

CITY OF EDMONTON CANNABIS PERMITS AND LICENCE APPLICATIONS

OPENING A CANNABIS RETAIL LOCATION

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OPENING A CANNABIS RETAIL LOCATION CHECKLISTS

DEVELOPMENT PERMIT CHECKLIST

If you're using an existing retail space, complete the following:

- Commercial Development Permit [application form](#)
- Letter of Authorization (if applicant is not the property owner)
- Fees

REQUIRED PLANS AND DOCUMENTS

- Certificate of Title (no older than 90 days). Property Owner Authorization MUST match the listed ownership on Title
- Print colour photo of the existing storefront taken directly in front of the store (if the proposal does not intend to change the exterior in any way)
- Site Plan (1 Set - 11x17) - It is recommended that a draftsman, architect, or planning professional design your plans. Plans must be to scale and dimensioned showing:
 - North Arrow
 - Municipal Address (+ unit or bay number) and Legal Description (Lot, Block, Plan Number)
 - Site Boundary
 - Location and size of all Buildings, and specific location of the Bay with the subject building that the Use will occupy.
 - Identification of all streets and lanes abutting the subject site
 - Parking areas and number of stalls. Provide layout and dimensions of stalls.
 - Identification of all Uses (i.e. other businesses)
- Floor Plans (1 set - 11x17) - To scale and dimensioned showing:
 - Layout of interior and exterior walls and identification of all proposed/existing room uses on all floors, including mezzanine (i.e. point of sale area, office area, delivery area, shipping / receiving area)
 - All doors, stairs and window locations
 - Dimensions of building and floor area

If your proposal includes alterations to the exterior, you must also provide:

- Elevations (1 set - 11x17) - To scale and dimensioned showing:
 - Exterior of all sides of the proposed change, including all windows, doors, loading bays, projections, decorative elements, and exterior lighting
 - Any rooftop equipment that may be part of the alteration
 - All finishing materials indicating:
 - Exterior materials (i.e. brick, stucco)
 - Roof materials (i.e. asphalt shingle, concrete tile)
 - Fascia, soffit, and trim
 - Colours of all major exterior building materials
 - Height from Geodetic Grade Elevation (dimensioned) as defined by s.6.1(40) and s.52 of the Edmonton Zoning Bylaw
 - Cross sections showing all materials used for the structure
 - Solar energy systems (if applicable).

NOTE: Additional information may be required at the discretion of the Development Officer. This may result in a longer review period.
Examples:

- Parking layout and dimensions of stalls
- Floor Area for other businesses
- The Development Officer may require additional information such as lighting, signage, etc.

NEW CONSTRUCTION OR ADDITIONS TO EXISTING BUILDINGS (DEVELOPMENT PERMIT)

- Completed Commercial Development Permit [application form](#)
- Letter of Authorization (if applicant is not the property owner)
- Commercial / Industrial [Checklist](#)
- Fees

OPENING A CANNABIS RETAIL LOCATION CHECKLISTS

COMMERCIAL FINAL PERMIT CHECKLIST

An acceptable building permit application package consists of the following:

- Fully completed Building Permit Application Form
- Fees, based on construction value and all trades permits required for the work

PLANS, DOCUMENTS AND DETAILS

- Site plan clearly showing where work is proposed, as submitted for the Development Permit
- Drawing(s) showing:
 - existing conditions in the space that is to be occupied
 - all proposed building, HVAC, plumbing, gas and electrical work
- Structural and Engineering Documents, where stamped designs are required:
 - structural changes to building or space
 - mechanical changes to HVAC, plumbing or gas systems
 - electrical changes to electrical systems
- Supplementary documents and details:
 - signed/sealed required professional schedules, if applicable
 - Energy Efficiency Checklist and Details, if applicable
 - Construction Site Fire Safety Plan, for space under time of construction

BUSINESS LICENCE CHECKLIST

- Completed Business Licence [application form](#)
- Corporate Registry Search (corporate applicants only)
- Cannabis Suitability Email from AGLC (if available)
- Fees

AGLC LICENCE APPLICATION CHECKLIST

(For your information only. Not required for municipal approvals)

- Non-refundable application fee of \$400 and licence fee of \$700.
- Application for Retail Cannabis Store Licence ([Form 8000](#))
- Particulars of Individual (Form 8005) completed by all directors, shareholders, officers and the proposed manager.
- Floor plan of the premises. Floor plans may be blueprints, architectural drawings, or a line drawing by hand. If the applicant is providing a line drawing, the floor plan must

be of high quality and clearly legible. The drawing must include measurements.

- Entrances and Exits
- Walls
- Dimensions/Square Footage
- Location of Shelving
- Point of Sale Area
- Office Area
- Delivery Area
- Shipping/Receiving Area
- Proposed Camera Placement and area of coverage
- A site plan of the surrounding businesses. Site plans may be hand drawn but must be of high quality and clearly legible.
 - Detailed Site Plan of Surrounding Businesses
 - Other Business Name(s) (if vacant, please state)
 - Geographical Directions (i.e., North, South, East, West)
 - Location and Names of Surrounding Roadways
 - Parking Areas
- Signed offer to lease.
- Particulars of Incorporation of Company (Form 8004).
- Particulars of Shareholding Company (Form 8004) if applicable.
- Certificate of Incorporation. Acquisition of Cannabis Products (Form 8010)
- Cannabis Licensee Acknowledgment and Undertaking (Form 8012)
- Separation of Business (Form 8008)
- Provide to Licensing in a sealed envelope addressed to Due Diligence, the below items:
 - Deposit of \$3,000
 - Applicant Disclosure (Form 8015)
 - Associated Applicant Disclosure (Form 8016)
 - Personal Disclosure (Form 8017)

Only applicants that have submitted all the required items listed above will be reviewed for eligibility. If the application is deemed eligible, the remaining items must be submitted prior to an AGLC licence being issued.

- Executed copy of the lease agreement or certificate of title, in the name of the applicant.
- Approved Development Permit
- City business licence or written approval of the municipality.
- Fire approval/Right to occupy

OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES: COMPLETED COMMERCIAL DEVELOPMENT PERMIT FORM

SAMPLE

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

DEVELOPMENT PERMIT APPLICATION Office use only: City File #: _____ for Commercial/Industrial/Multi Residential or Stacked Row House Developments

All of the following information is necessary to facilitate a thorough and timely evaluation and decision on your application. All materials submitted must be clear, legible and precise. Only applications that are complete will be accepted. PLEASE NOTE: this application is ONLY for a development permit. If a building permit is also required, you must apply for it separately.

A General Project Information	
1	Project Municipal Address: 12345 ABC Avenue Unit 3 Edmonton AB A1A1A1
2	Project Legal Description: Plan No. 4532 Block 9 Lot(s) 22 or, Quarter _____ Section _____ Twp _____ Range _____
3	Pre Application Meeting: <input type="checkbox"/> Yes, Reference # _____ -001 <input checked="" type="checkbox"/> No
4	Type of work being performed: (Check all applicable): <input type="checkbox"/> New Commercial/Industrial Building (must complete Section C7, C8 of this form) <input type="checkbox"/> New Multi Residential or Stacked Row House - 3 or more dwellings (must complete Section C7, C8, and C10 of this form) <input type="checkbox"/> Mixed uses New Building or Addition (must complete Section C7, C8, C10, and C11 of this form) <input type="checkbox"/> Addition to Existing Building (must complete Section C7, C9 of this form) <input type="checkbox"/> Exterior Alteration <input type="checkbox"/> Interior Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Other _____ <input checked="" type="checkbox"/> Change of Use (must complete applicable portions of Section D of this form) <input type="checkbox"/> Solar Energy Systems – Thermal or PhotoVoltaic (PV) (must see Solar Energy Systems brochure for submission requirements)

B Applicant/Owner Information	
5	As the applicant I affirm: <input type="checkbox"/> I am the registered owner of the above noted property <input type="checkbox"/> I have entered into a binding agreement to purchase the above noted property with the registered owner(s). <input checked="" type="checkbox"/> I have permission of the registered owner(s) of the above noted property to make the attached application for a Development Permit.
6	Applicant Information: City Customer ID #:
Last Name: Chen First Name: John Business Name: Bud Brothers	
Contact Name (if different from above): Email: john@budbrothers.ca	
Mailing Address: 246 Def Avenue NW Edmonton AB Telephone: Cell Ph.:	
City: Edmonton Prov.: AB Postal Code: B1B 1B1	

C All New Buildings and/or Additions to Existing Buildings	
7	Detail the proposed use of the new building/addition:
8	Total Site Area (sq. m.): Total Floor Area (sq. m.), including all floors and mezzanines:
Additions to a Commercial/Industrial Building:	
9	Existing Floor Area (sq.m.): Proposed New Floor area (sq.m.):
Multi-Unit Residential Developments:	
10	Total number of Dwelling Units Proposed: Number of Main Floor Dwelling Units Proposed:
11	Commercial Portion of New Mixed Use Building:

OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES: COMPLETED COMMERCIAL DEVELOPMENT PERMIT FORM

337M2

DEVELOPMENT SERVICES (Edmonton Tower)
2nd Floor, 10111 – 104 Avenue NW
EDMONTON, AB T5J 0J4
PHONE: 311 or if outside of Edmonton 780-442-5311
EMAIL: developmentsservices@edmonton.ca

D Change of Use within a specific building

11	Detail what the previous business activity was AND what the previous business name was: <i>Hair Salon - Mary's Hairstyles</i>		
12	Detail what the proposed business activities will be within the building (e.g. insurance office, steel fabrication plant, jewellery sales): <i>-cannabis retail -sell cannabis accessories</i>		
13	Detail any proposed business activities that will occur outside of the building (e.g. outdoor storage of pipes, outdoor trucking yard, outdoor display of goods): <i>None</i>		
14	Total floor area of business (sq.m.): <i>195</i>	Office space (sq.m.): <i>12</i>	Warehouse space (sq.m.): <i>30</i>

E Eating and Drinking Establishment Uses

15	Check all that apply: <input type="checkbox"/> Restaurant <input type="checkbox"/> Specialty Food Service <input type="checkbox"/> Bar and Neighbourhood Pub <input type="checkbox"/> Night Club <input type="checkbox"/> Brewery <input type="checkbox"/> Winery <input type="checkbox"/> Distillery		
16	Public Space floor area (excluding kitchens, office areas)	What will be the maximum seating capacity?	
17	Will there be an outdoor patio?	If yes, what is the seating capacity of the outdoor patio? (a floor plan is required on the site plan)	

F Vehicle Oriented Uses (New and used Automotive Vehicle Sales)

18	Vehicle Oriented Uses, including Automotive Vehicle Sales involving the placement of sales trailers on site is considered a new Commercial development and not a change of use, and therefore shall meet the drawing and information requirements of the Commercial/Industrial checklist.
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G Applicant Declaration

19	I confirm by my signature below that the information contained in this application, including plans and details, is to my knowledge, true and complete; Date: <i>May 25, 2018</i> Signature:
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Office Use Only

Development Permit Project No. _____ Building Permit Required? Yes No

This project is: New Commercial/Industrial New Multi Dwelling Residential Addition (all) Leave as Built
 Exterior Alterations Revision to approved DP Interior Alterations Demolition Only
 Solar Energy Systems

Development Permit Description (MUST IDENTIFY ZONING BYLAW USE CLASS):

Zoning: _____ Discretionary Use Permitted Use Statutory Plan Overlay: _____

Development fees to be charged? Yes : \$ _____ No (reason): _____

Reviewed by: _____ Date (mm/dd/yr): _____

Personal Information required by City of Edmonton application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be included on reports that are available to the public as required or allowed by legislation and may be provided to Business Improvement Area Associations. If you have any questions, please contact a Service Advisor at the Edmonton Service Centre at 780-442-5054.

OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES: COMPLETED COMMERCIAL DEVELOPMENT PERMIT FORM

Edmonton



31742

DEVELOPMENT SERVICES (Edmonton Tower)
2nd Floor, 10111 – 104 Avenue NW
EDMONTON, AB T5J 0J4
PHONE: 311 or if outside of Edmonton 780-442-5311
EMAIL: developmentsservices@edmonton.ca

Development Permit Information and Drawing Requirements

A separate **Checklist form**, which identifies the drawings and detailed information required for your proposed development, **must be completed**:

- **Commercial/Industrial Checklist for new buildings and additions, exterior alterations;**
- **Multi-Unit Stacked Residential Checklist for 3 or more dwellings, additions, exterior alterations;**
- **Change of Use Checklist.**

*****To minimize delays in processing your application, the following must be completed and returned to our office:**

- **The Development Permit Application form**
- **The appropriate Checklist**
- **"The Abandoned Wells Confirmation Form – Proposed Development" with a printout of the map that was used to confirm the absence/presence of abandoned well(s).**

To link to the City's website for the Commercial Development and Building Application Form and Checklists, go to: www.edmonton.ca/currentplanningforms

Additional drawings or information may be required as considered necessary in accordance with the Edmonton Zoning Bylaw and by the Development Officer.

Applications may be subject to additional on and off site fees associated to the proposed development such as Lot Grading fee, Sanitary Sewer Trunk Charge, Transportation infrastructure fees.

Should you have any questions regarding development application requirements, please contact a representative at our **Customer Information Centre** at **311** or if **outside Edmonton 780-442-5311**.

***This is NOT a Building Permit application.
A separate application must be made if a building permit is required.**

OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES: COMPLETED COMMERCIAL DEVELOPMENT PERMIT FORM

SAMPLE

Abandoned Wells Confirmation Form – Proposed Development

****Note**** This form must be 1) signed by the applicant at the time of Development Permit application, and
2) submitted with a printout of the map(s) that was used to confirm the absence/presence of
abandoned well(s)

Municipal Address:	12345 ABC Avenue Unit 3 Edmonton AB A1A1A1		
Legal Description:	Plan: 4532	Block: 9	Lot: 22

If abandoned wells are absent within the site of proposed development:

I, John Chen, have reviewed information provided by the Energy Resources Conservation Board ("ERCB") as set out in ERCB Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise that the information shows the **absence** of any abandoned wells within the site of proposed development.

John Chen
Printed Name

[Signature]
Signature

Bud Brothers
Company Name if signing for a company

May 25, 2018
Date

If an abandoned well(s) is present within the site of proposed development:

I, _____, have reviewed information provided by the Energy Resources Conservation Board ("ERCB") as set out in ERCB Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise that the licensee(s) responsible for all abandoned wells within the site of proposed development has been contacted in order to have the *Abandoned Well Locating and Testing Protocol* completed in accordance with ERCB Directive 079. To prevent damage to the well, a temporary identification marker will be placed on abandoned wells prior to construction, according to the confirmed well location(s) on site. The site of proposed development contains the following abandoned well(s):

ERCB Well License #	Licensee name	Licensed Surface Location (e.g., 04-20-052-23 W4M)	Contact personnel name	Phone number

Printed Name

Signature

Company Name If signing for a company

Date

Office Use Only:

City File #:		LDA:	
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SAMPLE

Why do I need to disclose information about abandoned wells on my parcel?

New Requirements

Effective November 1, 2012 the Subdivision and Development Regulation (Alberta Regulation 160/2012) has changed. The changes relate to the Subdivision and Development requirements around abandoned well sites. The new provisions require some changes to our business practices. In addition to our current application submission requirements, all new Development Permit and Subdivision Applications must include the following:

Development Permit Application

An application for a development permit for a **new building that will be larger than 47 square meters, or an addition to or an alteration of an existing building that will result in the building being larger than 47 square meters**, must include:

- Information provided by the Energy Resources Conservation Board (ERCB) identifying the location or confirming the absence of any abandoned wells within the parcel on which the building is to be constructed, or, in the case of an addition, presently exists.
- This information can be obtained by either contacting the Energy Resources Customer Care Centre at 1-855-297-8311 (toll free) or using the GeoDiscover Alberta Map at: www.geodiscoveralberta.ca to confirm whether an abandoned well is located on your property.
 - If you **do not have an abandoned well site on your property**, you must fill out the “*Abandoned Wells Confirmation Form – Proposed Development*” and provide a copy of the map that was used to confirm the absence of abandoned wells on your property. This information must be included with your development application.
 - If you **do have an abandoned well on your property**, you must first meet the requirements as set out in ERCB’s Directive 079 before you can apply for a permit. Once ERCB’s Directive 079 requirements have been met, you must fill out the “*Abandoned Wells Confirmation Form – Proposed Development*” and include a copy of the map used to confirm well location(s) with your development application.

The information is not required if it was submitted to the same development authority within the last year.

The following links provide further information on the added provisions.

Information Bulletin, Alberta Municipal Affairs -

http://www.municipalaffairs.alberta.ca/documents/msb/Information_Bulletin_05_12.pdf

ERCB Directive-

<http://www.ercb.ca/directives/Directive079.pdf>

OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES: LETTER OF AUTHORIZATION



Development Services (Edmonton Tower)
2nd Floor, 10111-104 Avenue NW, Edmonton AB, T5J 0J4
In Edmonton dial 311, outside Edmonton:
T: 780-442-5311 E: developmentsservices@edmonton.ca

SAMPLE

LETTER OF AUTHORIZATION

As registered owner(s) of the following property:


Project Address: 12345 ABC Avenue Unit 3
Edmonton AB A1A 1A1
Legal Description: Plan 4532 Block 9 Lot 22

I/we hereby authorize the following person to act as an authorized agent on my/our behalf on all matters pertaining to the application for the above-noted property/properties and to act as a Project Manager for the application and therefore the sole person of contact.

Contact Person: John Chen
Company Name: Bud Brothers
Address: 246 Def Ave NW
City: Edmonton Province: AB Postal Code: B1B 1B1
E-Mail: john@budbrothers.ca Tel: 780-111-1111 Cell:

I/We further agree to immediately notify The City of Edmonton, in writing, of any changes regarding the above information.

Name of Owner(s): Mary Smith
Address: 1234 56 Ave SE
City: Calgary Province: AB Postal Code: C1C 1C1
E-Mail: m.smith@test.ca Tel: Cell: 403-555-5555

Authorized Signature of Owner(s): 
(PLEASE PRINT): Mary Smith
Date signed: 10/17/2018
(MM,DD,YYYY)

Note: One letter of Authorization must be provided for each property, if the property is owned by different people.
All registered owners of a property must sign the Letter of Authorization. Use additional sheets if necessary.

Personal Information required by City of Edmonton application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact a Service Advisor at the Permits and Licensing Service Centre at 780-442-5054.

OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES: CERTIFICATE OF TITLE

SAMPLE



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0011 455 830 4390NY;C 67X223

LEGAL DESCRIPTION

PLAN 4390NY
BLOCK C
CONTAINING 1.46 HECTARES, MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS

ATS REFERENCE: 4;24;53;8;RL
ESTATE: FEE SIMPLE

MUNICIPALITY: CITY OF EDMONTON

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
67X223	09/12/1966			NOT ESTABLISHED

OWNERS

THE CITY OF EDMONTON.
OF LAND MANAGEMENT BRANCH, ATTN: LAND ACCOUNTING SECTION
10TH FLOOR, CENTENNIAL BUILDING
10015 - 103 AVENUE, EDMONTON
ALBERTA T5J 0H1

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION		
NUMBER	DATE (D/M/Y)	PARTICULARS
892 252 188	02/10/1989	EASEMENT SEE INSTRUMENT
962 151 732	14/06/1996	EASEMENT EASEMENT OVER 8922457;9C;1 FOR THE BENEFIT OF 4390NY;C

TOTAL INSTRUMENTS: 002

(CONTINUED)

OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES: CERTIFICATE OF TITLE

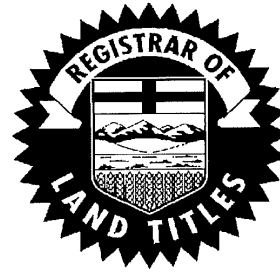
SAMPLE

PAGE 2
67X223

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED HEREIN THIS 6 DAY OF APRIL, 2018 AT 11:38 A.M.

ORDER NUMBER: ██████████

CUSTOMER FILE NUMBER: ██████████



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER, SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION, APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

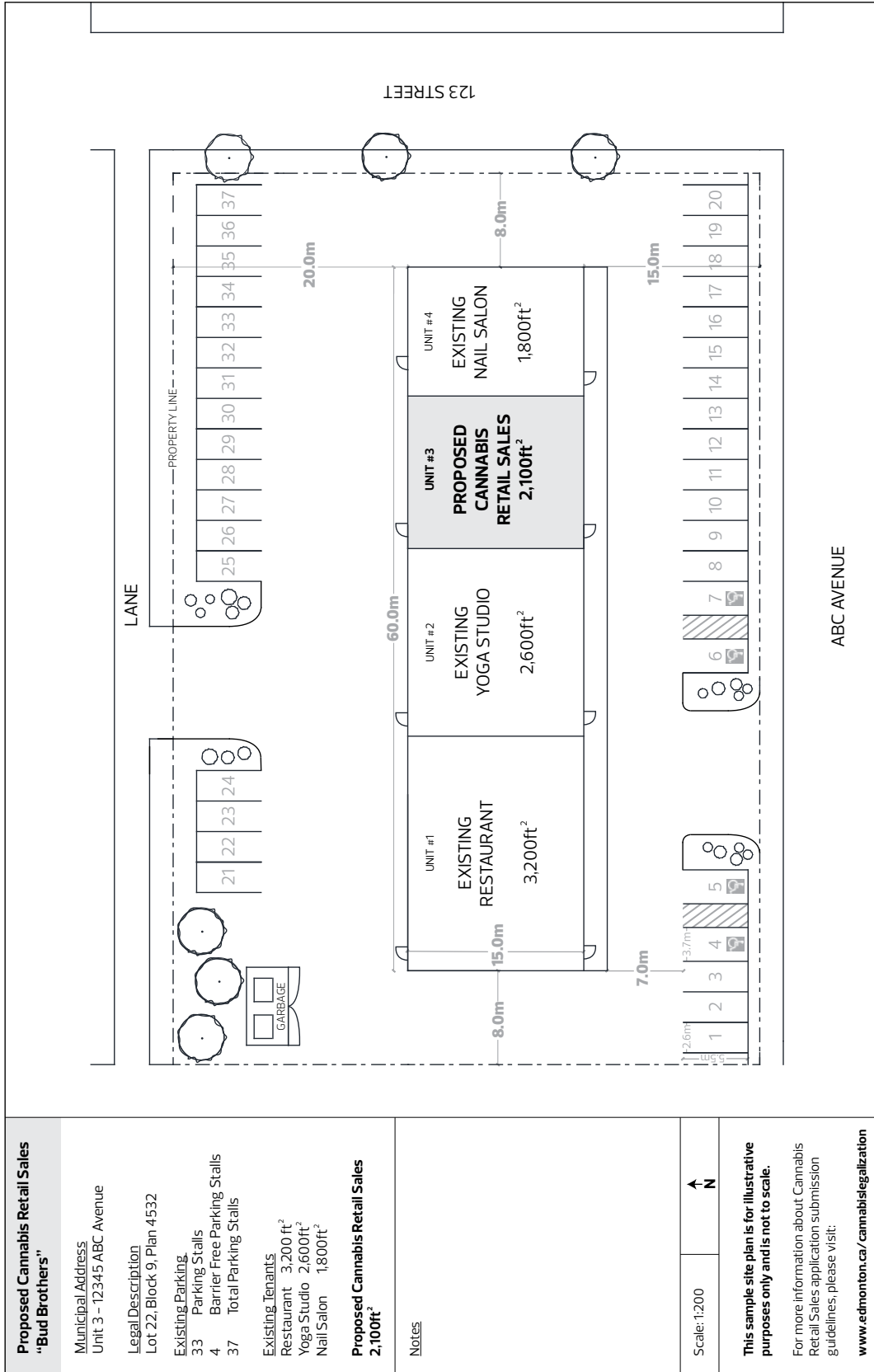
OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES:
PHOTO OF STOREFRONT



