DEVELOPMENT SERVICES: Safety Codes Permits and Inspections
2nd Floor, Edmonton Tower
10111 – 104 Avenue NW EDMONTON, AB T5J 0J4
PHONE INQUIRIES: 311 or if outside of Edmonton 780-442-5311
EMAIL INQUIRIES: developmentservices@edmonton.ca

Short-Form COMMERCIAL BUILDING PERMIT APPLICATION

INTERIOR Floor Area AND Minor EXTERIOR ALTERATIONS, CHANGE OF USE, RENEWABLES, RACKING, DEMOLITION, HOARDING

- *The step-by-step Guide, starting on Page 3, contains much useful background information to assist you in providing good responses.*
- *If you need help to answer the questions, consult your constructor, designer, or professional.*
- *Incomplete application may be refused or will delay permit processing.*

1	**PROJECT MUNICIPAL ADDRESS** *(include any Suite/ Unit/ CRU #; Building/Shopping Centre/Mall Name)* **YOUR PROJECT NAME:**		
2	**DESCRIPTION OF PROPOSED WORK**		
3	✓**ALL PROPOSED WORK** ❑Interior Alteration ❑Minor Exterior Alteration ❑HVAC ❑Plumbing ❑Gas ❑Electrical ❑Change of Use ❑Renewable Energy System ❑Storage Racking ❑Demolition ❑Hoarding ❑Other:		
4	***Office Use:*** ❑ **NEW DP REQUIRED** or ❑ **EXISTING DP #**: _____ Restamp Required?: ❑ NO or ❑ YES By:_____ Dev't Auth:_____ Date:_____	**LAST KNOWN BUSINESS** *at this location*	**COST of CONSTRUCTION** $

5	**PROJECT APPLICANT** Check ✓all applicable→ Applicant is also: ❑Property Owner ❑Authorized agent of owner ❑Designer ❑Constructor			
	Contact: Last name	First name	Company name	City Cust ID No.
	Mailing address	City	Province	Postal Code
	Email address	Email insp results? → Yes ❑ No ❑	Telephone	Mobile
6	**PROPERTY OWNER** Check ✓all applicable→ Property owner is also: ❑Designer ❑Constructor			
	Contact: Last name	First name	Company name	City Cust ID No.
	Mailing address	City	Province	Postal Code
	Email address		Telephone	Mobile
7	**CONSTRUCTOR** Check ✓if applicable→ Constructor is also: ❑Designer **City Business Licence** No.			
	Contact: Last name	First name	Company name	City Cust ID No.
	Mailing address	City	Province	Postal Code
	Email address *Inspection results will be sent here*		Telephone	Mobile

8	**HVAC CONTRACTOR**	**Posse ID #**
	Plumbing CONTRACTOR	**Posse ID #**
	Gas CONTRACTOR	**Posse ID #**
	Electrical CONTRACTOR	**Posse ID #**

Check ✓** the following to describe the proposed work.* ***See GUIDE (next page) for more information in order to respond accurately to questions.
***Attach ONE COPY** of drawings and documents in the order listed here.*

9	**SITE PLAN**→❑Yes **KEY PLAN**→❑Yes **BUILDING AREA** →_____ m² ft² **AREA of WORK**→_____ m² ft²
10	**ARCHITECTURAL** Drawings stamped/signed by designer? ❑No ❑Yes→ Are schedules submitted? ❑No ❑Yes, schedules are provided with application **BARRIER-FREE PROVISIONS?** (see Guide for Relaxation process, if required) ❑Existing Pre-ABC 2014 ❑Existing ABC 2014 ❑New proposed ❑ N/A
11	**STRUCTURAL WORK?** ❑ **None = no new structural work** ❑Yes→Are drawings stamped/signed by engineer? ❑No (Part 9 only; no Part 4 components) ❑Yes→Are schedules submitted? ❑No ❑Yes, schedules provided **includes DESIGNS OR COMPONENTS by others** for project with required schedules? ❑No ❑Yes, marked as "Reviewed" by structural engineer signing schedules
12	**MECHANICAL WORK?** ❑ **None = no new HVAC, plumbing or gas work** ❑**Yes**→Are drawings stamped/signed by engineer? ❑No ❑Yes→Are schedules submitted? ❑No ❑Yes, schedules are provided with application **includes SPRINKLER WORK?** ❑No sprinkler system in the space ❑No changes to existing sprinkler system ❑No changes except adjust head locations ❑Heads addition/heads changes/piping changes **-OR-** ❑New system →→ **will provide stamped drawings + hydraulic calculations prior to final inspection**→ ❑Yes
13	**ELECTRICAL WORK?** ❑ **None = no new electrical work** ❑**Yes**→Are drawings stamped/signed by engineer? ❑No ❑Yes→Are schedules submitted? ❑No ❑Yes, schedules are provided with application **includes FIRE ALARM WORK?** ❑ No fire alarm system in the building/space ❑No changes or additional devices to existing fire alarm system ❑Alter existing fire alarm system **- OR-** ❑Install new fire alarm system →→ **stamped drawings +schedules provided** → ❑Yes
14	**ENERGY EFFICIENCY SUMMARY and CHECKLIST:** ❑N/A pre-Nov 2016 building ❑ABC2014:9.36 ❑NECB2011
15	**ASBESTOS MANAGEMENT / ABATEMENT REQUIREMENTS** ❑ Mitigation completed; consultant clearance letter included ❑ Mitigation plan included
16	**CONSTRUCTION FIRE SAFETY PLAN** ❑ Required plan included

*Check ✓ applicable answers to the following to describe the **existing building and space** at the proposed location.*

17	**Number of Storeys in the building** *(first storey and all floor levels above)* ❑single storey ❑2 storeys ❑3 storeys ❑4 storeys ❑More than 4 storeys
18	**Basement/Parkade** *(under your space)* ❑none ❑one level ❑more than one level
19	**Type of construction** *(floors, walls, roof of building)* ❑combustible (wood frame or wood roof) ❑non-combustible (steel or concrete) ❑mix of both
20	**Floor fire-resistance** *(your space)* ❑concrete; no basement ❑gypsum- or fire-spray-protected under ❑1h+; concrete floor ❑specified on plans
21	**Mezzanine/stair FRR** *(your space)* ❑N/A-no mezzanines in space ❑sprinklered ❑exposed wood floor frame ❑steel/concrete floor frame ❑specified on
22	**Roof/ceiling FRR** *(your space)* ❑sprinklered ❑exposed wood ❑steel/concrete frame/deck ❑specified on plan
23	**Suite walls FRR** ❑N/A-single tenant building ❑do not reach floor/roof above ❑specified on plan
24	**Public corridor FRR** ❑ N/A-none ❑'smoke-tight' to floor/roof above ❑specified on plan
25	**Exit separation FRR** ❑N/A-exit doorways direct to exterior framing_____ gypsum_____ concrete_____ ❑specified on plan

