



Building Permit Checklist for Tenant Bay Development for Commercial Offices

What permits do I require?

A Building Permit is required to install offices of one or two storeys in a bay and for all new tenant bay developments, as well as any alterations unless the changes are strictly aesthetic such as paint. You will also require electrical, plumbing, and gas permits as applicable. Please be advised that a separate permit is required for each discipline involved including new construction, additions, renovations or alterations.

TENANT OCCUPANCY PERMIT APPLICATION

Section A: For an owner change only, with no construction or change of use involved, you must complete Section A of the TENANT OCCUPANCY PERMIT APPLICATION and submit as part of the Building Permit submission to the Town of High River Safety Codes Services before the issuance of a tenant occupancy permit or business license.

Section B: For an owner change, with construction or change of use involved as listed below, you must complete Section B of the TENANT OCCUPANCY PERMIT APPLICATION and submit as part of the Building Permit submission to the Town of High River Safety Codes Services before the issuance of a building permit.

Owner Change
New Building
Building Addition
Building Renovation
New Business
Change of Use

Plumbing Alterations
H.V.A.C. Alterations
Gas Alterations
Electrical Alterations
Dangerous Goods Involved
Other

Note: A Development Permit may be required for a tenant bay development, and must be applied for and approved for the type of business proposed prior to a building permit and business license being approved.

PROFESSIONAL INVOLVEMENT

For a Building which falls under Part 9, a Professional Engineer stamp for complex structural components and for those areas which are outside the description of Part 9 of the Alberta Building Code may be required.

For design carried out in accordance with Part 4 of Division B of the Alberta Building Code, the designer shall be a professional engineer or registered architect licensed to practice in Alberta and skilled in the work concerned. Part 3 Buildings MUST meet Part 4 of the Alberta Building Code.

Where a building is required to have professional involvement in some or all aspects of the project, submit two (2) complete sets of building drawings. Please ensure the plans are stamped, dated and signed by the Professional Engineer and / or Architect responsible for the project.

If a building is to be built in the 1/100 Flood Fringe, a professional engineer or registered architect licensed to practice in Alberta and skilled in the work concerned may be required to provide the Town of High River with an approved Flood Mitigation Plan which is in compliance with the provisions of the Safety Codes Act, the regulations and codes adopted under the Act, as well as the Town of High River's Land Use By-Law.

Where the owner is uncertain about the need for professional involvement they shall be responsible to contact the Town of High River's Safety Codes Officer to obtain clarification. The professional is responsible for making sure his or her work meets the requirements of the Safety Codes Act.

309B Macleod Trail SW, High River, AB T1V 1Z5 P: 403-652-2110 E: permits@highriver.ca W: www.highriver.ca

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All of the following information is necessary to complete a thorough evaluation and timely decision on your application. To aid in the evaluation, all materials submitted must be clear, legible, accurate and drawn to professional drafting standards. The Town of High River will only accept complete application submissions. Applicant's checklist shall be completed and submitted as part of the Building Permit submission. Thank you for your cooperation.

Applicant's Checklist	Office Use Only	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	1. Approved Development Permit (if applicable).
<input type="checkbox"/>	<input type="checkbox"/>	2. Tenant Occupancy Form and/or Building Permit application – A copy can be obtained at the Safety Codes counter or online at www.highriver.ca .
<input type="checkbox"/>	<input type="checkbox"/>	3. Set out the prevailing market value of the undertaking, (Note: Estimated value of work includes materials, labor, contractor's fees, architectural and engineer's fees (where applicable); excludes cost of land.
<input type="checkbox"/>	<input type="checkbox"/>	4. Provide Sub-Contractors List – contractors and sub-trades require current Town of High River business license. Please note: Contractors performing plumbing, gas and electrical work must hold a valid certificate to perform work.
<input type="checkbox"/>	<input type="checkbox"/>	5. Real Property Report may be requested by the Safety Codes Officer.
<input type="checkbox"/>	<input type="checkbox"/>	6. State the occupancy classification; identify the use and occupancy of the site and the installation of mechanical. Electrical, plumbing, fuel gas or heating systems and equipment to be covered by the Permit for which the application is made. Please note that plumbing, electrical and gas require separate permits.
<input type="checkbox"/>	<input type="checkbox"/>	7. Determine Alberta Building Code Part (whether Part 3 or Part 9) in which the building is covered. Generally, buildings under 600m ² fall under Part 9. Exceptions apply: <ul style="list-style-type: none"> a. Tenant Bays in a Part 3 building are to be developed as per the appropriate 3.2.2 article the base building was designed to.
<input type="checkbox"/>	<input type="checkbox"/>	8. