

APPLICATION GUIDE - COMMERCIAL DEMOLITION BUILDING PERMIT

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This guide is intended to provide information regarding demolition permit requirements in accordance with National Building Code-2023 Alberta Edition (NBC(AE)) and Bylaw 15894. Guide users are responsible for assessing and determining whether the information is appropriate for the particular circumstances. City of Edmonton, and its agents, employees and contractors do not make any warranties or guarantees as to the currency or accuracy of the contained information and accepts no liability for any defect, deficiency, error, or omission in any statement or information contained in or related to its use. The Guide is not intended to provide legal or other professional advice; seek services of a competent professional or contact technical advisors at email listed below. Refer to NBC(AE), available from the National Research Council, for exact wording and final determination of compliance. Any questions, errors or omissions may be brought to our attention by email to: BuildingSafetyCodes@edmonton.ca RE: Demolition Building Permit Guidance

Introduction

Demolition is the complete removal of an entire structure from a location by any combination of controlled / machine destruction, manual deconstruction / dismantling, moving, or other, and generally includes removal of any foundations, footings, piles or slabs to at least 500mm below grade (grade as defined by the Zoning Bylaw). Removal of only parts of a building is termed [exterior alteration](#); removal of interiors only is termed [interior alteration](#).

The [Alberta Occupational Health and Safety Code](#) (OHS Code) requires that project

- materials with hazardous content be managed appropriately; the building code specifically references asbestos-containing materials, and
- utilities must be managed

Plan to give advance notice to owner/occupants of adjoining and adjacent properties of an impending demolition. This is discussed in the [Project Implementation Plan Guide](#).

There is a separate demolition permit application stream for a House and/or its accessory structures on a residential site (processed as a [home improvement permit, \(HIP\)](#)). Information below generally applies to either application stream. ([Find the HIP-Demolition form here](#).)

City staff may request additional information at various stages of the permit process, through the [More Information Request](#) process. Providing all required information at time of application increases the chance the permit issuer can complete an end-to-end review in one pass which leads to faster permit issuance. All steps in the self-serve permit application are covered below.

Step-by-step Guide to SelfServe Application Form for Demolition Building Permit

Follow [edmonton.ca/Permit](#) to Construction Permits

If the demolition permit is related to an existing permit project, provide the project's file number. This feature allows the better organization of project files in the City record as well as on the your project dashboard on [selfserve.edmonton.ca](#) created for your permits.

Managing the permit, monitoring status of applications, requesting revisions, requesting inspections, and accessing copies of project plans and correspondence with the City all occur in the [project](#).

Project

Property Address for Application

Addresses can be located by selecting:

Address

OR

Legal Description

Select [Address](#) and then select **only** the address or addresses that apply to the permit being applied for.

Select Legal Description where Plan, Block and Lot numbers are available, as an alternative to the municipal street address, to reduce ambiguity about location.

If you are unable to find the address using the search tool provided, you may confirm the address on [City of Edmonton maps](#). [Contact us](#) if you are unsuccessful or uncertain of your address selection. Email BuildingSafetyCodes@edmonton.ca with general questions not answered by reading through this guide.

NOTE: A property address is required to record the permit accurately. Incorrect addressing will eventually be identified, however the correction of issued permits that are wrongly addressed takes time which may cause delays for subsequent actions or outcomes that need the correct address to proceed.

Applicant Project Name

This is for your convenience while in the [project](#).

Description of Proposed Work

The description of proposed work should include all aspects intended to be included in the permit. More detail is preferred over little or none.

Property Type

The proposed work is to demolish a property of the following type:

- **Non-Residential Building (Commercial, Industrial, Institutional etc.)** refers to any building type that does not contain a residential occupancy. Hospital and care facilities are not residential occupancies.
- **Multi-Unit Housing and Row Housing (5+ Units)** refers to a building that contains dwelling units or other residential occupancies such as dormitory, residential shelter, hostel, etc.
- **Mixed Use Building (both residential and non-residential)** refers to a building that contains a blend of commercial space and residential space.