APPLICANT DECLARATION: ***I,*** *(PRINT NAME)* _____ ***affirm by my signature below that***

1) *the information contained in and with this application for building permit and related permits is, to the best of my knowledge, true and complete;*

2) *the* **PROPERTY OWNER** *(person, partnership, condominium, corporation, or other) is aware of and has authorized this application;*

3) *I am aware that no work on this project is authorized before the building permit is issued.*

THIS IS NOT A PERMIT **PROJECT APPLICANT** *Signature* _____ *Date*_____

SUBMIT ONLY APPLICATION FORM PAGES 1 AND 2 WITH ONE COPY OF DRAWINGS, DOCUMENTS AND DETAILS (AS APPLICABLE)
RETAIN THE GUIDE FOR FUTURE REFERENCE **SCO INTAKE SCREENER:** **DATE:** dd / mm / yyyy

GUIDE TO COMPLETING Short-Form COMMERCIAL BUILDING PERMIT APPLICATION

- *This Guide provides more information about the questions on the* **Short-Form COMMERCIAL BUILDING PERMIT APPLICATION***, so that permits may be issued without needless delay. Check periodically for updates to this Guide.*
- *Numbers in this Guide margin correspond to margin numbers on the application.*
- *The plans, documents and details are to be prepared by a person skillful in technical drawing, draftsperson or architect.*
- *The preferred minimum scale is 3/16"=1'-0" or 1:75 and the minimum acceptable scale is 1/8"=1'-0" or 1:100 .*
- *Either metric or imperial units of measurement are acceptable, however please be consistent.*
- *One copy of all plans, documents and details only is required.*
- *ABC means Alberta Building Code 2014, Division B unless otherwise noted.*
- *Incomplete application may be refused or will delay permit processing.*
- *Some projects have unique or complex characteristics; a plans examiner may require further information after reviewing application.*
- *Inquiries to Permit office for application guidance may be directed to: BuildingSafetyCodes@edmonton.ca 780-496-3149*

1	**PROJECT MUNICIPAL ADDRESS** is the street address of the project location, and cannot be an intersection designation only. Provide the full address description of the building, with any building name, and correct doorway, CRU or suite identifier, so that we can accurately locate the project. If uncertain, verify this with the building owner/manager.
2	**DESCRIPTION OF PROPOSED WORK** is a plain-language explanation of the type of proposed work, such as "To construct interior alterations for a retail store; Suite #243, Northside Shopping Mall--partitions, store room, new barrier-free washroom"
3	• Requirements to obtain permits are listed in ABC2014:DivA:1.1.1.1. and in DivC:2.2.9. • Alberta Permit Regulation lists when permits are required, and who may obtain them • Bylaw 15894 Safety Codes Permit Bylaw contains municipal regulations for permits, inspections and hoardings **PROPOSED WORK** is an indication of all applicable and related elements of the project, such as: ❑**Interior Alteration**—construction, partial demolition or change to any part or thing entirely within an existing building. ❑**Exterior Alteration of minor nature**—is construction, partial demolition or change to any part, thing or appearance on the exterior surface of or on a building. Changing siding or other exterior claddings requires plans review,though in the end may not require permit. Use Long-Form for additions. See Hoarding (below) if work impacts public property ❑**HVAC**—is all the systems and equipment for heating, ventilation and air-conditioning within a building. Each tenancy (suite) must have individual control over temperature, so if subdividing a space, you need a plan (controls, ducting changes, new furnace, boiler or rooftop unit, combustion and ventilation air, etc.) for whatever applies to your space. Consult an HVAC specialist for small changes; you must use a mechanical engineer where the total affected area is over 500 sq. m. There are many locations (nail salons, perfume shops, artisanal meat-smoker shops, etc.) where control of odours *moving between suites* is challenging. Carefully consider potential solutions in a space that has no direct route to the outdoors for ducted air intake or outlet, or where zoned heating/air-conditioning units use ceiling space as a return air plenum. ABC:6.2.1.1. Good Engineering Practice references the ASHRAE Handbooks and Standards, and other publications. 6.2.2.1. Required Ventilation (2) indicates designer consider ANSI/ASHRAE 62, "Ventilation for Acceptable Indoor Air Quality". 6.2.2.5. Air Contaminants (1) requires air contaminant removal insofar as possible at point of origin and limits air contaminant accumulations to no greater than those listed in the Industrial Ventilation Manual published by the American Conference of Governmental Industrial Hygienists. This standard can be used for air quality testing within an space. (2) requires HVAC systems designed to contain the spread of contamination through systems serving multiple suites or spaces. (4) aims to protect workers from excessive exposure to contaminants per Occupational Health and Safety Act and Regulations. HVAC requirements also affect zones *within the suite* such as between a sales area for pre-packaged stock and a dispensary area for product open to the air while being handled.

❑**Plumbing**—is the drainage, venting and potable water systems **within and around a building** and between buildings on a property. If new sinks, washrooms or other facilities are going to be constructed or piping in the walls or under floors changed, then a plumbing permit will be needed.

❑**Gas**—is the natural gas works system **downstream of a primary supply meter** within and around a building and between buildings on a property. Fuel supply piping to any new appliances and appliance replacement will need a gas permit.

❑**Electrical**—is the work and equipment related to electrical installations within a building, between buildings or beyond a building to a connection to a distribution, generation or renewable energy system. Like the other compulsory trades--HVAC, plumbing and gas--a separate permit for electrical work will be required for new receptacles, lighting and so on.

❑**Change of Use**—of part or all of a building **even where no construction work is planned**—generally calls for current Building Code requirements and standards to be met. Complexity of a Change of Use project depends on the existing building as well as the proposed Use: for example, Change of Use from retail to office is generally straightforward, while single detached house to retail may be far more complicated.

