

Planning & Development Services

City of Medicine Hat 580 – 1 Street SE Medicine Hat, AB T1A 8E6

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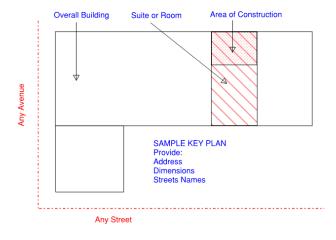
COMMERCIAL BUILDING PERMIT APPLICATION CHECK LIST

Interior Renovations and/or Tenant Improvements

	awings or Documentation Required - Copy of all drawings are required. Original stamps only faxes or photocopies). Scale not less than 3/16" = 1'-0" (1:50) unless otherwise noted.		(ED
Drawing Section	Details	Submitted	Accepted
Key Plan	Overall view of the entire building		
	Outline of the unit, bay, or room where the work is being done		
	Shaded area if less than the unit, bay, or room showing area of construction		
	 Indicate any exterior areas having construction work 		
Analysis/Report	Indicate the type of occupancy (restaurant, office, dentist etc.).		
	Indicate if a change in occupancy type		
	Occupancy Load of all rooms and/or floor areas		
Architectural Floor Plans	All interior and exterior alterations		
	Indicate the use of all rooms and areas. Include occupancy loads unless included in the Code Review		
	Indicate all door and window sizes (may be provided in door and window schedules)		
	Construction of wall assemblies, including fire and sound separations		
	Structural information (may be provided on structural drawings)		
	■ Fire Protection Components as per 2.2.3 NBC 2023 Alberta Edition Division C (if applicable)		
	 Required for ALL building permit applications. Floor Plans must indicate all work to be carried out, door swings, door dimensions, interior room finishes, etc. 		
Architectural Roof Plans	Indicate all roof top mechanical units, dimensions, setback from roof edges, skylights, accessible decks, guard rails, planters, landscape, roof drains and parapets		
Architectural Cross Section	Construction Detail/Cross Sections should include the following:		
	Stair dimensions (width, rise, run, number of risers), height of guards, handrails, and extensions		
	Wall, floor, roof and/or ceiling assemblies (descriptions or cross sections)		
	 Fire-resistance rating details of any required fire separations, including test(s) references 		
	 Fire stopping details for service penetrations of fire separations 		
	Required for most applications which involve an alteration to an existing building. Construction details/cross sections should indicate dimensions and construction details for floor, wall, and roof assemblies. Fire-resistance assemblies shall be ULC listed, or tested by a recognized laboratory, or comply with Appendix D of the NBC 2023 Alberta Edition or, if applicable, Table A-9.10.3.1.A & A-9.10.3.1.B.		
Architectural	Exterior cladding, roof finishes		
Exterior Elevations	Dimensions of exterior guards and guard details, where applicable		
(When exterior work is being completed)	Storeys, elevations, related to building grades		
	Indicate all window and door openings		
	 Spatial separation percentage openings and fire-resistance ratings 		
	Exit exposure protection		
	Elevations to include all exterior doors, exterior guard heights, windows and exterior cladding material, etc.		
Architectural Building Envelope Details	 Construction details/cross section should indicate dimensions and details of proposed windows, walls, roofs, roof classification rating, balconies, decks, and the typical interface between elements Details for penetrations through roof & exterior wall(s) 		

Mechanical	Ritelien exhaust hood and duct work	
meenamea	■ Location of all air handling units exhaust and supply duct work, including fire stopping details	
	■ Location and size of exhaust and supply fans	
	■ NFPA 96 Commercial kitchen requirements detailed	
	■ HRV size and ratings	
Plumbing	Details of all supply, waste, and vent systems throughout the building include size and type of material	
	Details of all fire stopping of penetrations through rated assemblies	
	■ Grease interceptor size and location	
	■ Equipment layout	
	■ Sink type(s) & number of compartments	
	■ Show all backflow preventers and locations.	
	Detail and bypass on water meters	
Electrical	■ Indicate exit signs, emergency lighting, & fire alarm devices, where applicable	
	Indicate lighting fixtures and ceiling plan	
	Site exterior lighting (if completing exterior work)	
	■ Electrical rough-in plan, line drawings, including breakers conduit and receptacles	
	Low voltage security and fire alarm plans	
	Panels service and utility distribution	
	■ Include conduit sizes; conductor overcurrent sizing for electrical services	
	■ Note any patient care areas identified as per C.E.C Section 14, if applicable	
Fire Suppression	■ Engineered approved sprinkler drawings	
	■ Indicate location and type of all heads	
	■ Indicate the NFPA and Hazard standard you are designing to	
	■ Indicate density, area, GPM and PSI	
NECB Energy Code Documents	■ If building was built under the NECB as of November 2016, the interior/exterior National Energy Code	
	requirements must be maintained. Changes made to the building may require documentation that the	
	changes do not alter the energy use of the building or the changes meet the prescriptive or modeled	
	NECB design	
Alternative Solutions Form	Provide an alternative solution form if your design does not comply with Division "B" acceptable	
	solutions. This must include all reference to the Functions and Objective statements.	
Supporting Docum	ents Required	
Additional Applications	Development, demolition, building, electrical, plumbing, heating, and sprinkler permits, Alberta Health Services Approval (Restaurants), and any business licenses.	
Fire Alarm Verification	A fire alarm verification report is required prior to occupancy being granted. This verification must be completed by an approved agency other than the installer. The Fire Alarm Verification shall be witnessed by the Electrical Professional Engineer of Record.	
Engineered Designs	All roof truss, floor joist, beam and lintel designs, and any engineering use to support the required drawings.	
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Compliance with this code shall be achieved by complying with the applicable solutions in Division B or using alternative solutions that will achieve at lease 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 Form above).



Kitchen exhaust hood and duct work

Mechanical