

Building Permit Application Commercial / Industrial



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DP # _____ DP Appeal Deadline _____ Division No. _____ Roll # _____

Applicant: _____ Phone: _____ Cell: _____

Address: _____ City: _____ Postal Code: _____

Fax: _____ E-mail: _____

Property Owner: _____ Phone: _____ Cell: _____

Address: _____ City: _____ Postal Code: _____

Fax: _____ E-mail: _____

Contractor: _____ Phone: _____ Cell: _____

Address: _____ City: _____ Postal Code: _____

Fax: _____ E-mail: _____

Description of Proposed Work: _____

New Building Addition Interior/Exterior Alterations

Total Building Area (sq.ft): _____ Project/Addition Size (sq.ft): _____

Municipal Address (if applicable): _____ Construction Value: \$ _____

Plan: _____ Block: _____ Lot: _____ Subdivision: _____

Legal: W. of: _____ Meridian Range: _____ Twp: _____ Section: _____ Quarter: _____

Permit Applicant Declaration: The permit applicant certifies that this installation will be completed in accordance with the *Alberta Safety Codes Act and Regulations* and work will commence within 90 days. The permit applicant/owner acknowledges that as per Section 12(2) of the *Alberta Safety Codes Act*, Parkland County is not liable for any decision related to the system of inspections, examinations, evaluations and investigations including but not limited to a decision relating to their frequency and the manner in which they are carried out.

Applicant Name (please print) _____

Applicant Signature _____

Date _____

Plans Reviewed: _____

Permit # Issued: _____

Issued By: _____

Designation No: _____

Signed: _____

Conditional on meeting requirements of Plans Examination and Alberta Building Code 2014.

Permit Fee: \$ _____

Safety Codes Fee: \$ _____
(4% of Permit Fee or \$4.50 Min.)

TOTAL FEES: \$ _____

Payment Information Cash Cheque Visa M/C

Receipt No. _____

For Office Use Only – Credit Card Authorization

PAYMENT AMOUNT: _____

Card Holder: _____

Card No: _____

Expiry Date: _____

Signature: _____

Please note that if you are remitting a payment with a credit card number, the application cannot be submitted by email to ensure security of your credit card information. Alternatively, you could remit by email WITHOUT the credit card information and include contact information for payment, but be aware that permits will not be processed until payment is received.

The application can be dropped off at our office, mail/couriered or remitted via fax at 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) copies of all Plans and Specifications, with the exception to the Schedules. Minimum size: 11x17.

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.

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 only¹.

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 & Electrical² & Geotechnical Report³ (if applicable)

Drawing Submission Requirements:

The Applicant shall submit (2) copies and (1) electronic copy⁴ 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")

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

² 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.

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

⁴ 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."