inspection → <input type="checkbox"/> Yes
13	ELECTRICAL WORK? <input type="checkbox"/> None = no new electrical work <input type="checkbox"/> Yes → Are drawings stamped/signed by engineer? <input type="checkbox"/> No <input type="checkbox"/> Yes → Are schedules submitted? <input type="checkbox"/> No <input type="checkbox"/> Yes, schedules are provided with application includes FIRE ALARM WORK? <input type="checkbox"/> No fire alarm system in the building/space <input type="checkbox"/> No changes or additional devices to existing fire alarm system <input type="checkbox"/> Alter existing fire alarm system - OR- <input type="checkbox"/> Install new fire alarm system → → stamped drawings + schedules provided → <input type="checkbox"/> Yes
14	ENERGY EFFICIENCY SUMMARY and CHECKLIST: <input type="checkbox"/> N/A pre-Nov 2016 building <input type="radio"/> NBC(AE)2023:9.36 <input type="radio"/> NECB2020
15	ASBESTOS MANAGEMENT / ABATEMENT REQUIREMENTS <input type="checkbox"/> Mitigation completed; consultant clearance letter included <input type="checkbox"/> Mitigation plan included
16	CONSTRUCTION FIRE SAFETY PLAN <input type="checkbox"/> Required plan included

Check ✓ applicable answers to the following to describe the existing building and space at the proposed location.

17	Number of Storeys in the building (first storey and all floor levels above) <input type="checkbox"/> single storey <input type="checkbox"/> 2 storeys <input type="checkbox"/> 3 storeys <input type="checkbox"/> 4 storeys <input type="checkbox"/> More than 4 storeys
18	Basement/Parkade (under your space) <input type="checkbox"/> none <input type="checkbox"/> one level <input type="checkbox"/> more than one level
19	Type of construction (floors, walls, roof of building) <input type="checkbox"/> combustible (wood frame or wood roof) <input type="checkbox"/> non-combustible (steel or concrete) <input type="checkbox"/> mix of both
20	Floor fire-resistance (your space) <input type="checkbox"/> concrete; no basement <input type="checkbox"/> gypsum- or fire-spray-protected under <input type="checkbox"/> 1h+; concrete floor <input type="checkbox"/> specified on plans
21	Mezzanine/stair FRR (your space) <input type="checkbox"/> N/A-no mezzanines in space <input type="checkbox"/> sprinklered <input type="checkbox"/> exposed wood floor frame <input type="checkbox"/> steel/concrete floor frame <input type="checkbox"/> specified on
22	Roof/ceiling FRR (your space) <input type="checkbox"/> sprinklered <input type="checkbox"/> exposed wood <input type="checkbox"/> steel/concrete frame/deck <input type="checkbox"/> specified on plan
23	Suite walls FRR <input type="checkbox"/> N/A-single tenant building <input type="checkbox"/> do not reach floor/roof above <input type="checkbox"/> specified on plan
24	Public corridor FRR <input type="checkbox"/> N/A-none <input type="checkbox"/> 'smoke-tight' to floor/roof above <input type="checkbox"/> specified on plan
25	Exit separation FRR <input type="checkbox"/> N/A-exit doorways direct to exterior      framing _____ gypsum _____ concrete _____ <input type="checkbox"/> specified on plan

**APPLICANT DECLARATION:** I, (PRINT NAME) \_\_\_\_\_ affirm by my signature below that

- 1) the information contained in and with this application for building permit and related permits is, to the best of my knowledge, true and complete;
- 2) the PROPERTY OWNER (person, partnership, condominium, corporation, or other) is aware of and has authorized this application;
- 3) I am aware that no work on this project is authorized before the building permit is issued.

**THIS IS NOT A PERMIT PROJECT APPLICANT** Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUBMIT ONLY APPLICATION FORM PAGES 1 AND 2 WITH ONE COPY OF DRAWINGS, DOCUMENTS AND DETAILS (AS APPLICABLE)**

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