NOTE: Change in numbers of various building forms and features is tracked by Statistics Canada through anonymised permit data which ultimately contributes to and informs public policy.

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Building Permit

Asbestos Management

Every owner and permit applicant should be aware of OHS regulations for [asbestos exposure risks](#) associated with alteration or demolition of existing buildings. A demolition that may involve asbestos requires an [OHS Consultant](#) with competency in asbestos management.

[Alberta Occupational Health and Safety Code](#) (OHS Code) requires that all materials containing at least 1% asbestos by weight of individual materials be removed before demolition. If asbestos fibre release amounts exceed the asbestos “occupational exposure limit”, the work site is considered a “restricted area” per OHS Code. See Ch 5, [Alberta Asbestos Abatement Manual](#).

For buildings where asbestos containing materials cannot be safely removed first e.g., in a building damaged by fire, flood or collapse, you may [apply to OHS for an Acceptance to demolish a building containing asbestos](#).

Appropriate methods of demolition waste disposal, covered under Alberta Environment and Parks' environmental legislation, are required--to ensure the materials are adequately contained to pose no hazard to workers transporting it and handling it at the disposal facility.

NBC(AE):C:2.2.13.1. Notification

(4) Before starting *work*, an owner proposing to alter or demolish a building shall give written notice to the authority having jurisdiction that the plans describing the asbestos management and abatement work have been submitted to Occupational Health and Safety for compliance with the Occupational Health and Safety Act and its Regulations and that the work has been completed.

Work means any activity, duty or function regulated by this Code and carried out at a *project* i.e., the demolition. *Project* means any construction, *alteration* or demolition operation.

Cost of Demolition

The cost of demolition is used for permit fee purposes as published in the [Safety Codes Building and Trade Permit Fee Schedule](#). Cost of demolition is the contract cost for the work, however need not include temporary service connections such as power for contractor use, insurance or bonding, interim financing, permit fees, professional consulting fees, or GST.

Number of dwellings being removed

Dwelling unit means a suite operated as a housekeeping unit, intended for use by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities. Institutional and hospitality facilities (hospital, prison, care home, hotel/motels, etc.) are not dwelling units.

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Documents

Submit all plans and supporting documentation for your project at the time of application. There is no gain in submitting an incomplete application to take a "place in the queue"; managing incomplete applications extends process times for everyone. Provide PDF documents.

Site Plan (upload)

A Site plan is intended to graphically show which building or buildings are intended to be demolished. Where **all** buildings on a lot or lots are to be demolished at once in the same project, you may use a single application. If some buildings on the lot will remain, use a separate application for each structure to be demolished.

A building to be demolished should be denoted with an arrow "→" or cross "X" on one of:

- A real property report or plot plan

- Scaled sketch on graph paper
- Aerial photo or digital map (e.g., Google Maps, [Edmonton Maps](#), etc.)

Ensure the site plan also clearly shows all of:

- north arrow, address, corresponding street and avenue name or number
- property line dimensions,
- distance from building to property lines, city sidewalk and/or curb face
- height of the building to be demolished
- site caveats, covenants and easements

Hoarding of the site may be required. [Read about Hoarding Permits here](#)
Starting demolition of a building before obtaining a building permit to demolish is an offence.
A development permit is not permission to demolish.

Fire Safety Plan (upload)

A [Demolition Site Fire Safety Plan](#) as set out in the National Fire Code (Alberta Edition) is mandatory to have available for fire department audit before any asbestos removal or work begins. For more, see [Project Implementation Plan Guide](#).

Reports & Technical Assessments (upload)

demolition procedure plan, hazardous materials report (including Asbestos Consultant Report)

- Demolition Procedure Plan & Site Management

Where the building to be demolished is itself complex, or its demolition is complicated, for example by presence of prestressed members or explosives to be used, the demolition must be with professional involvement: demolition plan designed and field reviewed by a registered professional. See [Project Implementation Plan Guide](#).

Demolition is the focus of Section 7 of the PIP Guide, however all sections pertain to all projects, including demolition, and the PIP Guide is intended to help permit applicants, constructors and owners in understanding and fulfilling their roles and responsibilities associated with any project. Review **all** aspects of the Guide that are in any way relevant to the demolition.

