COMMERCIAL DEVELOPMENT AND BUILDING APPLICATION FORM

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: __________________________________________________________________________________

Prov. _____________________________ City _____________________________ 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 Requirements

To minimize delays in processing this application, please include three copies (for Use approval/Interior alterations or exterior alteration applications) or five copies (for new commercial construction projects) of the following outlined information. Additional information may be required as considered necessary 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.

1) A Site Plan (preferably scaled to include the following details):
   - a north arrow
   - the corresponding Street and Avenue
   - the dimensions of the site (property lines)
   - the size and location of existing and proposed accesses to the site
   - the size and location of existing and proposed buildings
   - dimensioned layout of all vehicle parking, bicycle parking, maneuvering aisles, and loading/unloading spaces
   - identification of all outdoor activity areas (e.g. display areas, storage areas, servicing areas, trash collection)
   - identification of all caveats, covenants, easements, or other instrument affecting the building or land.
   - For new buildings and major additions, the applicant must submit an up-to-date registered survey prepared and signed by a Land Surveyor registered in the Province of Alberta showing all easements and rights-of-way.

2) A Landscaping Plan (to include the following details):
   - (Note: The Landscaping Plan may be combined with the Site Plan)
   - all physical features existing and proposed, including trees, shrubs, flower beds, planters, berms, walls, fences, outdoor furniture, and decorative paving
   - a Schedule of the number of existing and proposed plant material required (trees and shrubs), indicating the sizes, and common and botanical names
   - the location of overhead and underground utilities and related easements and right-of-ways, parking structures, fire hydrants, and City boulevard trees
   - the value (cost) of landscaping to be used in establishing the required landscaping security

3) The Floor Plans (to include the following details):
   - the size (dimensions) of the building
   - the number of floors
   - the number of dwelling units and bedrooms per dwelling unit (if applicable)
   - dimensioned room layouts indicating all uses, activities, and occupancies
   - a seating layout and/or occupancy capacity where applicable (e.g. restaurants, clubs, schools, churches, and other assembly uses)

4) The Building Elevations (to include the following details):
   - showing all sides of the building
   - the building height
   - the exterior finishing materials

5) The Building Construction Details (to include the following):
   - cross sections showing all materials used for the structure
   - wall/floor/roof assembly details
   - specific structural details
   - mechanical and electrical floor plans detailing all new or revised work, equipment, etc.
If you are submitting an application that would be considered a Discretionary Use (Class B) under the Edmonton Zoning Bylaw, there are additional information requirements for that type of application.

The application must also include:

1. In addition to the information required for a Class A Development, the applicant shall submit five copies of the following:
   - a plan showing the location of adjacent buildings and structures indicating the approximate Height and number of Storeys
   - a description of the exterior finishing materials to be used; and
   - a written statement and other supportive material by the applicant that his proposal conforms to the policies of any applicable Statutory Plan.

2. If required by the Development Officer, the applicant shall also submit five copies of the following:
   a. An Urban Design Context Plan and vicinity map at a minimum scale of 1:500 showing:
      - the proposed development and its relationship to on-site and surrounding natural physical features, existing development and other factors affecting the design of the proposed development, and a statement describing how the design of the proposed development has responded to the following:
      - the Uses and amenities of surrounding properties within 100.0 metres of the boundaries of the project Site;
      - the physical characteristics and human activity patterns characteristic of the Site, surrounding Land Uses and development;
      - the urban design statements of any Statutory Plan which are applicable to the Site; and
      - the context of the development, in relation to the type of structure, architectural detailing, and finishing materials prevalent in surrounding development and

b. A Traffic Impact Assessment which shall indicate the effect of the proposed development on the existing and proposed roadway network in terms of additional traffic, and may suggest those roadway improvements necessary to accommodate the development. It shall be prepared by a qualified, registered Professional Engineer, and shall contain the following information:
   - trip generation of the development
   - trip distribution of traffic bound to and from the development
   - trip assignment of traffic bound to and from the development; and
   - detailed Site Plans(s) showing vehicular circulation, location and geometrics of access points and existing and proposed geometrics for adjacent roadway.