



Planning & Development Services
 City of Medicine Hat
 580 – 1 Street SE
 Medicine Hat, AB T1A 8E6
 Phone: 403.529.8374
 Fax: 403.502.8038
 pbe@medicinehat.ca

COMMERCIAL BUILDING PERMIT APPLICATION

GENERAL INFORMATION (to be completed by the applicant, please print)

Applicants Name:		Owner	Contractor	Consultant	Other
Address:				Postal Code:	
Phone:	Fax:	E-mail:			
Cell Phone:	Text: Yes No				
Applicants Signature					
Signature				Date	
If applicant is not the property owner, an owner consent form is required			Included with application: Yes No		

Project Name:					
Project Municipal Address:				Expected Start Date (req):	
Lot:	Block:			Plan:	
New Construction	Addition	Interior Alterations/Renovation	Exterior Renovation	Tenant Improvement	Free Standing Sign
BUILDING USE		BUILDING AREAS	Sq Ft	M2	BUILDING FEATURES
Existing Use:		Area of Construction:		Number of Building Storeys:	
Proposed use:		Area of new additions:		Number of Streets Building Faces:	
Building Classification (below)		Total Building Area Footprint:		Part 9 < 600m ² Part 3 > 600m ² [or * below]	
A1 – Theaters, television studio*		B2 – Care facilities, hospitals*		E – Stores, supermarkets, shops	
A2 – Daycare, restaurant, church*		B3 – Care facilities, group homes*		F1 – Mills, grain elevators, plants*	
A3 – Arenas, rinks, swimming polls*		C – Residential, apartments, hotels		F2 – Storage buildings, hangers	
B1 – Detention facilities, jails*		D – Office buildings, Dr. / Chiro, salons		F3 – Warehouse, workshops	
Building is fully sprinklered		Yes	No	Sprinklers will be altered	
Building is equipped with a fire alarm		Yes	No	Fire Alarm will be altered	
Standpipe and hose system		Yes	No	Building has fire walls	
Restaurant Seating Capacity (if applicable):			Number of new dwelling units (if applicable):		
Construction Value: \$		Additional Information:			

CONTACT INFORMATION (fill in where different than applicant above)					
Owners	Lessee	Tenant	Name:		
Address:				Postal Code:	
Phone:	Fax:	E-mail:			
Cell Phone:	Text: Yes No				
Contractor or Company Name:				Not awarded in tender	
Contractor Applicant Name:					
Contractor Address:				Postal Code:	
Phone:	Fax:	E-mail:			
Cell Phone:	Text: Yes No				

The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring, and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collections or use of the personal information provided, contact the City of Medicine Hat FOIP Head 403-529-8221.

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REQUIRED DOCUMENTS OR DRAWINGS (see appropriate commercial check lists for complete details)	New or Addition	Interior Alteration
<ul style="list-style-type: none"> ▪ SITE PLAN: Location and dimensions of all buildings on the site, including dimensions to the nearest property line from an enclosed balcony. Limiting distance from each building face unless included in Code Review 	✓	Required if windows are being added or altered
<ul style="list-style-type: none"> ▪ ARCHITECTURAL AND/OR STRUCTURAL DRAWINGS: Floor Plan, Details of new and existing walls, floors, energy code, washrooms and door schedules (indicating fire ratings, size, hardware, etc.) 	✓	✓
<ul style="list-style-type: none"> ▪ KEY PLAN: Showing the exact location of tenant space within the building, including tenant unit number, floor space and adjacent tenants 		✓
<ul style="list-style-type: none"> ▪ MECHANICAL DRAWINGS: HVAC plans and/or equipment lists (including kitchen layout if applicable) and energy code 	✓	✓
<ul style="list-style-type: none"> ▪ ELECTRICAL DRAWINGS: Exit lights, emergency power and fire alarm system and energy code lighting 	✓	✓
<ul style="list-style-type: none"> ▪ PLUMBING DRAWINGS: Plumbing lines, energy code requirements 	✓	✓
<ul style="list-style-type: none"> ▪ SOILS REPORT: Required when ground has been previously disturbed or when Geo-technical reports requires 	✓	
<ul style="list-style-type: none"> ▪ 9:36 see 9:36 energy code user guide and residential checklist for requirements on drawings ▪ NECB SUMMARY SHEET: Summary sheet is required for all NECB submissions ▪ NECB EXCEL COMPLIANCE WORKSHEET: Required for all NECB submissions. 	✓ and/or adding floor space	If NECB Compliant building
<ul style="list-style-type: none"> ▪ NECB: Require a complete energy codes submission: If prescriptive: drawings must show compliance to all parts 3,4,5,6,7. Trade-off drawings to show prescriptive compliance and provide calculations. IF modeling provide model documentation showing drawings provided exceed the energy use of a reference building. 	✓	If NECB Compliant building
<ul style="list-style-type: none"> ▪ PROFESSIONAL SCHEDULES: Required for buildings > 3 storeys in building height; (A2, B1 B2) 1-storey >300²; 2-storey >150m²; 3-storey >100m²: (Residential "C") > 4 dwelling units; if 1 storeys >400m²; 2-storey >200m²; 3-storey >130m²: (D E F) 1-storey >300²; 2-storey >150m²; 3-storey >100m² 	✓	See required Professional Schedules
<ul style="list-style-type: none"> ▪ ADDITIONAL PERMITS (when required): Development, Demolition, Building, Mechanical, Plumbing, Electrical, Sprinklers, Backflow preventers; Alberta Health Services 	✓	
<ul style="list-style-type: none"> ▪ NEW HOME WARRANTY: Proof of registration on all new dwelling units is required prior to issuance of permit 	✓	✓
<ul style="list-style-type: none"> ▪ ALTERNATIVE SOLUTIONS: Where a design differs from the Acceptable Solutions in Division B of the ABC a request for an Alternative Solution can be applied for on an Alternative Solutions Form. This must include all reference to the Functions and Objective statements for the acceptable solution in Division B of the ABC 	✓	✓

Compliance with this code shall be achieved by complying with the applicable solutions in Division B or using alternative solutions that will achieve at least the minimum level of performance required by Division B in the areas defined by the objections and functional statements attributed to the applicable solutions (see Alternative Solutions above)

No work shall commence prior to the issuance of a Building Permit. Double fees apply to all work that has been started or completed prior to permit issuance. Permits may also be required for Electrical and Mechanical work. Inspections are required at certain stages of construction so that the Safety Codes Officers can verify compliance with the Alberta Building Code. Please review the required inspections noted on the Plan Check letter issued with your Building Permit.

The personal information on this form is being collected for the purpose of this Permit Application under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act, and is protected by the Act. If you have any questions about the information being collected, contact the City of Medicine Hat FOIP Head 403-529-8234.