



If you are planning changes to your property such as constructing, renovating or changing the use of a building, you will need permits from the City.

The City is responsible for reviewing applications for construction or changing how a structure is used to ensure the building or use meets the requirements established under the Edmonton Zoning Bylaw, Alberta Building Code and the Mechanical Permits Bylaw.

Regulations and procedures may seem intimidating when you don't know what is required. This brochure will help you through the steps required to secure the permits you need for your project.

Meeting with us early will help you avoid surprises and will ensure that your project goes quickly and smoothly.

Please talk with us as you prepare your plans so we can help. We'll tell you:

- what information to submit with your application for a development, building and mechanical permit,
- about any other approvals or conditions that may affect your plans or costs,
- how much the fees are, and
- how long the process will take.

Development permits

If you are planning to construct a new building, alter an existing building, change the use of a property or change the intensity of use of a property, you will need a development permit. You also require a development permit before you can apply for a business licence. A development permit is written approval from the City of Edmonton that your plans comply with the Zoning Bylaw regulations. The development permit process refers to how land is used. The intent of the regulation is to preserve and enhance the quality of life in our community.

Development permit classifications reflect the impact or intensity of the proposed development or use. Development permits are grouped into three classes:

Class 0 – No Permit Required

This class includes minor types of construction such as minor repairs or fences under a certain height. These projects don't require a development permit.

Class A – Permitted Developments

This Class includes all developments for which applications are required and are for a Permitted Use or Accessory Building or activities and the Development Application complies in all respects to the regulations of the Bylaw. Applications for signs, accessory functions and the occupancy of existing buildings on sites regulated by a Direct Control provision and conforming to that provision are also considered a Class A Permitted Development.

Class B – Discretionary Development

This Class includes all developments for which applications are required and are for a Discretionary Use or require a variance to any of the regulations of the Bylaw.

When Class B permits are issued, the City places a notice within 10 business days in the Edmonton Journal. The notice describes the development proposal, the development officer's decision, and the right of appeal.

How to apply

You can apply for a development, building or mechanical permit:

In Person

Planning and Development
Current Planning Branch
Customer Information & Advisory
5th Floor, 10250-101 Street NW
Edmonton, Alberta T5J 3P4
Hours of Operation: 8:00 a.m. – 4:30 p.m.
Monday through Friday

By Mail

Mailing address is listed above.
Cheques must be payable to the City of Edmonton. Please allow for additional processing time when applications are mailed.

By Fax

780-496-6054
Our facsimile can take legal or letter sized paper. Please ensure that all documents are sent with credit card (VISA, MasterCard or American Express) information, including the expiry date.

By Web

The application form, zoning information and additional general information can be obtained using the web:

- Application form (for Residential Building, New House Combo, Basement Development, Deck Construction, etc.) can be found at www.edmonton.ca/bylaws and licences/publications and fee listing/form listing. To verify the zoning of a property, visit our office or see <http://maps.edmonton.ca>
- Once you go to <http://maps.edmonton.ca>
- Enter the map site and press 'ok'
- On the upper left on your screen see the tab 'Locate' and select 'zoning', the last item on the pull down list.
- Enter your address and 'search' to view its zoning and any overlay information.

General information and other contacts

Planning and Development

Phone: 311 for 24-hour information and access to City of Edmonton programs and services.
Or, if outside Edmonton, 780-442-5311.

General Information – www.edmonton.ca

Electrical Permits

For electrical permits and inspections, contact:
Inspections Group Inc.
12010-111 Avenue
780-454-5048

Processing your application for a development permit

Your application may be reviewed by a number of City departments. If any concerns or specific needs are identified, you will be asked to contact these departments as part of the approval process. Once the development officer is satisfied that all concerns have been addressed and your proposal complies with the Zoning Bylaw regulations, your development permit will be issued. An address will be assigned at this time if one is required.

The appeal process

If your proposal does not comply with the Zoning Bylaw regulations and you are refused a development permit, you may appeal to the Subdivision and Development Appeal Board (SDAB). Your appeal must be registered with the SDAB within 14 business days of decision notification. A fee is charged for lodging an appeal.



Persons or groups who are affected by your proposed development may also appeal if they disagree with the development officer's decision to grant you a permit. They must submit their appeal in writing to the SDAB within 14 business days of the decision.

The decision of the SDAB may be appealed to the Court of Appeal but only on a point of law or jurisdiction.

For more information about the appeal process, contact:
Subdivision and Development
Appeal Board
City Hall
1 Sir Winston Churchill Square
Phone: 780-496-6079

Expiry of the development permit

You must act on the development permit, and if necessary obtain a building permit within 12 months of the issue date, or the permit will be invalid.

Building permits

You may need a building permit in addition to your development permit. The Alberta Building Code regulates techniques and materials used in building construction, the occupancy and use of buildings, and equipment to safeguard the health and safety of building occupants. A building permit is required for the construction, alteration or demolition of buildings and structures, or the installation of signs.

Once your development permit has been approved, your original application becomes your application for a building permit. You will also be required to provide detailed construction drawings. If your project consists of interior alterations only with no change of use or intensity of use, you do not need a development permit. You may apply directly for a building permit.

Processing your building permit application



After your development permit has been approved, the building permit can be processed. The drawings and specifications will be reviewed by a Plans Examiner to determine if the project complies with the Alberta Building Code. If the design meets Code requirements, the building permit will be issued. If the Plans Examiner notes infractions on the drawings or has questions regarding the design, a Plans Examination Report will be sent to the owner to request more information or changes. The additional information will be reviewed and once all items are satisfactorily addressed, the building permit will be issued. The issued building permit may be subject to conditions that will be noted on your plans or permit.

When the building permit application is made the applicant must pay all applicable fees. Building permit fees are based on the size of the project (single family homes) or by the construction value of the project. Your project may also require additional permits that fees will be charged for, such as plumbing, gas, sewer permits, heating permits, and electrical permits. You may also have to pay a water charge to cover the cost of un-metered water use during construction of new buildings. There are also Safety Code Fees added to every building, mechanical or electrical permit issued.

Partial building permits

If sufficient information is provided, partial building permits such as foundation or structural frame permits may be obtained for commercial projects only.

Mechanical permits

The installation of heating and ventilating systems; the installation of plumbing, gas fitting, and water and sewer systems, and the installation of electrical require separate permits.

Bonded and licensed contractors usually apply for these permits. Homeowners who wish to do their own plumbing, heating or ventilation work may apply for a permit in person if they own and intend to occupy the single-family dwelling for which the permit is issued. When homeowners request these permits, they will be questioned to ensure they have the knowledge required to perform the installations. Homeowners are not eligible to obtain gas permits for new buildings.

Building and mechanical inspections

Once the building or mechanical permit has been issued and construction is progressing, inspections of the work can be done. Inspections on residential construction are typically set at intervals. Inspections on commercial projects are inspected on a routine basis determined by the complexity of the project. Requests for inspections are by appointment only.

If the inspector identifies any problems, it is the owner's/contractor's responsibility to have the problems corrected. This may require re-inspection to ensure compliance.

This brochure is for information purposes only and is not legally binding. Please review the current copy of the Zoning Bylaw.

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 on the collection and use of this information, please contact our office.

Any Questions About City Permits?

Let us guide you through the permitting process