- Asbestos-Containing Material Report

A demolition that may involve asbestos requires an [OHS Consultant](#) with competency in asbestos management to perform bulk materials sampling for assessment.

An application for a building permit to demolish **must include at least one of A, B, C or D**

(A) A copy of the OHS consultant's **Letter of Clearance** confirming an accredited-lab-analysis of representative bulk building material samples collected by a person competent in asbestos management reveals **NO** asbestos-containing material requiring removal;

(B) Confirmation an [Asbestos Project Notification](#) “NOP” confirming asbestos removal plans and specifications has been submitted to Alberta OHS AND either

1 A copy of the OHS consultant’s follow-up **Letter of Completion** confirming required asbestos removal is completed per the Asbestos Project Notification and Plan (NOP) filed with OHS and [OHS Regulations](#) and best practices such as in the [Alberta Asbestos Abatement Manual](#);
OR

2 the abatement plan prepared by a competent consultant for removal in conjunction with demolition, where supporting asbestos-containing structure cannot be safely disturbed until overlying loads are removed; this approach is accepted when necessary for projects with documented registered **professional involvement for design and field-review oversight of the demolition.**

(C) Confirmation the house was constructed after 1990, and has **no** asbestos-containing materials requiring removal by providing interior and exterior photos demonstrating this.

(D) [Acceptance](#) is special OHS permission to demolish without removal of asbestos-containing material. This is applicable only to buildings structurally-compromised by severe fire-damage, flood, disaster or neglect, in the opinion of the relevant OHS officer.

**Starting demolition of a building before obtaining a building permit to demolish is an offence, whether the building contains asbestos or not.
A development permit is not permission to demolish.**

Additional Documents (upload)

Provide any additional relevant supporting information for the project that is not listed above

- Natural gas disconnection confirmation

You must ensure that all utilities are disconnected before demolition begins. Specifically, gas lines are to be cut back adequately, or demolition permit issuance will be delayed.

All aerial and/or underground utility and service lines must be terminated, decommissioned and/or removed as necessary to reduce risk of injury to persons in or adjacent to the building(s) resulting from fire or explosion, contact, drowning or exposure to hazardous substances and activities. Utilities must be shut down, terminated and labeled outside the limits of the demolition, unless left live **only with submitted written approval of the utility provider** and demolition method (and any ensuing excavation under separate permit) is suitable to the conditions.

Request mandatory building inspection in the [project](#) upon concluding the demolition in compliance with all the Demolition Building Permit Conditions of Issuance and Advisements

Associated City Permits that may be required for your project

In addition to this Building Permit for demolition, permits you may require include but are not limited to

[Hoarding Permit](#)

Hoarding is a temporary installation intended to provide protection to the public in the vicinity of a construction, alteration or demolition project, consisting of any combination of fence, covered way,

railing, boarding, barricade, guard, buffer, or other structure, material or equipment, including any temporary walkway.

Crane Permit

Crane Permit is a building permit issued for installation of stationary hoisting apparatus capable of projecting over the City right-of-way. Mobile cranes, zoom-booms and the like are not typically included in this permit type (see OSCAM); inquire at buildingsafetycodes@edmonton.ca if a mobile crane will be continuously stationed on a project site.

On-Street Construction & Maintenance (OSCAM) Permit

Temporary use or crossing of the road right-of-way for demolition-related machinery and vehicle operation requires an OSCAM permit per [Traffic Bylaw 5590](#). Use the OSCAM Permit Decision Matrix to determine whether your project needs a permit.

If **moving** a building off the property, moving permits from Traffic Operations and possibly Alberta Transportation are required. Research in advance of making plans.

Parkland Access Permit Application

A Parkland Access Permit is required to use parkland for activities that are otherwise regulated, restricted, or prohibited per [Parkland Bylaw 2202](#).

Public Tree Permit

Where work includes demolition access, hoarding, laydown, or work above or below ground within 5m of a public tree or 10m of a public natural stand of trees, the [Public Tree Bylaw 18825](#) applies.