❑**Renewable Energy System** installation for Solar PV, Solar Thermal or GeoExchange

- **PhotoVoltaic PV system** (involves Building and Electrical Permits)
  - structural engineer-stamped letter confirming capacity of roof or other mounting surface to bear the expected loads imposed by placing panels, and all mounting details -and- for any needed structural changes
  - A and B Schedules (or a stamped letter of engineer commitment) for design and oversight of the installation
  - separate electrical permit and final electrical inspection for each PV installation is required, in addition to a building permit for this work
  - upon permit issuance, submit a Generation Project Notice form to EPCOR Customer Engineering Services (CES) at Distgen@epcor.ca before installation, including single-line drawings
  - electrical inspector will advise EPCOR Meter Room of successful PV inspection, after which you must contact EPCOR Meter Room 780-412-3810 to arrange for bi-directional meter installation

- **Solar Thermal system** (involves Building, HVAC and Plumbing Permits)
  - A and B Schedules (or a stamped letter of engineer commitment) for design and oversight of the installation
  - engineer-stamped drawings, documents and details including a schematic arrangement of the system and the equipment specifications including, but not limited to,
    - boilers, pumps, expansion tanks, zone controls, mixing valves and other system components such as supplementary baseboard and/or fan-coil units, water heater, etc., connecting to the system
    - locations, sizes and specifications for all piping, heat terminal units, such as baseboard heaters, radiators, fan-coil units, etc., if applicable
    - system operating parameters including supply and return water temperatures, design flow rates and heat output coefficient of individual piping loops
    - room by room heat loss calculations

- **GeoExchange system** (involves Building, HVAC and Plumbing Permits)

GeoExchange systems do not require a development permit as long as they meet the exemptions under Section 12 of the Edmonton Zoning Bylaw. However, the applicant is obligated to conform with other legislation, bylaws, or land title instruments such as the Municipal Government Act, the Edmonton Safety Code Permit Bylaw, or any caveats, covenants, or easements that might be attached to the Site (Section 5.2 of the Edmonton Zoning Bylaw). Additional requirements exist for projects within the River Valley and Ravine System (Section 14.1 of the Edmonton Zoning Bylaw).

  - A and B Schedules (or a stamped letter of engineer commitment) for design and oversight of the installation
  - a site plan showing proposed system layout, and all existing and proposed underground services
  - engineer-stamped CSA C448.1-compliant bore field design drawings, documents and details, indicating
    - bore quantity, depth and spacing; type of piping, fluid and grout

	■ design heating and cooling capacity: peak hour and annual extracted &rejected energy ○ Ground Thermal Conductivity test report, per CSA C448.1 ○ a copy of installer's Canadian GeoExchange Coalition (CGC) or International Ground Source Heat Pump Association (IGSHPA) accreditation certificate is to be included with the application. ❑**Storage Racking**--requires building permit review. This consists of at least 5 main elements: ● tabulated list of product intended to be contained in the racking--using Alberta Fire Code classification ● sprinkler engineer review confirming NFPA13 conformance for intended products and configurations ● scaled floor plan resulting from the installation of the racking, demonstrating compliant egress paths ● structural engineer-stamped racking design, connections to floor and any other points, protectives, -AND- ● structural engineer letter confirming capacity of floor to bear the intended loads imposed by the racking and contents For file/commodity store-and-retrieve systems, see 06BCV011-Multi Level Storage Racking Systems ❑**Demolition**—for the complete removal of a building or structure. SKIP QUESTIONS 8, 10-14,20-25 IF APPLYING FOR TOTAL BUILDING DEMOLITION. ANSWER QUESTIONS 1-7, 9, 15-19. Review Hoarding requirements (next) Partial demolition or selective demolition is the removal of a defined part of a building, and possibly involving professional involvement to ensure structural sufficiency, fire protection, etc., of the remaining part of the building, in which case it is expressed as an "alteration" rather than demolition on a building permit. Also see BOX 16. ❑**Hoarding**—is a fence, covered way, guard, railing, boarding, barricade, walkway or any other structure, material or equipment placed on public lands--roadway, boulevard, sidewalk or alley--in conjunction with an On-Street Construction and Maintenance (OSCAM) permit. Very short-term work, determined in conjunction with Network Operations/Parks and Road Services, may not require a Building Permit for Hoarding. Construction materials, waste, equipment, activities or accessories related to the project **located or occuring on any public lands** constitutes use or occupation of public property; this may only occur with written permission from the City. For more about Hoardings, and how to obtain a Building Permit for Hoarding, **see the section near the end of this Guide**.
4	**CITY FILE #** is the associated Development Permit Number, provided by the Development Officer, before the Building Permit is processed. This indicates Zoning Bylaw is met for the proposed activity at the location. **LAST KNOW BUSINESS** provides our office one more way to check that the location of the proposed business aligns with our records. Addressing must match City records, not random numbers that may have been adopted by a previous tenant. **COST OF CONSTRUCTION** is the project price tag **less the following**, as applicable to the particular project: ● costs for land, landscaping, parking lots on grade, curbs, access roads, sidewalks or other site development not related to the building structure ● furnishings or appliances or other non-fixed appurtenances, and interior window coverings ● process equipment not required for building services or regulated by the Safety Codes Act ● temporary service connections such as power for contractor use -AND- ● insurance or bonding, interim financing, permit fees, professional consulting fees, GST. **BP fees** include plan review, permit issuance and inspections; see Fee Listing or contact permit office for quote.
5	**PROJECT APPLICANT** is the person, or company with a responsible contact person provided. The applicant will be the Building Permit holder-- assuming primary responsibility for the work and completion of the permit conditions.
6	**PROPERTY OWNER** is responsible together with the constructor for activities on the construction site, and is ultimately responsible to ensure that all activities that take place on the site meet the requirements of the Safety Codes Act and Regulations, including Alberta Building Code and all related Codes and Standards. Property owner means a person who ● controls the property under consideration ● holds themselves out as the person having the powers and authority of ownership or who, for the time being, exercises the powers and authority of ownership ● is registered under provincial legislation as the owner of a freehold estate in possession of land -OR-

	● has purchased or otherwise acquired land, whether they have purchased or otherwise acquired the land directly from a previous owner or from another purchaser, and have not yet registered their ownership.
7	**CONSTRUCTOR** means a person who contracts with an owner or their authorized agent to undertake a project, and includes an owner who contracts with more than one person for the work on a project or undertakes the work on a project or any part thereof. The constructor shall ensure that ● precautions are taken to safeguard the public and protect adjacent properties ● the methods used in demolition or erection are safe, -AND- ● the material and equipment used on site meet the requirements of this Code
8	**CONTRACTOR** company names are needed so that the right sub-permits can be created for the compulsory trades working on the project. Include the Posse ID # if the contractor can supply it to you, so we can verify the right permit is being prepared for the right company. Where Posse ID # is not available, provide the complete corporate name of the trade to avoid delay.