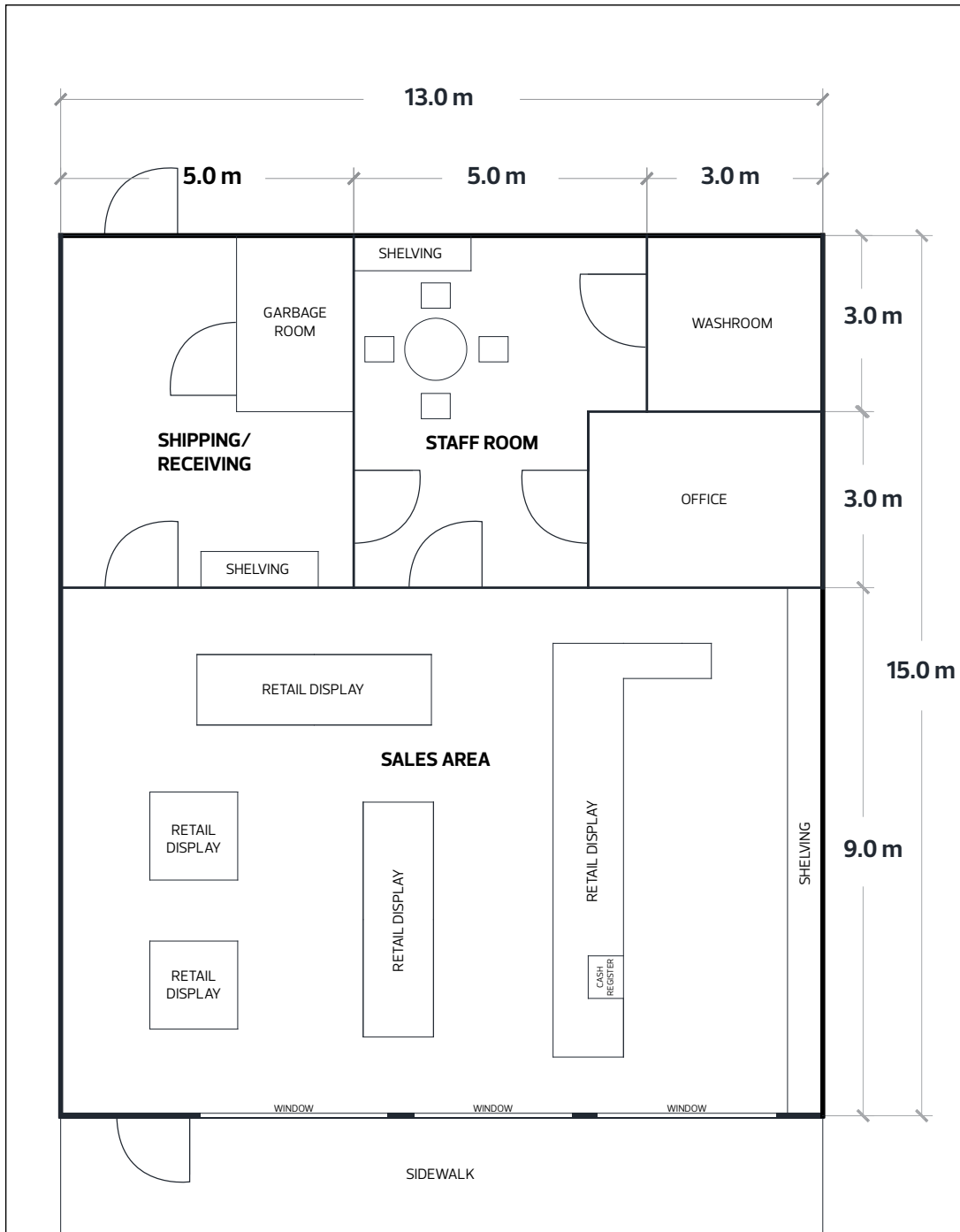
OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES: SITE PLAN



OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES: FLOOR PLAN



Proposed Cannabis Retail Sales Floor Plan "Bud Brothers" Municipal Address Unit 3 - 12345 ABC Avenue Legal Description Lot 22, Block 9, Plan 4532	Notes	This sample site plan is for illustrative purposes only and is not to scale. For more information about Cannabis Retail Sales application submission guidelines, please visit: www.edmonton.ca/cannabislegalization	
	Scale: 1:200	Floor Area: 2,100ft ²	↑ N

OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES: SHORT-FORM COMMERCIAL BUILDING PERMIT APPLICATION

DEVELOPMENT SERVICES (Edmonton Tower)
2nd Floor, 10111 – 104 Avenue NW
EDMONTON, AB T5J 0J4
PHONE: 311 or if outside of Edmonton 780-442-5311
EMAIL: developmentsservices@edmonton.ca



Short-Form COMMERCIAL BUILDING PERMIT APPLICATION

TENANT IMPROVEMENT/FIT-UP TO EXISTING FLOOR AND MEZZANINE AREAS, CHANGE OF USE OR UNDER SCO DIRECTION

- A step-by-step Guide, starting on Page 3, provides additional background in plain language to help you provide correct information.
- If you do not understand the questions, get help from your constructor, designer, or a professional.
- Incomplete application may be refused or will delay permit processing.

1	PROJECT MUNICIPAL ADDRESS <i>(include any Suite/ Unit/ CRU #; Building/Shopping Centre/Mall Name)</i>		
YOUR PROJECT NAME:			
2	DESCRIPTION OF PROPOSED WORK		
3	<input checked="" type="checkbox"/> ALL PROPOSED WORK <input type="checkbox"/> Interior Alteration <input type="checkbox"/> HVAC <input type="checkbox"/> Plumbing <input type="checkbox"/> Gas <input type="checkbox"/> Electrical <input type="checkbox"/> Change of Use <input type="checkbox"/> Exterior Alteration <input type="checkbox"/> Hoarding		
4	CITY FILE # <input type="checkbox"/> Existing DP <input type="checkbox"/> NEW DP : _____ Dev't Auth Name: _____	LAST KNOWN BUSINESS <i>at this location</i>	COST of CONSTRUCTION \$ _____

5	PROJECT APPLICANT Check <input checked="" type="checkbox"/> all applicable → Applicant is also: <input type="checkbox"/> Property Owner <input type="checkbox"/> Authorized agent of owner <input type="checkbox"/> Designer <input type="checkbox"/> Constructor			
	Contact Person: LAST NAME	First name	Company Name	City Cust ID No.
	Mailing address	City	Province	Postal Code
	Email address	Email insp results? → Yes <input type="checkbox"/> No <input type="checkbox"/>	Telephone	Mobile
6	PROPERTY OWNER Check <input checked="" type="checkbox"/> all applicable → Property owner is also: <input type="checkbox"/> Designer <input type="checkbox"/> Constructor			
	Owner Contact: LAST NAME	First name	Company Name	City Cust ID No.
	Mailing address	City	Province	Postal Code
	Email address		Telephone	Mobile
7	CONSTRUCTOR Check <input checked="" type="checkbox"/> if applicable → Constructor is also: <input type="checkbox"/> Designer City Business Licence No.			
	Constructor Contact Person: LAST NAME	First name	Company Name	City Cust ID No.
	Mailing address	City	Province	Postal Code
	Email address <i>Inspection results will be sent here</i>		Telephone	Mobile

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OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES: SHORT-FORM COMMERCIAL BUILDING PERMIT APPLICATION

Check the following to describe the proposed work. See **GUIDE (next page)** for detailed description of requirements.
Attach **ONE COPY** of drawings and documents in the order listed here.

8	SITE PLAN → <input type="checkbox"/> Yes KEY PLAN → <input type="checkbox"/> Yes BUILDING AREA → _____ m ² ft ² AREA of WORK in project → _____ m ² ft ²
9	ARCHITECTURAL WORK Drawings authenticated? <input type="checkbox"/> No <input type="checkbox"/> Yes → Are schedules required? <input type="checkbox"/> No <input type="checkbox"/> Yes → and are provided with application → <input type="checkbox"/> Yes BARRIER-FREE PROVISIONS? <input type="checkbox"/> Vintage existing <input type="checkbox"/> Current-code existing <input type="checkbox"/> New proposed <input type="checkbox"/> N/A Relaxation from Municipal Affairs attached.
10	STRUCTURAL WORK? <input type="checkbox"/> None = no new structural work <input type="checkbox"/> Yes → Drawings authenticated? <input type="checkbox"/> No <input type="checkbox"/> Yes → Are schedules required? <input type="checkbox"/> No <input type="checkbox"/> Yes → and are provided with application → <input type="checkbox"/> Yes DESIGNS, DRAWINGS OR COMPONENTS by others for a project with professional involvement? <input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes → marked as "Reviewed"
11	MECHANICAL WORK? <input type="checkbox"/> None = no new HVAC, plumbing or gas work <input type="checkbox"/> Yes → Drawings authenticated? <input type="checkbox"/> No <input type="checkbox"/> Yes → Are schedules required? <input type="checkbox"/> No <input type="checkbox"/> Yes → and are provided with application → <input type="checkbox"/> Yes New separate gas meter installation planned? <input type="checkbox"/> Yes SPRINKLER WORK? <input type="checkbox"/> No sprinkler system. <input type="checkbox"/> No change to existing sprinkler system <input type="checkbox"/> Yes → minor heads relocation per NFPA 13 <input type="checkbox"/> New system → show hydrant on SITE PLAN; stamped drawings+ hydraulic calc's will be required; → schedules provided → <input type="checkbox"/> Yes
12	ELECTRICAL WORK? <input type="checkbox"/> None = no new electrical work <input type="checkbox"/> Yes → Drawings authenticated? <input type="checkbox"/> No <input type="checkbox"/> Yes → Are schedules required? <input type="checkbox"/> No <input type="checkbox"/> Yes → and are provided with application → <input type="checkbox"/> Yes FIRE ALARM WORK? <input type="checkbox"/> No fire alarm system in the building/space <input type="checkbox"/> No change to existing fire alarm system <input type="checkbox"/> Alter existing fire alarm system - OR - <input type="checkbox"/> Install New fire alarm system → stamped drawings +schedules provided → <input type="checkbox"/> Yes
13	ENERGY EFFICIENCY SUMMARY and CHECKLIST: <input type="checkbox"/> N/A <input type="checkbox"/> ABC2014:B:9.36 <input type="checkbox"/> NECB2011 CONSTRUCTION FIRE SAFETY PLAN: → <input type="checkbox"/> Yes

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

14	Number of Storeys in the building (first storey and all floor levels above) <input type="checkbox"/> Single Storey <input type="checkbox"/> 2 Storeys <input type="checkbox"/> 3 Storeys <input type="checkbox"/> 4 Storeys <input type="checkbox"/> More than 4
15	Basement (under your space) <input type="checkbox"/> None <input type="checkbox"/> One level of basement <input type="checkbox"/> More than one level of basement
16	Type of construction (floors, walls, roof of building) <input type="checkbox"/> Combustible (wood frame or wood roof) <input type="checkbox"/> Non-combustible (steel or concrete) <input type="checkbox"/> Mix of both
17	Floor fire-resistance (your space) <input type="checkbox"/> Concrete on ground; no basement <input type="checkbox"/> Gypsum- or fire-spray-protected under <input type="checkbox"/> 1h+; concrete floor over basement
18	Mezzanine(s)/stair FRR (your space) <input type="checkbox"/> N/A <input type="checkbox"/> exposed wood frame <input type="checkbox"/> Steel/concrete <input type="checkbox"/> ¾h: ½" TypeX gypsum <input type="checkbox"/> 1h: ¾" TypeX gypsum <input type="checkbox"/> Sprinklered
19	Roof or ceiling FRR (your space) <input type="checkbox"/> exposed wood frame <input type="checkbox"/> steel/concrete frame/deck <input type="checkbox"/> ¾h: ½" TypeX gypsum <input type="checkbox"/> 1h: ¾" TypeX gypsum <input type="checkbox"/> Sprinklered
20	Tenant separation walls FRR <input type="checkbox"/> N/A-single tenant bldg <input type="checkbox"/> walls do not reach floor/roof above <input type="checkbox"/> ¾h: ½" TypeX gypsum <input type="checkbox"/> 1h: ¾" TypeX gypsum <input type="checkbox"/> 2h
21	Public corridor FRR <input type="checkbox"/> N/A-no corridor <input type="checkbox"/> 'smoke-tight' to underside of floor/ roof above <input type="checkbox"/> ¾h: ½" TypeX gypsum <input type="checkbox"/> 1h: ¾" TypeX gypsum <input type="checkbox"/> 2h
22	Exit separation FRR <input type="checkbox"/> N/A-exit doorways direct to exterior <input type="checkbox"/> ¾h: ½" TypeX gypsum <input type="checkbox"/> 1h: ¾" TypeX gypsum <input type="checkbox"/> 2h

APPLICANT DECLARATION: I, (PRINT NAME) _____ affirm by my signature below that
 1) the information contained in and with this application for building permit-- including drawings, documents, details, specifications, professional schedule letters and supporting information, and any Energy Efficiency Compliance requirements of ABC2014:B:9.36 or NECB2011-- pertain to the project that is the subject of this application and 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 for building permit;
 3) I am aware that no work on this project is authorized before the building permit is issued.

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

SUBMIT ONLY APPLICATION FORM PAGES 1 AND 2 WITH ONE COPY OF DRAWINGS, DOCUMENTS AND DETAILS (AS APPLICABLE) AND FEES.
RETAIN THE GUIDE FOR FUTURE REFERENCE.

OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES: GUIDE TO COMPLETING SHORT-FORM COMMERCIAL BUILDING PERMIT APPLICATION



GUIDE TO COMPLETING Short-Form COMMERCIAL BUILDING PERMIT APPLICATION

- This Guide explains the meaning of the questions on the SHORT FORM COMMERCIAL BUILDING PERMIT APPLICATION, and provides additional background to help you provide correct information to us, so that Permits may be issued without undue delay.
- Numbers in this Guide margin correspond to margin numbers on the SHORT FORM COMMERCIAL BUILDING PERMIT APPLICATION
- If you do not understand the questions, turn to a knowledgeable person such as your constructor, designer, or professional.
- One copy of all plans, documents and details only is required.
- The plans, documents and details are to be prepared by a person skillful in technical drawing, draftsman or architect.
- The preferred scale of 3/16"=1'-0" or 1:75 and the minimum scale of 1/8"=1'-0" or 1:100 .
- Either metric or imperial units of measurement are acceptable, however please be consistent.
- ABC means Alberta Building Code 2014, Division B unless otherwise noted.
- Incomplete application may be refused or will delay permit processing.

1	<p>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.</p>
2	<p>DESCRIPTION OF PROPOSED WORK is a plain-language explanation of the type of proposed work, such as “To construct interior alterations for a retail cannabis store; Suite #243, Northside Shopping Mall. partitions, store room, new barrier-free washroom” Indicate pre-packaged merchandise only, open samples, sales from open bulk containers, and so on.</p>
3	<p>PROPOSED WORK is an indication of <u>all</u> applicable and related elements of the project, such as:</p> <p>Interior Alteration—construction, demolition or change to any part or thing entirely within an existing building.</p> <p>HVAC—is all the systems and equipment for heating, ventilation and air-conditioning services within a building. Each tenancy (suite) must have individual control over temperature, so if subdivision of a space is planned you need a plan for 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, or use a mechanical engineer when the total affected area is over 500 sq m.</p> <p>There are many settings (nail salons, perfume shops, artisanal meat-smoker shops, etc) where control of odours <i>moving between suites</i> 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.</p> <p><u>ABC:6.2.1.1. Good Engineering Practice</u> references the ASHRAE Handbooks and Standards, and other publications.</p> <p><u>6.2.2.1. Required Ventilation</u> (2) indicates designer consider ANSI/ASHRAE 62, “Ventilation for Acceptable Indoor Air Quality”.</p> <p><u>6.2.2.5. Air Contaminants</u> (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.</p> <p>(2) requires HVAC systems designed to contain the spread of contamination through systems serving multiple suites or spaces.</p> <p>(4) aims to protect workers from excessive exposure to contaminants per Occupational Health and Safety Act and Regulations.</p> <p>HVAC requirements also affect zones <i>within the suite</i> such as between a sales area for pre-packaged stock and a dispensary area for product open to the air while being handled.</p> <p>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 plumbing permit will be needed.</p> <p>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.</p> <p>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.</p>

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	<p>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, particularly in regards to building accessibility, life-safety and structural characteristics. 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 “Change of Use” from single detached house to retail may be far more complicated.</p> <p>Exterior Alteration—construction, 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. See Hoarding (next).</p> <p>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, as determined by NETWORK OPERATIONS/ PARKS AND ROADS SERVICES / CITY OPERATIONS, may not require a Hoarding Building Permit. Construction materials, waste, equipment, activities or accessories related to the project located or occurring on any public lands constitutes use or occupation of public property; this may only occur with written permission from the City.</p> <p>To apply for a Hoarding Building Permit, see the separate information at the end of this Guide.</p>
4	<p>CITY FILE # is the associated Development Permit Number of the business, obtained before the Building Permit is processed.</p> <p>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 numbers that may have been adopted by a previous tenant.</p> <p>COST OF CONSTRUCTION for the project is 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; 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; insurance or bonding, interim financing, permit fees, professional consulting fees, GST.</p>
5	<p>PROJECT APPLICANT is the person, or company with responsible contact person name. PROJECT APPLICANT will be the Building Permit holder-- assuming primary responsibility for the work and completion of the permit conditions.</p>
6	<p>PROPERTY OWNER means a person who</p> <ul style="list-style-type: none"> (a) controls the property under consideration, (b) 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, (c) is registered under provincial legislation as the owner of a freehold estate in possession of land, or (d) 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. <p>The 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 ABC 2014 and all related Codes and Standards.</p>
7	<p>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</p> <ul style="list-style-type: none"> (a) precautions are taken to safeguard the public and protect adjacent properties, (b) the methods used in demolition or erection are safe, and (c) the material and equipment used on site meet the requirements of this Code.

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8	<p>The PROPERTY OWNER or agent is best equipped to provide you with the PLAN(s) and AREA values called for in this Box 8.</p> <p>SITE PLAN will clearly show the project location--building, bay or suite, 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 should be adequate.</p> <p>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 plan provided for the Development Permit should be adequate.</p> <p>SITE PLAN and KEY PLAN may be combined. Those submitted for the DP should be adequate for building permit processing.</p> <p>BUILDING AREA is the area of the “footprint” of the building in which the project will be located (and not to be confused with floor area). Building area together with the answers to be provided in questions 14-22 inform us as to what needs to be checked to verify that the project meets the intent of ABC 2014, so permits for the work may be issued.</p> <p>AREA of WORK in the project is the area to be worked on--sometimes expressed as the “affected” area of work. This dictates when an architect or engineers must participate in the design and construction due to size. <u>Most small interior alteration projects are done without involvement of a design professional</u> except by choice. Where there is a level of complexity in a design that cannot be assessed by plans examiners, a professional will be required regardless of affected floor area.</p>
	<ul style="list-style-type: none"> ● When drawings or documents are “authenticated”--that is, signed, dated and stamped with the seal of a professional architect or engineer--that person is taking responsibility for the design of that part of the work. ● For a retail store, work involving more than 500 sq m (5382 sq ft) of affected area requires professional involvement. ● When the project requires professional involvement, you must provide <u>A1 and all A2,B1,B2 schedules</u> duly completed by professional and owner; schedules not completed in all appropriate sections are not valid. See ABC: DivC:2.4. ● Provide drawings of all proposed building, HVAC, plumbing, gas and electrical work, in the order listed in Boxes 9 to 13.
9	<p>ARCHITECTURAL WORK: Architectural work refers to designs, graphic representations, plans, drawings, detail drawings or specifications for the project, but does not include engineering work.</p> <p>* Ensure all proposed security measures (slide-bolts or bars on exit doors, mag locks, etc.) are fully detailed on drawings.</p> <p>* Washroom facilities available for use by occupants of your space but not found within it must be shown on the floor plans. Provide letter from building owner/agent that these washrooms are available at all hours of operation of your premises.</p> <p>Barrier-Free Provision Notes: Required in new construction, change of use, or major alterations involving areas subject to barrier-free construction requirements (ABC:3.8.2.1). This creates 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 arthritic or strength conditions) to the thoughtful location of wall- and ceiling-mounted objects (so they do not pose a hazard to persons with vision impairment). Common errors of construction occur at entry vestibules, doorway widths, lavatory heights, and fixture placement within toilet facilities.</p> <p>* Accessibility information about and additional to ABC 2014 minimum requirements is in 2017 <u>Barrier-Free Design Guide</u>.</p> <p>* If you believe you cannot or need not meet barrier-free requirements, the <u>relaxation application</u> process involves Alberta Municipal Affairs. Note there is generally low tolerance for accepting new construction not in compliance with Code.</p> <p>Provide sketch(es) of existing conditions in the space to be occupied, so we know what is to be changed and what remains.</p> <p>ARCHITECTURAL drawings--Are the floor plans, elevations, sections, etc., signed, dated and sealed by an architect?</p> <p><input type="checkbox"/> No→the project AREA of WORK is not more than 500 sq m, on all floors, mezzanines, occupied rooftop or courtyard.</p> <p><input type="checkbox"/> Yes→an architect or <u>licensed interior designer</u> has signed, dated and stamped the work.</p> <p>ARCHITECTURAL schedules--Are <u>professional schedules</u> required from the architect responsible for the architectural design?</p> <p><input type="checkbox"/> No→ not required as AREA of WORK is not more than 500 sq m.</p> <p>* <i>Optional submission of schedules indicates the professional will oversee the work as outlined on the schedules themselves.</i></p> <p><input type="checkbox"/> Yes→ required with application if AREA of WORK exceeds 500 sq m. (or if extremely complex design (unlikely))</p> <p>* <i>Mandatory submission indicates the professional will oversee the work as outlined on the schedules themselves.</i></p> <p>BARRIER-FREE PROVISIONS are to be shown on the architectural drawings, with dimensions and explanatory notes as needed.</p> <p><input type="checkbox"/> Vintage existing Barrier-free provisions from previous Code editions may be accepted subject to conditions.</p> <p><input type="checkbox"/> Current existing Barrier-free provisions are provided in this new building (built since 2016).</p> <p><input type="checkbox"/> New *Some plumbing rough-ins fail to meet barrier-free dimensional tolerances for fixtures and fittings; check carefully.</p> <p><input type="checkbox"/> N/A -- A relaxation letter provided by Municipal Affairs must be received at permit office prior to Building Permit issuance.</p>

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10	<p>STRUCTURAL WORK: Structural engineering work means the preparation of designs, plans, drawings, detail drawings, specifications or graphic representations for structural aspects of the project. Examples include roof-top unit (RTU) support, bearing wall alteration, column changes, floor reinforcement, engineered lumber, I-joists, steel beams, most mezzanine construction, etc.</p> <p><i>* Other than use of dimensional lumber in small wood buildings, most materials used in commercial construction cannot be assessed through the prescriptive requirements of building code and require “design” by the structural engineer.</i></p> <p>STRUCTURAL drawings--Are the structural drawings, documents and details signed, dated and sealed by the engineer?</p> <p><input type="checkbox"/> No→no structural work is planned.</p> <p><input type="checkbox"/> No→the project AREA of WORK is not more than 500 sq m -AND- the work can be checked against ABC2014 Part 9.</p> <p><input type="checkbox"/> Yes→all designs for elements and components not found in prescriptive solutions of ABC2014 are stamped.</p> <p>STRUCTURAL schedules--Are professional schedules required from the engineer responsible for the structural design?</p> <p><input type="checkbox"/> No→ not required as AREA of WORK is not more than 500 sq m -AND- work can be checked against ABC2014 Part 9.</p> <p><i>* Optional submission of schedules indicates the professional will oversee the work outlined on the schedules themselves.</i></p> <p><input type="checkbox"/> Yes→required with application if AREA of WORK exceeds 500 sq m -OR- where complexity called for engineering</p> <p><i>* Mandatory submission indicates the professional(s) will oversee the work as outlined on the schedules themselves.</i></p> <p>DESIGNS, DRAWINGS OR COMPONENTS, to be included in the project, by an Alberta engineer other than engineer of record?</p> <p><input type="checkbox"/> None→all structural designs, including manufactured components such as guards and handrails, are by engineer of record.</p> <p><input type="checkbox"/> Yes→and are authenticated by the designing engineer and then marked as “reviewed” by the engineer of record.</p>
11	<p>MECHANICAL WORK: Examples include new heating, ventilating or air conditioning (HVAC) systems including humidity controls, duct distribution, new drains, sprinkler alteration, etc.</p> <p>HVAC work</p> <p><input type="checkbox"/> None→no HVAC work is planned in this project. Architectural drawings indicate existing conditions not to be changed.</p> <p><input type="checkbox"/> Yes→new distribution ducting only, diffuser relocation, minor exhaust fans, etc.; detailed on drawings.</p> <p><input type="checkbox"/> Yes→for designs of new HVAC system, and includes any storage, workstation or kitchen facilities ventilation.</p> <p>PLUMBING work</p> <p><input type="checkbox"/> No→no Plumbing work is planned. The architectural drawings indicate existing fixture locations not to be changed.</p> <p><input type="checkbox"/> Yes→new washroom, lunchroom, workroom, etc.; as shown on architectural drawings.</p> <p><i>Coordinate barrier-free plans with the plumber very carefully to avoid issues later on in the project.</i></p> <p>GAS work</p> <p><input type="checkbox"/> No→no Gas work is planned. The architectural drawings indicate existing appliances not to be changed.</p> <p><input type="checkbox"/> Yes→replacement fuel-fired appliance(s) installation, noted on architectural drawings.</p> <p><input type="checkbox"/> Yes→installing additional gas meter.</p> <p><i>* You should verify your unique address with ATCO to avoid possible delays in new meter installation.</i></p> <p>SPRINKLER work</p> <p><input type="checkbox"/> No→no automatic sprinkler system in the space.</p> <p><input type="checkbox"/> No→no change to the existing automatic sprinkler system is planned.</p> <p><input type="checkbox"/> Yes→minor head relocation work (NFPA13) on the existing automatic sprinkler system, noted on architectural drawings.</p> <p><input type="checkbox"/> Yes→new sprinkler system→ stamped drawings, hydraulic calculations, hydrant location must be provided.</p> <p><i>* Sometimes sprinkler design is not completed until the space is constructed; in this case, drawings and hydraulic calculations may be submitted at a later date (ABC2014:DivC:2.4.2.3). Schedules are required with the initial building permit submission.</i></p> <p>MECHANICAL drawings --Are any separate mechanical drawings signed, dated and sealed by the engineer?</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Yes→ means a registered mechanical engineering professional has designed and stamped the work.</p> <p>MECHANICAL schedules --Are professional schedules required from the mechanical engineer?</p> <p><input type="checkbox"/> No→not required if AREA of WORK is not more than 500 sq m</p> <p><i>* Optional submission of schedule indicates the professional will oversee the work as outlined on the schedules themselves.</i></p>

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	<p><input type="checkbox"/> Yes → required if AREA of WORK exceeds 500 sq m -OR- where complexity called for engineering and stamped drawings--new mechanical system, new sprinkler system. * <i>Mandatory submission indicates the professional will oversee the work as outlined on the schedules themselves.</i></p>
12	<p>ELECTRICAL WORK: Examples include new electrical service, fire alarm work, new lighting and receptacle circuits, etc.</p> <p>Exit Sign Note:</p> <ul style="list-style-type: none"> ● Any building requires 'exit' signs visible on approach to the exit where <ul style="list-style-type: none"> ○ more than 2 storeys in building height, or ○ with more than 150 occupants. ● Exit signs are required 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 <u>no exit is visible</u> from <ul style="list-style-type: none"> ○ a public corridor or corridor used by the public (A, B occupancies), or ○ an open floor area with more than 150 occupants, <u>exit sign(s) with an arrow or pointer</u> indicating direction shall be provided. ● Exit signs are to be continuously illuminated. ● Internally illuminated exit signs: conform with CSA C22.2 No. 141, "Emergency Lighting Equipment". ● Externally illuminated exit signs: CAN/ULC-S572, "Photoluminescent and Self-Luminous Signs and Path Marking Systems". <p>Emergency Lighting Note:</p> <ul style="list-style-type: none"> ● Unless shown to be unnecessary, every building requires emergency lighting <ul style="list-style-type: none"> ○ 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. (Where incandescent lighting is provided, lighting equal to 1 W/m² of floor area is acceptable.) <p>ELECTRICAL drawings --Are any separate electrical drawings signed, dated and sealed by the engineer?</p> <p><input type="checkbox"/> No → proposed work does not involve any new systems; not more than minor alterations not requiring engineering.</p> <p><input type="checkbox"/> Yes → means a registered electrical engineering professional has stamped the work.</p> <p>ELECTRICAL schedules --Are professional schedules required from the electrical engineer?</p> <p><input type="checkbox"/> No → not required if AREA of WORK is not more than 500 sq m * <i>Optional submission of schedules indicates the professional will oversee the work as outlined on the schedules themselves.</i></p> <p><input type="checkbox"/> Yes → must be provided with application if AREA of WORK exceeds 500 sq m. -OR- fire alarm system is being constructed. * <i>Mandatory submission indicates the professional will oversee the work as outlined on the schedules themselves.</i></p> <p>FIRE ALARM WORK</p> <p><input type="checkbox"/> No → no fire alarm system is in the building.</p> <p><input type="checkbox"/> No → no change planned to existing fire alarm system in building.</p> <p><input type="checkbox"/> Yes → alter the existing fire alarm system by moving, deleting or adding devices as shown on the architectural drawings.</p> <p><input type="checkbox"/> Yes → new fire alarm system → provide stamped drawings + schedules.</p>
13	<p>ENERGY EFFICIENCY SUMMARY and CHECKLIST (edmonton.ca/energycode)</p> <ul style="list-style-type: none"> ● 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 ABC2014:9.36 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

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	<p>exceed 600 sq m footprint and the building does not exceed 3 storeys in building height (within scope of ABC2014:9.36.).</p> <ul style="list-style-type: none"> Energy Code does not apply to alteration of older, large buildings at this time. <p>FIRE SAFETY PLAN You require a Fire Safety Plan (FSP) for construction, renovation and demolition work, to be submitted at the 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 will hold up the permit.</p> <ul style="list-style-type: none"> Review the Bulletin on working in partially occupied buildings. Life safety systems will be maintained during work The FSP can provide alternate ways of maintaining an acceptable level of safety during construction Impact on others in event of fire- and non-fire emergency must be considered in the plan Contact FRS for more guidance to write a FSP
14	<p>Number of storeys in the building -- first storey and all floor levels above</p> <p><input type="checkbox"/> Single storey <input type="checkbox"/> 2 storeys <input type="checkbox"/> 3 storeys <input type="checkbox"/> 4 storeys <input type="checkbox"/> More than 4 storeys</p>
15	<p>Basement -- under your tenant space</p> <p><input type="checkbox"/> None <input type="checkbox"/> One level of basement <input type="checkbox"/> More than one level of basement</p>
16	<p>Type of construction of building -- floors, walls and roof of the building</p> <p><input type="checkbox"/> Combustible (wood frame floors or roof) <input type="checkbox"/> Non-combustible (steel or concrete) <input type="checkbox"/> Mix of both</p>
17	<p>Floor fire-resistance rating = FRR of the floor of your tenant space</p> <p><input type="checkbox"/> Concrete on ground; no basement <input type="checkbox"/> Gypsum- or fire-spray-protected <input type="checkbox"/> 1h+; concrete floor over basement</p>
18	<p>Mezzanine(s)/stair FRR -- Mezzanine is an intermediate floor assembly between the floor and ceiling in any storey or room that must meet certain conditions to be exempt from being considered a storey</p> <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Must be non-combustible construction if building is required to be non-combustible Sprinklers are required under mezzanine if building is sprinklered <p><input type="checkbox"/> N/A-no mezzanine <input type="checkbox"/> Exposed wood frame <input type="checkbox"/> Steel or concrete <input type="checkbox"/> ¾h: ½" TypeX gypsum <input type="checkbox"/> 1h: ¾" TypeX gypsum <input type="checkbox"/> Sprinklered</p>
19	<p>Roof or ceiling FRR -- as viewed from underside, that is, from your suite</p> <p><input type="checkbox"/> Exposed wood frame <input type="checkbox"/> Steel or concrete frame/deck <input type="checkbox"/> ¾h: ½" TypeX gypsum <input type="checkbox"/> 1h: ¾" TypeX gypsum <input type="checkbox"/> Sprinklered</p>
20	<p>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. Check if the walls separating your space from neighbours extend right up to the underside of the roof or the floor above you.</p> <p><input type="checkbox"/> N/A-single tenant building <input type="checkbox"/> walls do not reach floor/roof above <input type="checkbox"/> ¾h: ½" TypeX gypsum <input type="checkbox"/> 1h: ¾" TypeX gypsum <input type="checkbox"/> 2h</p>
21	<p>Public corridor separation FRR -- A public corridor is a shared corridor or hallway (multi-tenant access-to-exit corridor) that offers possibility to go in opposite direction to any of 2 or more separate exits [ABC2014:DivB:3.3.1.4/9.9.7.] Check if the corridor walls extend right up to the underside of the roof or the floor above you.</p> <ul style="list-style-type: none"> Fire separation depends on building and use (e.g., sprinklered non-residential buildings require separation without rating in most cases) Door/sidelite fire-protection rating correlates with the required corridor wall fire-resistance rating Consider the impact of: <ul style="list-style-type: none"> Changing from single tenant to multiple tenants using the corridor, and vice versa Crossover floors to provide access to alternate exit in higher buildings Dead end corridors where exit door is not near to the end of the public corridor <p><input type="checkbox"/> N/A-no corridor <input type="checkbox"/> 'smoke-tight' to underside of floor/ roof above <input type="checkbox"/> ¾h: ½" TypeX gypsum <input type="checkbox"/> 1h: ¾" TypeX gypsum <input type="checkbox"/> 2h</p>

OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES: GUIDE TO COMPLETING SHORT-FORM COMMERCIAL BUILDING PERMIT APPLICATION

22	<p>Exit separation FRR: <i>An exit is one or more of or combination of exterior doorway / exterior or interior stairway, ramp or passageway / a horizontal exit at a firewall / or fire escape (see ABC:3.4.7 for restrictions). ABC:3.4.4/9.4.4 pertains to exit separation and characteristics. Note exit through lobby must have characteristics of an exit.</i></p> <ul style="list-style-type: none">● Fire-resistance rating of exit depends on building size and use● Door/glazing fire-protection rating and limitations relate to the required exit fire-resistance rating● Fire Doors and other 'closures'<ul style="list-style-type: none">○ Do not paint over or remove frame and door labels○ ULC labeled hardware is required○ Door-release ('panic') hardware required on exit doors<ul style="list-style-type: none">■ 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 <p><input type="checkbox"/> N/A-exit doorways direct to exterior <input type="checkbox"/> ¾h: ½" TypeX gypsum <input type="checkbox"/> 1h: ¾" TypeX gypsum <input type="checkbox"/> 2h</p>
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OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES: GUIDE TO COMPLETING SHORT-FORM COMMERCIAL BUILDING PERMIT APPLICATION

Building Permit Application Process--from start to finish

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 ("mercantile" and associated office and storage spaces) where the total area of work 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.

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

Larger or more complicated interior alteration projects require professional involvement for all aspects of the work. This means stamped drawings/documents and professional's 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 the terms of the DP.

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 ABC 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 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 imperative 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.

Provide the Project Numbers from the Permit to the subtrades who can then claim the trade permits that have already been paid for with the application. Work may proceed when those trades permits are issued. Inspections should be called as outlined on the permit conditions. 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. Much important information is printed there.

When all trades permits have been successfully 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.

OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES: GUIDE TO COMPLETING SHORT-FORM COMMERCIAL BUILDING PERMIT APPLICATION

Hoarding Building Permit Process--from start to finish

If a public sidewalk, alley or street must be used to do some part of your project, an [“OSCAM Permit”](#) will be required. 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.

Use the **SHORT FORM COMMERCIAL BUILDING PERMIT APPLICATION**.

We need to have one copy of each of the following to process a Hoarding Building Permit:

- a) **APPLICANT CORPORATE NAME** (exactly as it appears on corporate seal) with **DURATION** that the hoarding will be wholly or partially erected at the location: provide planned start and stop dates.
- b) Proof of general liability **INSURANCE** of minimum two million dollars, valid for the duration indicated above, as stipulated in the standard hoarding agreement
- c) **SITE PLAN** of areas to be hoarded, clearly indicating (proposed or existing) building location(s), dimensions of setbacks from property lines, sidewalks, boulevards, trees, hydrants, bus stops, street furniture and obstructions in the vicinity of the proposed hoarded area, etc., with proposed location(s) and type(s) of hoarding: fence or covered walkway. Fenced areas exclude unauthorized persons and provide exclusive use areas for the duration of the permit; covered walkways provide protection from side and overhead hazards while work on or over the building proceeds.
- d) **HOARDING DESIGN** details: covered walkways require site-specific authenticated structural design, fences require dimensioned photo, tear sheet or sketch.

FEES, for building permit, and electrical permit where lighting is required within a covered walkway, for hoarding on public land per Bylaw 15894.

The site plan will be reviewed for compliance with Bylaw 15894 and ABC:Part 8, and evidence of your intention to maintain to the greatest extent reasonable the positive characteristics of any affected existing public sidewalks near the site. The site plan will then be circulated to Network Operations/Roadway Operations for an OSCAM, which coordinates your activity with other planned uses of the same Right-of-Way.

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

Do NOT start construction of hoarding without Hoarding Permit in place. Follow the Conditions printed on that Building Permit.

Resources

Requirements to obtain permits are listed in ABC2014:DivA:1.1.1.1 and in DivC:2.2.9. Alberta [“Permit Regulation”](#) lists when you are obligated to obtain a permit for work, when you are lawfully able to do work without permits, and who may obtain them. [Edmonton “Safety Codes Permit Bylaw” 15894](#) contains municipal regulations related to permits, inspections and temporary hoarding permits.

[Schedules of Professional Involvement](#) are for work that requires a registered engineering or registered architectural professionals to be involved in design and oversight of the project. [ABC2014:DivC:2.4.1.1.]

Alberta Fire Code applies to construction-site fire safety at construction/alteration/demolition sites. For help with a safety plan, consult [Construction Site Fire Safety Plan](#) or call Fire Rescue Service at 780 496 3628.

OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES: SITE PLAN



**BUILDING AREA = 8000 SQ FT.
SUITE AREA = 1250 SQ FT.**

BARBER SHOP	54317
CLOTHING STORE	54319
PROPOSED CANNABIS SHOP	54321
NAIL SALON	54323
ACCOUNTING OFFICE	54325
TAKE-OUT PIZZA	54329

EXAMPLE ONLY

0 FIRE HYDRANT

SITE PLAN
SCALE 1" = 10'-0"

