



## For Office Use Only – Credit Card Authorization

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Expiry Date: \_\_\_\_\_ CSV # (3 digit # on back of credit card) \_\_\_\_\_

Signature: \_\_\_\_\_

Please note that permits will not be processed until payment is received.

The application can be dropped off at our office, emailed to [safetycodes@parklandcounty.com](mailto:safetycodes@parklandcounty.com), mailed/couriered or via faxed to 780-968-3225.

# CHECKLIST

## Requirements for Commercial/Industrial/Institutional Projects

**SITE PLAN:** A surveyed legal site plan that will depict the dimensions from property lines to the location of the proposed building, the similarly dimensioned location of every adjacent existing building on the property, existing and finished ground levels and the access routes for firefighting.

### **CONSTRUCTION PLANS:**

The Applicant shall submit (2) full size copies of all Plans and Specifications, with the exception of the Schedules. A Minimum size: 11x17 may be accepted for small projects. NOTE: All Plans and Specifications shall state "Issued for Construction or Issued for Building Permit" on every page. (All working drawings required).

**Note:** Only PDF or vector PDF files will be accepted for drawings. AutoCAD software is commonly used to create drawing files. If PDF is the preferred file type, it is recommended that drawings created in AutoCAD are converted to Vector PDF by using the Autodesk Vector Graphic Converter "DWG to PDF.pc3 plotter driver."

All Plans or Drawings shall be of preferred scales of Metric 1:100 or Imperial ¼" = 1'-0"

- **Architectural; Structural; Mechanical & Electrical drawings accompanied by a Geotechnical Report.**

**Note:** Geotechnical Engineering Report, if applicable. The Geotechnical Engineer will be required to complete the Schedules from the Alberta Building Code 2014.

**Radon Soil Gas:** The plans shall show how the building will minimize the ingress of airborne radon gas from the ground and control the indoor radon gas concentration to an acceptable level.

**Fire Safety Plan:** The Alberta Building Code 2104, Division B Section 5.6, requires a fire safety plan to be submitted.

### **SCHEDULES**

The following schedules from the Alberta Building Code 2014 are required:

- **Schedule A-1** Letter of Commitment by the Owner and Coordinating Registered Professional.
- **Schedule A-2** Confirmation of Commitment by Owner and by Registered Professional of Record
- **Schedule B-1** Letter of Commitment by Registered Professional of Record
- **Schedule B-2** Summary of Design and Field Review Requirements

**The Building shall also be designed to meet the National Energy Code of Canada (NECB 2011).**

## **Commercial & Industrial Building Permits:** **Guidelines for Permission to Proceed with Foundation Only**

With respect to Commercial and Industrial building permits, our department requires a complete set of plans and specifications, including all the Schedules from the Alberta Building Code.

Our Building Safety Codes Officer's will, within a reasonable timeline, conduct a plan review and have the plans examined and permit approved. However, due to workload and timelines, our department may, at our discretion, review the information and issue Permission to proceed with the Foundation only<sup>1</sup>.

### **Plans, Specifications and Document Requirements:**

- Schedule A-1 Letter of Commitment by the Owner and Coordinating Registered Professional.
- Schedule A-2 Confirmation of Commitment by Owner and by Registered Professional of Record.
- Schedule B-1 Letter of Commitment by Registered Professional of Record.
- Schedule B-2 Summary of Design and Field Review Requirements.
- The Energy Code requirements including all supporting documentation.
- A surveyed legal site plan depicting the dimensions from property lines to the location of the proposed building, the similarly dimensioned location of every adjacent existing building on the property, existing and finished ground levels and the access routes for firefighting.
- Architectural; Structural Foundation; Structural Building; Mechanical; Plumbing & Electrical<sup>2</sup> & Geotechnical Report<sup>3</sup> (if applicable)

### **Drawing Submission Requirements:**

The Applicant shall submit (2) copies and (1) electronic copy<sup>4</sup> of all Plans and Specifications, with the exception of the Professional Schedules. (All Plans or Drawings shall be of preferred scales of Metric 1:100 or Imperial ¼" = 1'-0")

<sup>1</sup> The total building permit fee for the entire project would still apply at time of application.

<sup>2</sup> Radon Soil Gas - the plans shall show how the Building will minimize the ingress of airborne radon from the ground with an aim to controlling the indoor radon concentration to an acceptable level.

<sup>3</sup> Geotechnical Engineering Report - If applicable, the Geotechnical Engineer will be required to complete the Schedules from the Alberta Building Code 2014.

<sup>4</sup> Only PDF or vector PDF files will be accepted for drawings. AutoCAD software is commonly used to create drawing files. If PDF is the preferred file type, it is recommended that drawings created in AutoCAD are converted to Vector PDF by using the Autodesk Vector Graphic Converter "DWG to PDF.pc3 plotter driver."