9	**The PROPERTY OWNER or leasing agent should be able to provide the PLAN(s) and AREA values called for in this BOX 9.** **SITE PLAN** will clearly show the project location--building, bay or suite--and the site's property boundaries, other structures on the site, and often with any associated parking and access routes if the building does not front directly onto a street. The site plan provided for the Development Permit is usually adequate. A more complicated or involved alteration will need a more informative site plan. For example, addition of a sprinkler system to a building means hydrant location, obstructions between the hydrant and new fire department connection point,hose path length, and so on must be know. **KEY PLAN** details the tenant names/ addresses of any and all other bays, doorways or suites in the building, and pinpoints the location of your project. The key plan provides the important context for the proposed work, so that an approval does not inadvertently set off a chain of events that leads to a lowered level of safety or performance of the remainder of a building, which would be an unacceptable condition that may involve further work to mitigate and thus delay occupancy. The plan provided for the Development Permit is usually adequate. **SITE PLAN** and **KEY PLAN** may be combined. The general rule is that the information provided must be sufficient to facilitate a plans examiner's code review and permit decision. **BUILDING AREA** is ● the area of the "footprint" of the building in which or to which the work is to be done ● NOT to be confused with floor area or rentable area ● NOT the sum of the areas of all the floors in a multi-storey building ● NOT the area of only your bay in a multi-bay strip mall or industrial building ● essential together with the answers to be provided in questions **15-23** to inform us as to what needs to be checked to verify the project meets the intent of Alberta Building Code 2014, so permits may be issued promptly and efficiently. **AREA of WORK**, sometimes called "affected" area of work, is the floor area involved in the project for this application.

AREA LIMITS and MANDATORY PROFESSIONAL INVOLVEMENT .

- 'Professional involvement' means that design professionals--architect/designer and engineers--are involved in the project.
- Drawings, documents and details **signed, dated and stamped with the seal of a professional** architect/designer or engineer --called "stamped" drawings in this Guide-- indicate a professional is taking responsibility for <u>design</u> of that part of the work.
- Though many small projects may be completed without it, overall professional involvement is mandatory for projects in buildings above certain thresholds, and based on the use of the building and on the proposed work for this application.
    - Assembly occupancy--e.g., cafe, daycare, club, etc-- and detention/treatment/care occupancy--e.g., some group homes, etc--buildings of more than **300 sq m** (3229 sq ft) of area **require** professional involvement.
    - Retail stores, office/personal service buildings or general industrial buildings of more than **500 sq m** (5382 sq ft) of area **require** professional involvement.

- Several other less-common circumstances also require professional involvement, so if the project is not readily classifiable under one of the above, see ABC: Div C:2.4. or consult the permit office.
- Where there is a level of complexity of design or installation of certain components or systems that cannot be assessed by a safety codes officer, professional involvement is required regardless of the size of the project. This 'partial' involvement may apply only to those parts and not necessarily to the project overall. Examples are sprinkler system, fire alarm system, and various structural changes to a space; more detail is in BOXES 11-13

- **MANDATORY** professional involvement is documented through submission of "Schedules", with stamped drawings, documents and details.
- **VOLUNTARY** professional involvement, for a project to proceed under documented professional guidance, is encouraged for permit applicants not highly experienced in commercial construction**,** even though not strictly required by ABC. If this optional professional involvement is elected, it is also documented through submission of "Schedules", with stamped drawings, documents and details.
- Schedules record the "Professionals of Record" for the project and the professionals' responsibility for field review of respective parts of the construction work.
  - A-1 and A-2,B-1,B-2 Schedules completed by professionals and owner are needed with this application.
  - A-1 is for a co-ordinator (often the architect) and A-2's are for each discipline.
  - C-1 and C-2 Schedules signed by the professionals will be needed at the end of the project and before a mandatory Final inspection can be scheduled. C-2's are for each discipline, and C-1 is from the co-ordinator.
  - A-2, B-2 Schedules only may be submitted if covering a limited number of components or systems for a project that is not otherwise with overall professional involvement (mandatory or voluntary). C-2 corresponding to A-2 will be required before Final inspection.
- Schedules not completed in all appropriate sections are not valid.

Based on the requirements for stamped drawings and outlined above, provide appropriate drawings, documents and details for all proposed building work and any HVAC, plumbing, gas and electrical work in the order listed in the following **BOXES 10 to 13.**

10

ARCHITECTURAL refers to designs, graphic representations, plans, drawings, detail drawings or specifications for the project, but does not include engineering work. (See basic examples at end of the Guide.) The submitted drawings shall

- be prepared by a draftsperson, architect or person skillful in technical drawing
- be preferably of scale: 3/16"=1'-0" or 1:75 but at least minimum scale: 1/8"=1'-0" or 1:100
- use consistently metric OR imperial units of measurement
- show a plan of **existing** construction, walls layout, etc of the space to be occupied
- be detailed enough-- floor plans, sections, details--to clearly indicate **proposed** work on separate sheet(s)
- show interior/exterior dimensions, as applicable, and area of each floor level
- include location and dimensions of walls, stairs, etc,
- identify all room and space uses on all floors (e.g.,washroom, mechanical room, storage room, etc.)
- specify construction and fire-resistance rating of walls, floors and ceilings required to be fire separations
- show all exits from space and building, including direction of door swing
- fully detail all proposed security measures (slide-bolts or bars on exit doors, mag locks,etc.)
- indicate the proposed occupant load: e.g., number of employees, of customers, of seats in a restaurant, etc.

** Washroom facilities available for use by occupants of your space but not found within it must be indicated on floor plans. Provide letter from building owner/agent confirming these washrooms are available at all hours of operation of your premises.*

Barrier-Free Note: New work, change of use, or major alterations are subject to barrier-free construction requirements (ABC:3.8.2.1), with intent to create an inclusive built-environment for everyone, including persons with physical, sensory and/or cognitive disabilities, and the elderly. Barrier-free is not only about "wheelchair access" but ranges from door handle style (for persons with arthritis or strength conditions) to the thoughtful location of wall- and ceiling-mounted objects (so as tonot pose a hazard to persons with vision impairment).

Accessibility information about and additional to ABC 2014 minimum requirements is in 2017 Barrier-Free Design Guide.

Provisions are to be shown on the architectural drawings, with dimensions and explanatory notes as needed to make the construction intention clear. Construction errors occur commonly with entry vestibules, doorway widths, lavatory heights, and fixture and fittings placement within toilet facilities; double-check your plans.

