

## Commercial Building Permit Checklist Sidewalk Patio/Café Checklist

<b>Project Name:</b>	
<b>Project Address:</b>	
<b>Applicant:</b>	
<b>Applicant Address:</b>	

The following items are required for plan review:		YES	N/A
1.0	<b>Legible site plans</b> – digital or hard copy drawn to scale and dimensioned		
1.1	Showing property lines and dimensions.		
1.2	Showing all existing buildings, boundaries, and distances to property lines and to adjacent buildings on the same property.		
1.3	Clearly showing location of patio elements including sidewalks planters, barriers, fencing, gates/exits, ramps, roof eaves if patio is covered.		
1.4	Location of gas and electric meters.		
2.0	<b>Construction drawings</b> - digital or hard copy drawn to scale and dimensioned		
2.1	Deck/sidewalk construction details – including joist size and spacing, deck board thickness, hanger locations, ledger attachment.		
2.2	Guardrail and/or handrail details – Including rail heights, construction details, spacing of pickets, post anchorage and including material used (metal/wood).		
2.3	Ramp details – Including slope, width, handrails		
2.4	Floor Plan – Indicating Patio location, tables/chairs, aisle widths, exiting of principle building and patio. <b>See note below if the patio serves more than 50 customers</b>		
3.0	<b>Additional permits</b> -		
3.1	Additional permits may be required for electrical services (lights/plugs)		
4.0	<b>Additional documents</b>		
4.1	Locate slips for underground utilities if impacted by patio/cafe construction.		
4.2	Where the occupant load of the patio/café is 50 or more customers, additional information will be required to ensure the existing washrooms capacity is not exceeded for the increased occupant design.		
4.3	Engineered details for premanufactured deck roof and joists components not covered by Part 9 of the National Building Code 2023 Alberta Edition.		

**Checklist must be completed by applicant prior to submittal.**  
**Minor changes or notes on submitted plans may be in blue or black ink.**  
**RED INK IS RESERVED FOR DEPARTMENT.**

**NOTE: Any missing or incorrect information will delay the permit issuance.**