

## How to Apply for a Building Permit

1. Bring in your completed application form. The Commercial Development and Building Application Form is available on the website at [www.edmonton.ca/pdd/form](http://www.edmonton.ca/pdd/form)
2. Payment of all applicable permit fees:
  - building,
  - plumbing & gas,
  - heating & ventilation, and
  - electrical.
3. The general contractor is required to pre-pay these fees so that the sub-trades can register their permits.
4. A technical advisor will pre-screen your application for completeness. Incomplete applications will not be accepted.

Please use the checklist in this brochure to ensure your submission is complete. You may have to contact the building owner for a copy of the overall building floor plan.

## Additional Information

1. Any change of the use of the space, increase in seating capacity or increase in floor area may also require a development permit.
2. Structural plans with the seal of a registered professional engineer licensed in the Province of Alberta may be required for any structural change.
3. Special type occupancies such as restaurants or day cares may need to meet other requirements. For example, Alberta Gaming and Liquor Commission, Capital Health Authority, Edmonton Child Care Services, etc.

## Checklist

Three complete sets of working drawings are required indicating:

Overall building area or key plan including:

- Total main floor area of the entire building and show any firewalls
- Height of building (number of storeys)
- Type of construction (concrete, steel, wood, etc.)
- Building systems (sprinkler, standpipe & hose, fire alarm)
- Adjacent tenants
- Previous tenant of subject space

Tenant space floor plan including:

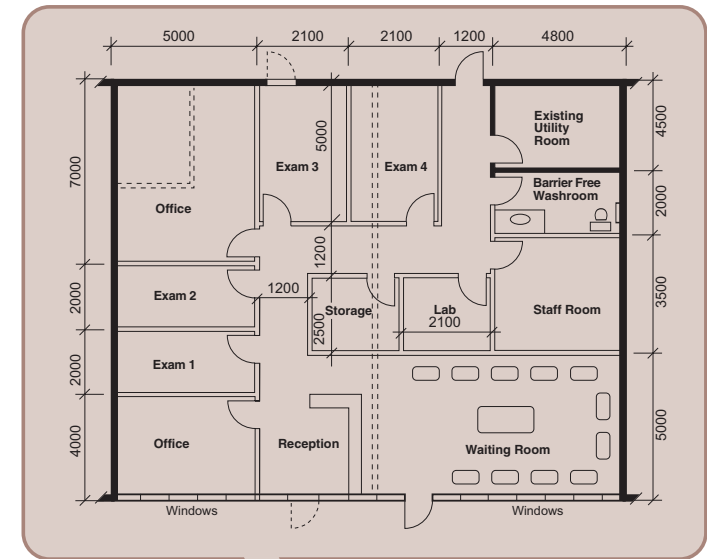
- Total floor area of the tenant space
- Dimensions and drawing scale (metric or imperial)
- All original existing walls and floors (include construction details)
- All new or revised walls and floors (include construction details)
- All new wall, floor and ceiling finishes
- Description of all kitchen equipment (if applicable)
- New or revised doors and windows
- Heating and/or ventilation revisions
- Plumbing fixture or system revisions
- Electrical revisions (fire alarm, exit signs, emergency lighting)
- All other construction details

### Remember:

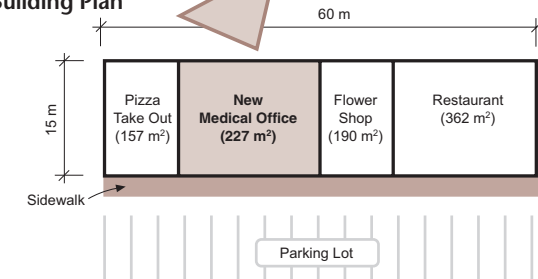
The information we need is everything a contractor(s) requires to complete the entire project.

## Overall building floor plan for a multi-tenant, single storey building

Example Floor Plan for a New Medical Office



Building Plan

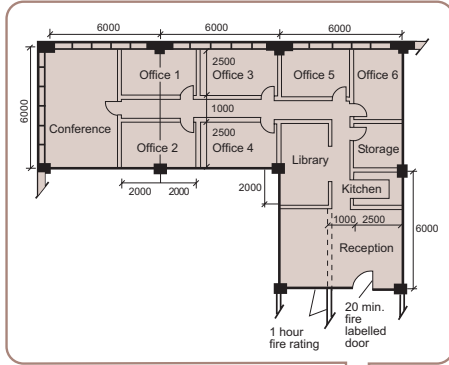


### General notes

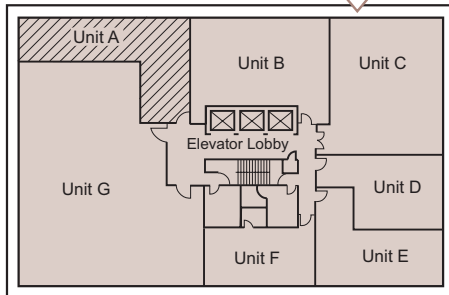
1. Interior partition walls constructed of 12.7 mm drywall both sides with 38 x 89 mm steel studs @ 400 mm o.c.
2. Demising walls and corridor walls constructed of 15.9 type X drywall each side to underside of floor or roof deck with 38 x 89 mm steel studs @ 400 mm o.c.
3. All office doors are 810 x 2030 mm; corridor doors are 920 x 2130 mm with a twenty-minute fire labelled assembly.
4. Walls to be constructed.
5. Existing walls to remain.
6. Walls to be removed.

## Overall building floor plan for a multi-tenant, multi-storey building

Example Floor Plan for a New Office



Example Key Plan



For illustrative purposes only. Not to scale.

### Example General Notes

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## Single-tenant

Access to one exit door is required for a person coming off the elevator if the remainder of floor area is secured off.

## Muti-tenant Egress Doors

Two egress doors are required when:

- maximum building code floor areas for tenant space are exceeded or;
- maximum building code travel distances are exceeded or;
- more than 60 people occupy one tenant space.

## Further Information

1. The flame spread rating of interior wall and ceiling finishes must not exceed 150.
2. Exit doors must open from the inside without requiring keys, special devices or specialized knowledge of the door opening mechanism.

### Notes:

**Exit doors must open in the direction of exit.**

**Tenant spaces within other tenants are not permitted. Every tenant must have direct access to a public corridor, exit, stair or exterior exit door.**

## Where to Apply

Planning and Development  
 Current Planning Branch  
 5th floor, 10250-101 Street NW  
 Edmonton, Alberta T5J 3P4  
 Phone: 311 for 24-hour information and access to City of Edmonton programs and services. Or, if outside of Edmonton, 780-442-5311.  
 Fax: (780) 496-6054

Website: [www.edmonton.ca](http://www.edmonton.ca)

Office Hours: 8:00 a.m. - 4:30 p.m.  
 Monday through Friday

This brochure is for information purposes and is not legally binding. Please review the current Zoning Bylaw and the Alberta Building Code.

**Note:** When you apply, personal information may be collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. The information will be used to process your application(s) and your name and address may be included on reports that are available to the public. If you have any questions, please contact our office.

June 2009



# Changing Your Commercial Building's Use or Interior?

**You need to know...**