❑ Existing barrier-free provisions from previous Code editions-- will typically be accepted subject to conditions

	❑Existing barrier-free provisions are provided in this building built since 2016 (i.e., built to ABC2014) ❑New barrier-free construction is proposed, and shown clearly on plans ❑N/A --no special provisions of ABC:3.8 are proposed ** A relaxation letter provided by Municipal Affairs must be received at the permit office prior to Building Permit issuance if you feel any barrier-free requirements cannot be achieved or are unnecessary. The relaxation request to Municipal Affairs will normally include an opinion from the permit office before a decision is made by the Provincial Building Administrator.* **Some plumbing rough-ins fail to meet barrier-free dimensional tolerances for fixtures and fittings; check carefully !* **ARCHITECTURAL drawings--**Are the floor plans, sections, elevations,etc., signed, dated and sealed by an architect? ❑No→the AREA LIMITS (defined above) are not exceeded on all floors, mezzanines, including occupied rooftop or courtyard ❑Yes→an architect or licensed interior designer has signed, dated and stamped the work **ARCHITECTURAL schedules--**Are professional schedules **required** from the designer responsible for the architectural design? ❑No→ **not required** as AREA LIMITS (above) are not exceeded ❑No→ **not required** as AREA LIMITS (above) are not exceeded **but are provided** with this application ** Optional submission of schedules indicates the professional will oversee execution of the work as outlined on the schedules* ❑Yes→ **required** with application as AREA LIMITS (above) are exceeded (or if complex design) ** Mandatory submission indicates the professional will oversee execution of the work as outlined on the schedules*
11	**STRUCTURAL WORK:** Structural engineering work means the preparation of designs, plans, drawings, detail drawings, specifications or graphic representations for structural aspects of the project. **Component Design Note:** Some parts or components require engineer design, whether the project as a whole requires professional involvement or not. Examples include roof-top unit (RTU) support, bearing wall alteration, floor reinforcement, engineered lumber/steel beams, metal/glass guards and handrails, PV panel rack and anchor, etc., designed in accordance with ABC:Part 4. ❑ there are no new components or building changes that require any structural design ❑ components requiring structural design are included in the plans stamped by the engineer of record, and applicable Schedule is submitted ❑ components are stamped by their designing engineer, and marked "Reviewed" by the engineer of record, and applicable Schedule is submitted ** Other than use of dimensional lumber in small wood buildings, most materials used in commercial construction cannot be assessed through the prescriptive requirements of Alberta Building Code and require structural engineer design.* **STRUCTURAL drawings**--Are the structural drawings, documents and details signed, dated and sealed by the engineer? ❑ None→no structural change to the building and no new designed components are being installed ❑ No→the AREA LIMITS (above) are not exceeded **-AND-** the work can be checked against ABC: Part 9 ❑ Yes→all designs for elements and components not found in prescriptive solutions of ABC are stamped **STRUCTURAL schedules--**Are professional schedules **required** from the engineer responsible for the structural design? ❑No→ **not required** as AREA LIMITS (above) are not exceeded **-AND-** work can be checked against ABC:Part 9 ❑No→ **not required** as AREA LIMITS (above) are not exceeded **but are provided** with this application ** Optional submission of schedules indicates the professional will oversee execution of the work as outlined on the schedules* ❑Yes→ **required** with application as AREA LIMITS (above) are exceeded **-OR-** where complexity calls for engineering ** Mandatory submission indicates the professional(s) must oversee execution of the work as outlined on the schedules*
12	**MECHANICAL WORK: HVAC, Plumbing or Gas work:** Examples include new heating, ventilating or air conditioning (HVAC) systems including humidity controls, duct distribution, new drains, sprinkler alteration, geo-exchange system, etc. **HVAC work** ❑None→no HVAC work is planned in this project. The architectural drawings indicate existing conditions not to be changed ❑Yes→new distribution ducting only; e.g., diffuser relocation, minor exhaust fans, etc., detailed on drawings ❑Yes→for designs of new HVAC system, and includes any storage, workstation or kitchen facilities ventilation **PLUMBING work** ❑No→no Plumbing work is planned. The architectural drawings indicate existing fixture locations not to be changed ❑Yes→new washroom, lunchroom, workroom, etc., as shown on architectural drawings

	Coordinate barrier-free plans with the plumber very carefully to avoid fixture placement issues later on in the project* **GAS work ❑No→no Gas work is planned. The architectural drawings indicate existing appliances not to be changed ❑Yes→replacement fuel-fired appliance(s) installation, noted on architectural drawings ❑Yes→installing **additional gas meter**. **Recommend that you verify your unique address with ATCO to avoid possible delays* **SPRINKLER work** ❑No→ no automatic sprinkler system in the space ❑No→ no change to the existing automatic sprinkler system is planned ❑No→ head relocation work without pipe-type changes, change of head, or change of hazard class ❑Yes→ additions to head count on the existing automatic sprinkler system→ requires **stamped drawings, hydraulic calc's,** ❑Yes→ new sprinkler system→ requires **stamped drawings, hydraulic calculations, show hydrant on SITE PLAN** ** Sometimes sprinkler design is not completed until the space is constructed; in such cases, drawings / hydraulic calculations may be submitted at a later date (ABC2014:DivC:2.4.2.3). Schedules are required with the initial building permit submission* ** Some changes-of-use trigger sprinklering requirements in existing unsprinklered buildings* ** Some changes-of-use require existing sprinkler system review due to changed fire load or proposed hazardous uses* **MECHANICAL drawings** --Are any separate mechanical drawings signed, dated and sealed by the engineer? ❑No→ proposed work does not involve any new systems; no more than minor alterations not requiring engineering. As noted above, separate drawings are not necessarily required for minor work. If questions, consult permit office ❑Yes→ means a registered mechanical engineering professional has designed and stamped the work. **MECHANICAL schedules --**Are professional schedules **required** from the mechanical engineer? ❑No→ **not required** as AREA LIMITS (above) are not exceeded ❑No→ **not required** as AREA LIMITS (above) are not exceeded **but are provided** with this application ** Optional submission of schedule indicates the professional will oversee execution of the work as outlined on the schedules* ❑Yes→**required** with application as AREA LIMITS (above) are exceeded **-OR-** where complexity calls for engineering and stamped drawing for new mechanical system **-AND/OR-** new, expanded or altered automatic sprinkler system ** Mandatory submission indicates the professional must oversee execution of the work as outlined on the schedules*
13	**ELECTRICAL WORK:** Examples include new electrical service, fire alarm work, new lighting and receptacle circuits, etc. **Exit Sign Note:** ● Every building requires 'exit' signs ○ visible on approach to any exit where the building is more than 2 storeys in building height, ○ in buildings with more than 150 occupants, ○ at egress doorways from any room with an occupant load of more than 60 that has normal lighting levels that make it difficult to locate doorways (e.g., lounges, bars, dance halls, etc.), ● Where no exit is visible from ○ a public corridor or corridor used by the public (A, B occupancies), or ○ an open floor area with more than 150 occupants, exit sign(s) with an arrow or pointer indicating direction shall be provided. ● Exit signs are to be continuously illuminated, and if illuminated ○ internally, conform with CSA C22.2 No. 141, "Emergency Lighting Equipment" -AND- ○ externally, with CAN/ULC-S572, "Photoluminescent and Self-Luminous Signs and Path Marking Systems". ● Mixing of old text sign and new pictogram sign types is to be avoided. When working with new type, one reversion to old type in existing, unchanged space is generally permissible. Where areas further along the project's egress path have been also converted to pictogram, then all signs on the egress path should be studied for change, in consultation with the permit office. **Emergency Lighting Note:** ● Unless shown to be unnecessary, every building requires emergency lighting ○ in exits, public corridors, corridors used by the public, corridors serving classrooms, ○ in access to exit in open floor areas and where the public may congregate, ○ in care areas of child care centres, food prep areas in commercial kitchens, etc.,