EXAMPLE BUILDING PERMIT DRAWING

4/19/2018 4:18:31 PM

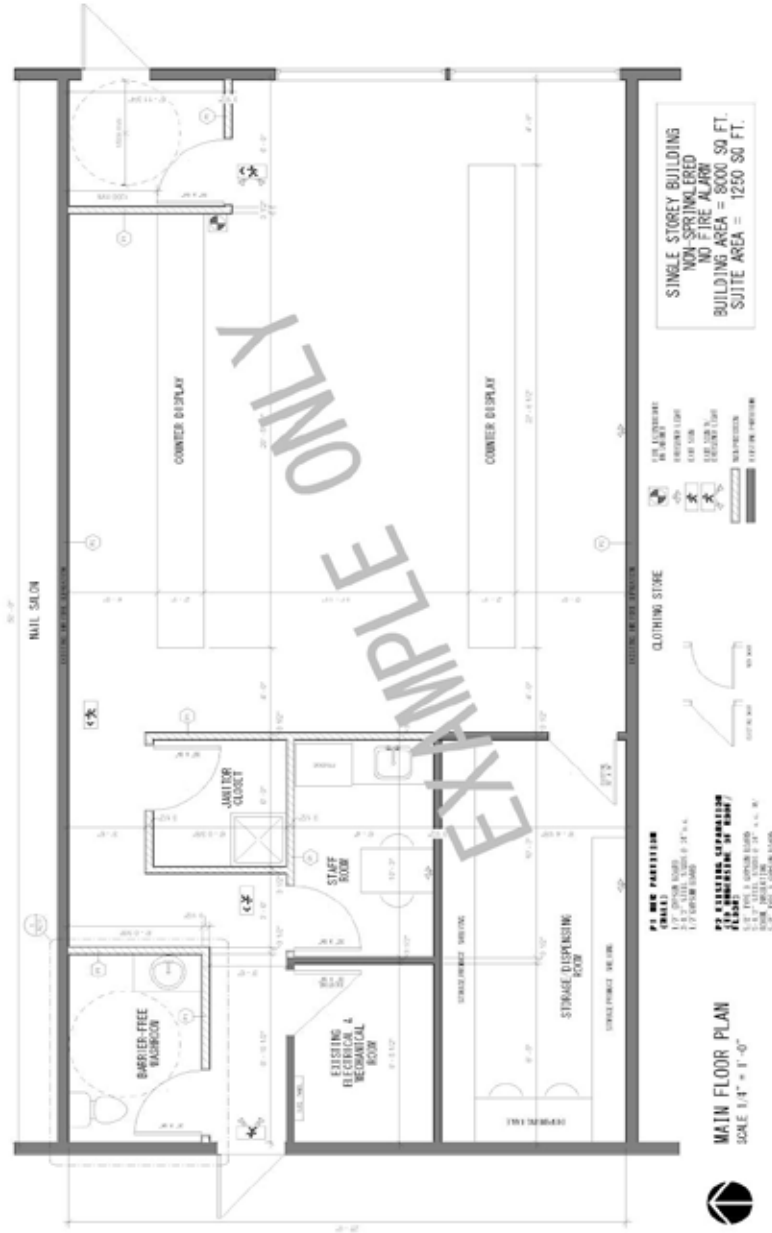
SITE PLAN and KEY PLAN

54321 - 67 STREET NW
LOT X, BLOCK Y, PLAN Z EDMONTON

A0.0

OPENING A CANNABIS RETAIL LOCATION

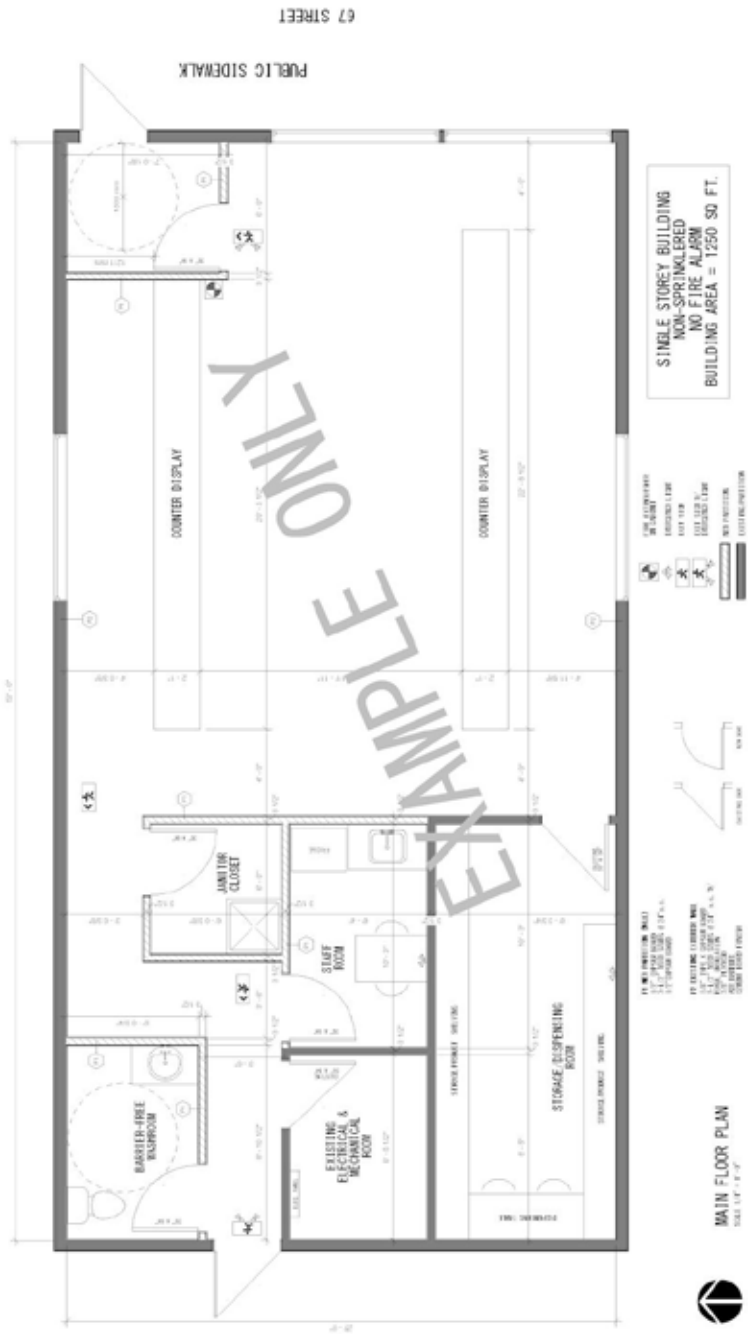
DEVELOPMENT PERMIT APPLICATION SAMPLES: FLOOR PLAN



EXAMPLE BUILDING PERMIT DRAWING		A1.0	
STRIP MALL		5401-87 STREET NW EDMONTON, ALBERTA LOT X, BLOCK X, PLAN X	
4/16/2018 4:18:51 PM			

OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES:
FLOOR PLAN



SINGLE STOREY BUILDING
NON-SPRINKLERED
NO FIRE ALARM
BUILDING AREA = 1250 SQ. FT.



1. FIRE ALARM (MAY BE REQUIRED)
2. FIRE ALARM (MAY BE REQUIRED)
3. FIRE ALARM (MAY BE REQUIRED)
4. FIRE ALARM (MAY BE REQUIRED)
5. FIRE ALARM (MAY BE REQUIRED)
6. FIRE ALARM (MAY BE REQUIRED)

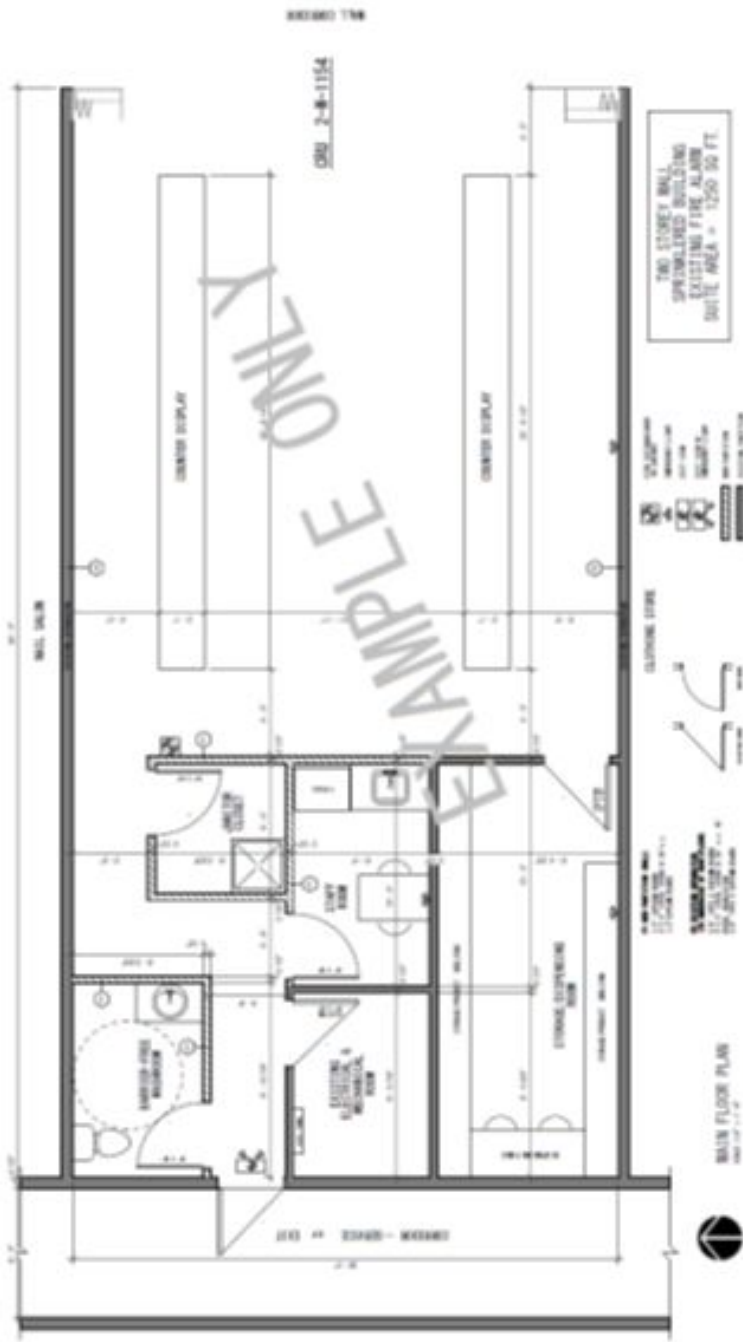
MAIN FLOOR PLAN
SCALE: 1/4" = 1'-0"



EXAMPLE BUILDING PERMIT DRAWING 4/16/2018 4:18:51 PM	STAND ALONE BUILDING	A1.1
	64501-001 STREET VIEW EDMONTON, ALBERTA LOT X, BLOCK X, PLAN X	

OPENING A CANNABIS RETAIL LOCATION

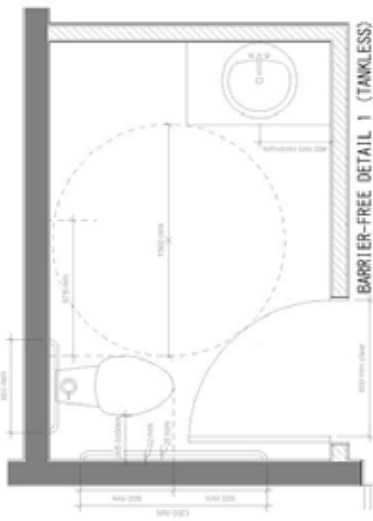
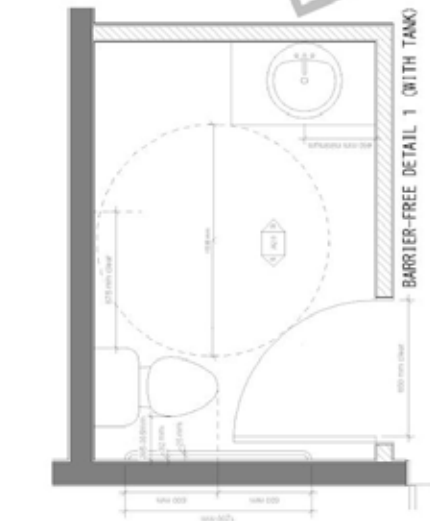
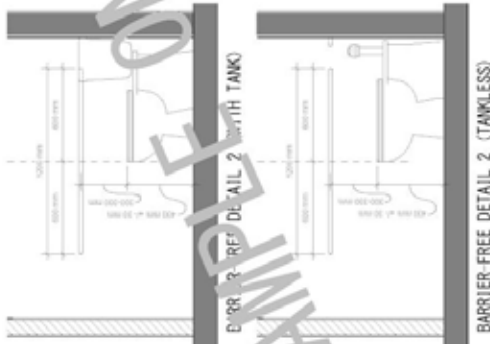
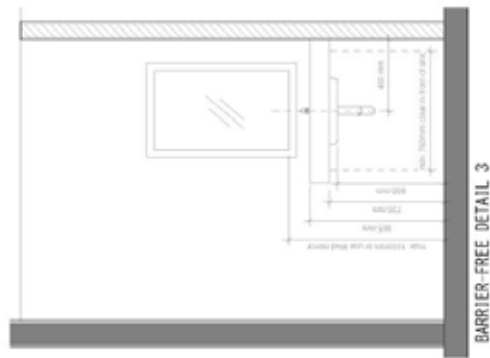
DEVELOPMENT PERMIT APPLICATION SAMPLES:
FLOOR PLAN



EXAMPLE BUILDING PERMIT DRAWING	
SHOPPING MALL CRU (SUITE)	A1.2
CRU 318-1154 - BIG CITY MALL 88795 - 1234 AV NW	

OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES: WASHROOM DETAILS



Important requirements from ABC 2104 and Barrier-Free Design Guide

- 1) Have a door capable of being locked from the inside, and released from the outside in case of an emergency. Door handle must be operable with a closed fist/ox. Lever handle)
- 2) Must have a clear 1500mm turning circle for a wheelchair to manoeuvre. If door swings into the washroom, it must not infringe on the turning circle. The sink/counter must also not infringe on the turning circle.
- 3) The toilet must be located so that one side is not less than 285mm nor more than 875mm from the wall. This will allow a wheelchair to back in alongside the toilet.
- 4) When a toilet with a tank is provided, a grab bar must be installed horizontally on the wall beside the toilet. It must be mounted at a height of 300-330mm above the toilet seat. It must be not less than 1200mm in length, with the midpoint of the bar located in line with the front edge of the toilet. The tank lid must be secured to the tank.
- 5) When a tankless toilet is provided, in addition to the above mentioned grab bar, an additional grab bar must be installed along the wall behind the toilet. It must be centred on the toilet bowl, and be not less than 600mm in length. It must be mounted at a height of 300-330mm above the toilet seat.
- 6) The centreline of the sink provided must be located no less than 450mm minimum from the wall. It must be open beneath the sink to allow a wheelchair to pull up to the sink. The clear width provided for this shall be no less than 750mm. The top of the counter/sink shall be no more than 865mm. The front edge of the counter/sink shall have a clearance of no less than 735mm. The bowl of the sink shall have a clearance of no less than 685mm.
- 7) If a water temperature regulator is not provided, hot water and drain pipes under the sink shall be insulated to prevent a burn hazard to persons who use a wheelchair.
- 8) A mirror shall be provided with the bottom edge of the mirror being no higher than 1000mm from the floor. A tilted mirror may also be provided. This will allow a person who uses a wheelchair to use the mirror if mounted slightly above 1000mm.

For further detail refer to ABC 2014, and Barrier-free Design Guide.

EXAMPLE ONLY

BARRIER-FREE WC DETAILS	A2.0
ADDRESS: EDMONTON, ALBERTA LGT. X, BLOCK X, PLAN X	
EXAMPLE BUILDING PERMIT DRAWING	
4/16/2018 4:18:52 PM	

OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES: COMPLETED BUSINESS LICENSE APPLICATION FORM

EDMONTON

SAMPLE

DEVELOPMENT PERMIT & BUSINESS LICENCE APPLICATION FOR COMMERCIAL LOCATIONS

All Business Applications must get Development Approval first before the Business Licence can be processed.

Section 1 - Business Information

1) Does your business operate in a commercial location in Edmonton? If yes, what is the address? (cannot be a post office box):

Address: 1234 First Street Edmonton, Alberta

Postal code: T1A 1A1

Mailing Address (if different from above): N/ A

Billing address (if different from above): N/ A

2) Describe in detail what your business will be doing (i.e. operate an office for computer consulting, operate a 60 seat restaurant, operate a clothing store, manufacture & sale of plastic items, etc.)

Operate a Cannabis retail Store

3) Total Business Floor Area (sq. m) 1000 % office space N/ A % of warehouse/work area N/ A

Could you have more than 60 people in your business location at one time? _____ Yes or X No

4) Is your business doing any of the following activities (please check at least one option)

___ Bulk Plant for Flammable Liquid ___ Bulk Storage Warehouse ___ Chemical Manufacturing/Processing Plant

___ Chemical Recycling Plant ___ Distillery ___ Dry Cleaning Plant ___ Feed or Flour Mill ___ Fireworks Sales

___ Grain Elevator ___ Laboratories ___ Paint Factory ___ Rubber Processing Plant ___ Service Station

___ Spray Painting Operation ___ Waste Recycling Plant ___ Wood Working Factory X Not Applicable

5) Does your business operate as a:

___ Sole Proprietorship - Last name: _____ First Name: _____

___ Partnership - Last name: _____ First Name: _____

___ Last name: _____ First Name: _____

___ Last name: _____ First Name: _____

X Limited Company (Ltd.) or ___ Corporation (Inc. or Corp.)

(A current Corporate Registry Search is required for all Corporate applications.)

Legal entity 56789 Alberta Ltd

Corporate Access number (if available): 2000011

6) Does your business operate under a Trade Name? If yes, what is it? Best Company

7) Who is the contact person for this account?

Last Name (please print): Smith First Name: John

Business phone # (780)-111-1111 Fax # (780)- 111-2222

OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES: COMPLETED BUSINESS LICENSE APPLICATION FORM


EDMONTON

SAMPLE

Cell # (780)- 123-4567 Other N/A

8) Are you or anyone else doing interior alterations or construction to your business location? _____ Yes or X No

If yes, you will need to fill out the commercial Development & Building application form in addition to this form

If no, applicant must sign to confirm no construction will/has been done:  (Signature) Date: April 4, 2018

9) Who is the owner of the business?

Last Name: Smith First Name: John Middle Name: Jack

The owner must also provide the following information if their business licence application is for one of the following types of businesses: *Dance Club/Event,*

Bingo, Carnival, Firearm/Ammunition Dealer, Gaming Establishment, Nightclub, Pawnshop, Public Market, Secondhand Store.
These businesses require an Edmonton

Police Referral as part of their business licence application.

Date of Birth: (Month) 01 (Day) 01 (Year) 1980

Home Address of Owner: 12 West Street City Edmonton

Prov. AB Postal Code T2A 2A2 Phone Number: (780)- 123- 4567

SECTION 2 – CHANGES to an Existing Business Licence (Section 1 must also be filled out)

Current Business Licence # _____

Current Business Address: _____

Business Licence Name: _____

Please indicate what the change was:

Moved to a new location an existing business (no change in ownership or operations)

New address is: _____

Phone number: (_____) _____ FAX: (_____) _____

E-mail address: _____

Contact person: _____

New Legal Entity: _____

New Trade Name: _____

Bought an existing business – If the previous company was operated as a ltd. or incorporated company

Did you buy the ltd. or incorporated company (Legal entity)? _____ Yes or _____ No

Did you only buy the equipment/assets of the business? _____ Yes or _____ No

Changed Operations: (please describe, i.e. was retail now restaurant) _____

OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES: COMPLETED BUSINESS LICENSE APPLICATION FORM

EDMONTON *SAMPLE*

Other: Please explain: _____

The personal information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) to assess all matters relevant to your application for this licence. The City may request input from employees of other City of Edmonton departments, Alberta Health Services, Edmonton Police Service, and/or Alberta Gaming and Liquor Commission in order to properly assess your application for this licence or to determine appropriate conditions, if any, for this licence. Therefore, the City requests your written consent to disclose the personal or other information provided in your application to other City employees or to the other named entities as may be required for these purposes, pursuant to section 40(1)(d) of FOIP. If you have any questions regarding the collection, use, or disclosure of your personal information please contact the Licensing Advisor at 780-442-7197

OFFICE USE ONLY – Development Permit Information Development Permit required? Yes No

Continuation of Use ____ Project No. _____ Zoning _____

Permitted Use ____ or Discretionary Use ____ Fees\$ _____ Description: _____

Retail Store: Major _____

Minor ____ Reviewed by: _____ Date: _____

Business Licence Information: Only processed after Development approval has been received Business Licence Categories to be processed:

Reviewed by: _____
Date: _____

Payment Information Licences are not issued until all licence fees are paid. Business licence fees vary depending on the category(s) your operations are classified into. If applying in person, payment options are: cash, debit, cheque or credit card. If applying by email or mail: we will call you at the time of application processing to advise you of the cost of your licence and you may pay by credit card. Normal office hours are Monday to Friday, 8:00 a.m. – 4:30 p.m., with the exception of closures for holidays.

Applicant Signature:



Date: April 4, 2018

Development Services (Edmonton Tower) 2nd Floor, 10111 - 104 Avenue NW, Edmonton, AB T5J 0J4 Phone: 311 or if outside Edmonton 780-442-5311 • Email: businesslicenceapplications@edmonton.ca Feb 2017

Development Services (Edmonton Tower) 2nd Floor, 10111 - 104 Avenue NW, Edmonton, AB T5J 0J4 Phone: 311 or if outside Edmonton 780-442-5311 • Email: businesslicenceapplications@edmonton.ca April 2018

EDMONTON **SAMPLE**

DEVELOPMENT DRAWING REQUIREMENTS FOR BUSINESS LICENCES

With the exception of retail sales business' and business' that operate within office buildings, all Business Licence applications must provide three (3) copies of the following with their application.

1) A Site Plan (preferably scaled to include the following details):

- a north arrow
- the corresponding Street and Avenue
- the dimensions of the site (property lines)
- the size and location of existing and proposed accesses to the site
- the size and location of existing and proposed buildings and structures relative to the property lines
- dimensioned layout of all vehicle parking, bicycle parking, manoeuvring aisles, and loading/unloading spaces
- identification of all outdoor activity areas (e.g. display areas, storage areas, servicing areas, trash collection)

Development Services (Edmonton Tower) 2nd Floor, 10111 - 104 Avenue NW, Edmonton, AB T5J 0J4 Phone: 311 or if outside Edmonton 780-442-5311 • Email: businesslicenceapplications@edmonton.ca Feb 2017

2) The Floor Plans (to include the following details):

- the size (dimensions) of the building
- the number of floors
- the number of dwelling units and bedrooms per dwelling unit (if applicable)
- dimensioned room layouts indicating all uses, activities, and occupancies
- a seating layout and/or occupancy capacity where applicable (e.g. restaurants, clubs, schools, churches, and other assembly uses)
- Public space (the space used specifically for the patrons only) must be marked on the floor plan if you are operating in one of the following business' – Restaurant, Nightclub, Bars and Pubs, Specialty Food Services, Casino and Private Clubs.

Development Services (Edmonton Tower) 2nd Floor, 10111 - 104 Avenue NW, Edmonton, AB T5J 0J4 Phone: 311 or if outside Edmonton 780-442-5311 • Email: businesslicenceapplications@edmonton.ca April 2018

OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES:
CORPORATE REGISTRY SEARCH | FOR CORPORATE APPLICANTS ONLY

SAMPLE

Government of Alberta Corporation/Non-Profit Search

Corporate Registration System

Date of Search: 2013/08/09
Time of Search: 01:51 PM
Search provided by: CITY OF EDMONTON - PLANNING & DEVELOPMENT DEPT
- 11131

Service Request Number: 20098619
Customer Reference Number: 171521

Corporate Access Number: [REDACTED]
Legal Entity Name: [REDACTED] ALBERTA LTD.
Legal Entity Status: Active
Alberta Corporation Type: Numbered Alberta Corporation
Registration Date: 2005/04/08 YYYY/MM/DD

Registered Office:
Street: [REDACTED]
City: EDMONTON
Province: ALBERTA
Postal Code: [REDACTED]

Records Address:
Street: [REDACTED]
City: EDMONTON
Province: ALBERTA
Postal Code: [REDACTED]

Directors:
Last Name: [REDACTED]
First Name: [REDACTED]
Street/Box Number: [REDACTED]

OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES:
CORPORATE REGISTRY SEARCH | FOR CORPORATE APPLICANTS ONLY

City: EDMONTON
Province: ALBERTA
Postal Code: [REDACTED]

Last Name: [REDACTED]
First Name: [REDACTED]
Street/Box Number: [REDACTED]
City: EDMONTON
Province: ALBERTA
Postal Code: [REDACTED]

Last Name: [REDACTED]
First Name: [REDACTED]
Street/Box Number: [REDACTED]
City: EDMONTON
Province: ALBERTA
Postal Code: [REDACTED]

Voting Shareholders:
Last Name: [REDACTED]
First Name: [REDACTED]
Street: [REDACTED]
City: EDMONTON
Province: ALBERTA
Postal Code: [REDACTED]
Percent Of Voting Shares: 44

Last Name: [REDACTED]
First Name: [REDACTED]
Street: [REDACTED]
City: EDMONTON

OPENING A CANNABIS RETAIL LOCATION

DEVELOPMENT PERMIT APPLICATION SAMPLES:
CORPORATE REGISTRY SEARCH | FOR CORPORATE APPLICANTS ONLY

Province: ALBERTA
Postal Code: [REDACTED]
Percent Of Voting Shares: 13

Last Name: [REDACTED]
First Name: [REDACTED]
Street: [REDACTED]
City: EDMONTON
Province: ALBERTA
Postal Code: [REDACTED]
Percent Of Voting Shares: 43

Details From Current Articles:

The information in this legal entity table supersedes equivalent electronic attachments

Share Structure: AS PER ATTACHED SCHEDULE "A".
Share Transfers Restrictions: NO SHARES OF THE CORPORATION SHALL BE TRANSFERRED WITHOUT THE APPROVAL OF THE DIRECTORS AND SHAREHOLDERS EVIDENCED BY RESOLUTION.
Min Number Of Directors: 1
Max Number Of Directors: 7
Business Restricted To: N/A
Business Restricted From: N/A
Other Provisions: AS PER ATTACHED SCHEDULE "B".
Associated Registrations under the Partnership Act:
Trade Partner Name Registration Number
[REDACTED] [REDACTED]