

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of an application due to insufficient information. **All plans and documents listed below must be submitted through the online portal.**

Required Documents:

NOTE: A Development Permit is required if the total gross floor area of work is 500 m² or greater.

- Application fee (**Note:** you will be notified via email of outstanding fees with payment details)
- Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed business (**Note:** This is not required if the property owner is the applicant).
- Current copy of Certificate(s) of Title (issued not more than 30 days from the application date)
- Site Plan (scaled in Metric) including:
 - The location of the tenant space within the building
 - Unit address for the unit and any adjacent units
- Floor Plan (scaled in Metric):
 - Alberta Building Code Analysis indicating:
 - Base building classification
 - Type of construction permitted based on the building classification (i.e. combustibile or non-combustibile construction)
 - Alberta Building Code requirements for egress/exiting of the suite have been met, in accordance with Alberta Building Code articles 3.3.1.5 and 3.4.2.1 (e.g. number of exits, floor area of tenant space, travel distance and occupant load).
 - Fully dimensioned plans, including all rooms and doors within the tenant space
 - Location of all exits, travel distance to exits, exit signage and emergency lighting
 - Wall assembly legend with construction details of the existing demising wall/corridor wall, including the fire resistance rating
 - Intended use of all rooms
 - Washroom location including fixtures and barrier free details
 - Exit door hardware
 - For eating and drinking establishments, the location of the oil, fat and grease interceptor



Building Permit Application Requirements

Commercial, Institutional and Industrial Tenant Improvement

Advisory Notes

Should your property be located outside the Ten-Minute Emergency Response Map, alterations to your construction design may be necessary. Please visit the [Property Information Viewer webpage](#) to view this map. (Note: you will need to view the Property Information Viewer and check off "Building Code Ten Minute Response Time" to view this information).

Building Permit applications must be submitted without personal information on any plans. Omitting this information will protect builders and tenants by reducing the risk of any personal information being wrongfully displayed, while also following the Province of Alberta's FOIP Act. If you consider the information to be personal, do not put it on the plans.