	○ conforming to CSA C22.2 No. 141, "Emergency Lighting Equipment" if self-contained battery units, -AND- ○ with illumination average levels of not less than 10 lx at floor/tread level, and minimum not less than 1 lx, except lighting equal to 1 W/m2 of floor area is acceptable where incandescent lighting is provided. **Fire Alarm Work Note:** ❑No→no fire alarm system is in the building. ❑No→no change planned to existing fire alarm system in building. ❑Yes→alter the existing fire alarm system by moving, deleting or adding devices as shown on architectural drawings where very limited adjustments are being made -OR- on stamped electrical drawing where professional is involved and additions and deletions of devices and associated wiring is proposed. ❑Yes→fire alarm changes to existing system, including as outlined in Standata ❑Yes→new fire alarm system→**provide stamped drawings + schedules** **Photovoltaic System Installation Note: See BOX 3** **ELECTRICAL drawings** --Are any separate electrical drawings signed, dated and sealed by the engineer? ❑No→proposed work does not involve any new systems; not more than minor alterations not requiring engineering ❑Yes→means a registered electrical engineering professional has stamped the work **ELECTRICAL schedules --**Are professional schedules required from the electrical engineer? ❑No→ **not required** as AREA LIMITS (above) are not exceeded ❑No→ **not required** as AREA LIMITS (above) are not exceeded **but are provided** with this application ** Optional submission of schedules indicates the professional will oversee execution of the work as outlined on the schedules* ❑Yes→**required** with application as AREA LIMITS (above) are exceeded **-OR-** where complexity calls for engineering and stamped drawings **-AND/OR-** fire alarm system is being constructed ** Mandatory submission indicates the professional must oversee execution of the work as outlined on the schedules*
14	**ENERGY EFFICIENCY SUMMARY and CHECKLIST** (edmonton.ca/energycode) ● Work in an energy-efficient **new building** must coordinate with the building's energy code compliance path: consult early and closely with the building owner to learn the meaning and impact of this. Typically, this means light fixtures and some appliances must have a minimum energy efficiency rating, however this does not extend to equipment of the business itself that is not part of the building. **New** means built according to ABC:9.36 or NECB2011 ● For **older, small buildings**, refer to alterations guidance and additional information at edmonton.ca/energycode . **Small** means a building in which combined retail, office, low-hazard industrial and common space floor area does not exceed 300 sq m--with or without residential component in the building such that the entire building does not exceed 600 sq m footprint and the building does not exceed 3 storeys in building height (within scope of ABC:9.36.). ● Energy Code does not apply to alteration of **older, large buildings** at this time.
15	**FIRE SAFETY PLAN** Provide a Fire Safety Plan (FSP) for construction, renovation or demolition work, at time of building permit application. Most FSPs are straightforward, however in larger, multi-tenant buildings, impact on others in event of emergency must be considered. Failure to provide a FSP satisfactory to Fire Rescue Services holds up start of your work. ● Review the Bulletin on working in partially occupied buildings ● Life safety systems will be maintained during work (whether remediation work or construction work) ● The FSP can provide alternate ways of maintaining an acceptable level of safety during construction ● Impact on other building occupants in event of fire- and non-fire emergency must be considered in the plan ● Contact FRS for more guidance in writing a FSP
16	**ASBESTOS MANAGEMENT / ABATEMENT REQUIREMENTS** Occupational Health and Safety officers from Human Services use the Alberta Abatement Manual as a guide when reviewing abatement work practices, as these are not covered in the Alberta Building Code or Safety Codes Act. Review your obligations under OHS Act and Regulations in connection with working around asbestos-bearing materials, and communicate with that agency in relation to standards for those processes. IF abatement is necessary, it may be completed before construction or demolition starts (commonly), or in conjunction with selective demolition/removal work. In either case, an abatement plan will, as applicable to the location, need ● Fire Code-mandated Fire Safety Plan for work in an occupied building that includes abatement leading up to or in conjunction with the work, addressing impacts on ○ detection / alarm systems, fire suppression systems and emergency lighting systems ○ electrical systems, and ventilation systems for maintaining indoor air quality for the rest of the building

	○ exits, e.g., exits blocked while abatement work occurs on a lower storey ● Building Code review for replacement of any required building components e.g., required fire protection on beams and columns, or fire separations. ● In all cases, Alberta Human Services' health and safety legislation must be followed
17	**Number of storeys in the building --** *first storey and all floor levels above*
18	**Basement or Parkade --** *under your tenant space*
19	**Type of construction of building --** *composition of the floors, walls and roof of the building*
20	**Floor fire-resistance rating = FRR** *of the floor of your tenant space.* FRR means fire-resistance rating in the this Guide.
21	**Mezzanine(s)/stair FRR** -- *Mezzanine is an intermediate floor assembly between the floor and ceiling in any storey or room* t*hat* ***must*** *meet certain conditions to be exempt from being considered a storey* ● Up to 10% of the room's floor area if it is enclosed above/below with partitions ● Up to 40% of the room's floor area if it is **not** enclosed above/below ● Fire protection ○ Must be non-combustible construction if building is required to be non-combustible ○ Sprinklers are required under mezzanine if the building requires sprinklering or is sprinklered
22	**Roof or ceiling FRR** -- *as viewed from underside, i.e., from your suite*
23	**Suite/ tenant separation walls FRR --** *"Suite" is a room or group of rooms under a single tenancy, e.g.: individual stores, offices, restaurants, etc. Suite separations are listed in ABC:3.3.1.1/9.10.9. In confirming suite separation, check if the walls separating your space from neighbours extend right up to the underside of the roof or the floor above you, and are intact*.
24	**Public corridor separation FRR --** *A public corridor is a shared corridor or hallway, i.e., a multi-tenant access-to-exit corridor, that offers possibility to go in opposite directions to any of 2 or more separate exits [ABC:3.3.1.4 / 9.9.7.]. In confirming public corridor separation, check if the corridor walls extend up to the underside of the roof or floor above you, and are intact.* ● Fire separation requirements depend on building and use (e.g., sprinklered buildings other than residential or institutional occupancies require separation without fire-resistance rating in most cases) ● Door/sidelite/glazing fire-protection rating relates to the required fire-resistance rating of the corridor wall ● Consider the impact of: ○ Changing from single tenant to multiple tenants using the corridor, and vice versa ○ Crossover floors to provide access to an alternate exit, found in high buildings ○ Dead end corridors where an exit door is more than 3m from the end of the public corridor
25	**Exit separation FRR:** *An exit is one of or a combination of exterior doorway / exterior or interior stairway, ramp or passageway / a horizontal exit at a firewall / or fire escape [ABC:3.4.7].* *ABC:3.4.4 / 9.4.4 pertains to exit separation and characteristics.* *"Exit through lobby" space must have the characteristics of an exit, with limited exceptions per ABC:3.4.4.2. / 9.9.8.5.* ● Fire-resistance rating of an exit relates to the building size and use ● Fire door and exit glazing fire-protection rating and limitations relate to the required fire-resistance rating of the exit: ○ Do not paint over or remove frame and door, window or other 'closure system' labels ○ ULC labeled hardware is required ○ Door-release 'panic' hardware is required on exit doors in certain locations: ■ in assemblies where occupant load is more than 100, ■ every door from an exit stair shaft leading to an exit lobby, ■ exterior door from an exit stair shaft in a building where occupant load is more than 100, and ■ every exit door from a floor area containing a high-hazard industrial occupancy. ● Interior exit doors swing in the direction of exit travel when occupant load is greater than 60 ● Exterior exit doors must swing in the direction of exit travel

