

COMMERCIAL DEVELOPMENT AND BUILDING APPLICATION FORM New • Addition • Alteration • Change of Use

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: _____ **City** _____

Prov _____ **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.