

COMMERCIAL BUILDING PERMIT APPLICATION CHECK LIST

Interior Renovations and/or Tenant Improvements

Drawings or Documentation Required - Copy of all drawings are required. Original stamps only (no faxes or photocopies). Scale not less than 3/16" = 1'-0" (1:50) unless otherwise noted.		CHECKED	
Drawing Section	Details	Submitted	Accepted
Key Plan	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<p>Construction Detail/Cross Sections should include the following:</p> <ul style="list-style-type: none"> 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 Elevations (When exterior work is being completed)	<ul style="list-style-type: none"> Exterior cladding, roof finishes Dimensions of exterior guards and guard details, where applicable 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> ▪ Kitchen exhaust hood and duct work ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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 Documents 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.		

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 Form above).