APPLICANT SIGNATURE ATTESTING TO CORRECTNESS AND COMPLETENESS OF THIS APPLICATION .

- Review all provided information and this attestation before signing and dating it.

1) *the information contained in and with this application for building permit and related permits is, to the best of my knowledge, true and complete;*

- We are issuing a Building Permit based on the application, and permits may be revoked if found to be based on incorrect information, or construction is not in accordance with the Permit.

2) *the* **PROPERTY OWNER** *(person, partnership, condominium, corporation, or other) is aware of and has authorized this application;*

- We will require a formal letter of authorization from a condominium corporation to process permits for work in a condo unit.

3) *I am aware that no work on this project is authorized before the building permit is issued.*

- Construction is not to start until the Building Permit is issued. Review the application for completeness , using the Guide and other resources available to you, so that delay in processing is minimized.

Building Permit Application Process

Many small interior alterations may be done without involvement of a designer, with plans and application prepared by a knowledgeable person such as the building contractor--the "constructor"--who will do the work. A retail store, office/personal services shop and some industrial occupancies where the building area is not more than 500m² (5382ft²) does not strictly require professional involvement for the general work; that is to say, architect- and engineer-stamped drawings are not automatically required. An assembly occupancy--e.g., restaurant, daycare, club, etc-- and detention/treatment/care occupancy--e.g., some group homes, assisted living facilities, etc.-- with building area of not more than **300 sq m** (3229 sq ft) does not require professional involvement. Optional, voluntary professional involvement, in order that the project proceeds under professional guidance, is encouraged--especially for permit applicants who are not highly experienced in commercial construction.

Some parts of the construction details MAY require stamped engineer design (e.g., structural design for carrying new equipment on the roof, storage racking, design of a new exterior cladding system that is not found in Alberta Building Code 2014, etc.)

Larger building or more complicated interior alteration projects require professional involvement for all aspects of the work. This means stamped drawings/documents and professional schedules are to be submitted. A licensed interior designer may provide professional services within limitations.

If a question arises, a Safety Codes Officer makes the final determination of what permits are required.

A valid Development Permit (DP) must be in place for any project before Building Permit (BP) processing. If the BP application is submitted after the DP is approved, the Development Officer will rapidly verify the proposed work on the new drawings aligns with terms of the DP as part of the BP application intake screening process.

A Plans Examiner will then perform a full Code review of the project, and provide a Plans Examination report if needed listing any items requiring clarification or amendment in order to demonstrate Alberta Building Code compliance. A Commercial Final Building Permit will be issued upon satisfactory resolution of any identified issues.

Additional permits may be required for proposed HVAC (Heating, Ventilating and Air Conditioning), Plumbing, Gas or Electrical work. A Safety Codes Officer makes the final determination of what permits are required for a project, or will sign off where no permit is required. Updates on permit progress through our office will be emailed.

Assessment of an acceptable level of safety when reviewing plans for alteration of an existing building can only be done with a complete picture of existing conditions and of proposed work. It is important that the application form is completed entirely so that the best assessment can be made based on the information provided in the application. Incomplete information will result in delays while the applicant is asked for more, or research into older permits is undertaken. Permits issued on the basis of incorrect information risk being revoked if issues arise.

Provide the names and Posse ID #'s of the compulsory subtrades that are to work on the project. Then, provide the issued Building Permit number to the subtrades who can then claim the trade permits that have already been paid for with the application. Inspections should be called as outlined on the permit conditions, but generally before trades work is covered. Coordinate closely with the trades so their inspections can be called to minimize delays. Service level target is 2-5 days for inspection, due to seasonal and scheduling variability.

Be sure to read ALL Building Permit conditions printed on the permit as soon as it is issued, and act accordingly. Important information is printed there.

When all trades permits have been inspected and concluded, a mandatory Final building inspection is conducted. When that is successfully completed, the space may be occupied. A Building Permit, however, does not imply or grant permission from City of Edmonton or any provincial or federal authority to operate any business without other required regulatory approvals.

Depending on job scale, complexity and context, a Fire Inspector may conduct a joint inspection with the Building Inspector so that there is a seamless transition from a 'space under construction/alteration' to one that is 'operational' and thus, from that moment on, governed by the Alberta Fire Code which mandates periodic inspections, fire safety systems maintenance, and so on.

Building Permit for Hoarding

If a public sidewalk, alley or street must be used to do some part of your project, an "OSCAM Permit" will be required. Additionally, if the disruption of the public space is for more than a few hours or parts of a few days, a Hoarding Building Permit may also be required for hoarding needed to protect the public on ongoing basis through the duration of the project. Each short-term permit decision--based on location, height, nature and duration of the work--is a collaborative decision of Network Operations/ Parks and Roads Services and Safety Codes Permit and Inspections/Development Services (in short, between roadway operations and building codes).

A project site plan will be reviewed by the Safety Codes Officer for compliance with Bylaw 15894 and ABC:Part 8, and evidence of intention to maintain to the greatest extent reasonable the positive characteristics of any affected existing public sidewalks near the site. Tips are provided in the Barrier-Free Design Guide Section 10 (see next pages). The site plan will then be shared with Network Operations (Transportation) for them to confirm an OSCAM, which coordinates your activity with other planned uses of the same road Right-of-Way.

