

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. **Three** sets of construction plans detailing:

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

- *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.

Specify the permits required for 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)