

## COMMERCIAL APPLICATION REQUIREMENT LIST

All application requirements are as per the *Safety Codes Permit Bylaw* and the current Alberta Building Code.

**All required items must be provided upon application. Incomplete applications will not be processed.**

Provide  
the  
following:

### Required Items:

1. **One** set of construction plans detailing:

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| <ul style="list-style-type: none"> <li>– Civic address, including unit number</li> <li>– Previous and proposed use</li> <li>– Total area of building</li> <li>– Total area of space being developed</li> <li>– Dimensions and use of rooms and spaces</li> <li>– Wall details for demising or fire-rated walls</li> <li>– Height of building and number of floors</li> </ul> | <ul style="list-style-type: none"> <li>– Magnetic locking devices, including:               <ul style="list-style-type: none"> <li>- Location of all devices</li> <li>- Specification data for all devices</li> <li>- Description of the system operation</li> </ul> </li> <li>– NECB project summary form for new builds.</li> <li>– Existing or proposed sprinkler and fire alarms systems</li> <li>– Elevation plans for new builds and exterior renovations</li> </ul> |
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**NOTE:** Other documentation that may be required, including, but not limited to:

- *Site Plan*
- *Mechanical and electrical drawings for all Part 3 design (Schedule A and/or B)*
- *Engineered drawings where a mezzanine is included in scope of project*

2. Letter of Authorization from **all property owners** registered on title, including contact information.

3. Letter of Intent providing a detailed description of the proposed project.

**Identify the subsidiary trades to be included with this project:**

Electrical  
Gas  
Heating  
Plumbing  
Service Connection

**Specify the type of construction:**

Base building only  
Design build  
Full build (new construction)  
Tenant improvements (interior renovations)