We need the following to process a Hoarding Building Permit, on or attached to either the Short-Form -OR- Long-Form COMMERCIAL BUILDING PERMIT APPLICATION:

1. **APPLICANT CORPORATE NAME** (**exactly** as it appears on corporate seal) and **DURATION** that the hoarding will be wholly or partially erected: provide planned start and stop dates.
2. **INSURANCE** documentation as proof of general liability coverage of minimum two million dollars, valid for the duration indicated above.
3. **SITE PLAN** of areas to be hoarded, clearly indicating these existing or proposed features:
    a. building location(s) and dimensions of their setbacks from property lines;
    b. streets, sidewalks, boulevards, trees, hydrants, bus stops, street furniture and any obstructions in the vicinity of the proposed hoarded area;
    c. proposed location of any covered walkways, which provide protection from side and overhead hazards while work on or over a building proceeds, including dimensions and distance from property lines and street corner property lines;
    d. proposed location of any fenced areas, which exclude unauthorized persons from an exclusive use zone for the duration of the permit, including dimensions and distance from property lines and street corner property lines.
4. **HOARDING DESIGN** details:
    a. covered walkways require site-specific Alberta engineer-stamped structural design;
    b. any required fence hoardings may be shown by dimensioned photos, tear sheets or sketches.

A Hoarding Agreement will be prepared for **APPLICANT** corporate seal over signature in two copies. (Alternatively, properly-executed affidavit verifying signing authority may be presented with the Agreement in lieu of corporate seal.) Both copies are to be returned to the permit office for City seal.

FEES, for building permit, and electrical permit for the required lighting within a covered walkway, as well as rent for the use of the public land for the project (Safety Codes Permit Fee Schedule) will be assessed. These are to be paid, and following that, the Building Permit for the hoarding will be issued.

Start construction of the hoarding only when the Building Permit for hoarding is issued. Follow the informative Conditions printed on that Building Permit. Call for inspection when the hoarding is prepared to be put into service. Maintain the hoarding according to the Permit Conditions and Agreement. Call for inspection when the hoarding is removed and the public realm restored.

Accessibility in Vicinity of Construction Sites

Application of this Code

6) This Code applies to any one or more of the following:
   i) the correction of an unsafe condition in or about any building or property,

1) safety during construction of a project, including protection of the public and neighbouring properties.

Consistent application of Alberta Building Code (ABC) to public protection provisions around construction sites will lead to safer design and maintenance of temporary public ways which, though usually under the control of a municipal agency such as a transportation, public works or police department, fall under the purview of the building code and fire code.

Existing ABC provisions are often overlooked due to the temporary nature of a construction environment. Whether at one location alone or in closely spaced projects, sidewalk and crossing disruption can be challenging for anyone. These same conditions can present insurmountable obstacles for persons with disabilities moving to and from work, home, errands, or for pleasure. Consideration for the public passing by or through a demolition or construction site is an obligation of ABC.

8.1.2.2. Protection from Risk

1) Precautions shall be taken to ensure that no person is exposed to undue risk.

Regulatory requirements for construction areas should be consistently applied in order to address safety objectives and meet user expectations, and avoid unsafe conditions by establishing temporary pedestrian routes in thoughtful balance with site access and emergency response realities.

8.2.3.1. Safe Passage Past Site

1) Except as provided in Article 8.2.3.2., provisions shall be made at all times for the safe passage of pedestrian and vehicular traffic past the site.

All pedestrians shall be provided with safe passage through or around any construction or demolition site that requires ABC Part 8-mandated temporary closure or adjustment of the public way, building access, or egress routes. The aim is to remove as many barriers as practical for persons with disabilities of all sorts, as well as for those without.

8.2.1.1. Covered Way Exceptions

1) Where the construction may constitute a hazard to the public, work shall not commence on the construction, alteration or repair of a building until a covered way has been provided as described in Article 8.2.1.2. to protect the public, except where
   a) the work is done within a solid enclosure,
   b) the building is at a distance of 2 m or more from a public way used by pedestrians, or
   c) site conditions warrant a distance greater than provided in Clause (b).

8.2.1.2. Covered Way Construction

1) A covered way shall
   a) have a clear height of not less than 2.5 m,
   b) have a clear width of not less than 1.5 m or the width of the public way, whichever is the lesser,
   c) be designed and constructed to support safely all loads that may be reasonably expected to be applied to it, but in no case less than 2.4 kPa on the roof,
   d) have a weathertight roof sloped towards the site or, if flat, be equipped with a splash board not less than 300 mm high on the street side,
   e) be totally enclosed on the site side with a structure having a reasonably smooth surface facing the public way,
   f) have a railing 1 070 mm high on the street side where the covered way is supported by posts on the street side,
   g) be adequately lighted when the public way is lighted, and
   h) have, at each opening for pedestrian access, a gate not less than 1 200 mm high that can be locked or bolted in a closed position.

A covered way shall be constructed with all users in mind. The minimum clear width of 1.5m generally works adequately for modest use level. On major streets, sidewalks that experience crowding at certain times of day should be provided with a wider covered way, typically extending no closer than 30 cm to the street curb, to be comfortable for all. Check early in the process whether the municipality has additional local regulations governing the use of streets and public property so that a viable management plan can be formulated.

8.2.3.1. Safe Passage Past Site

3) Except as provided in Sentence (4), where a sidewalk exists adjacent to the site, it shall be kept clear of obstructions at all times.

Materials, scrap, and equipment cannot be placed on the walking surface as this poses a hazard for all users. Care is called for in erecting fences and covered ways so that no objects protrude beyond the cane-detectable zone.

8.2.3.1. Safe Passage Past Site

4) Where construction operations necessitate the obstruction of a sidewalk, a temporary sidewalk shall be provided and it shall be kept clear of obstruction at all times.

Where an existing sidewalk adjacent to a site is closed, a common solution is to arrange a temporary walking surface that replicates to the greatest extent practical the positive characteristics of the existing walk being closed. Handrails and clearly demarcated temporary ramps with detectable warnings may be needed. Grates and rough surfaces on a roadway placed in temporary service as a walkway may need mitigation. Ensure that temporary walking surfaces such as plywood are selected for slip-resistance even when wet. Mud, snow, and ice accumulations require timely attention.

Intelligible signage provides the public sufficient and meaningful notice of closure, detour, or delay and alternatives. Use symbols, arrows, and large-sized print text in contrasting colours identified with safety and danger (for example, ISO7010:2011 Graphical symbols—safety colours and safety signs used in workplaces and public areas). Advance notice—time and positional—results in more-informed decisions by all users before arriving at a point where walking in the road or near a hazard is considered preferable to backtracking.

Ongoing active management of the area around the site will ensure that the signage, fences and barricades are maintained and adjusted appropriately to changing conditions.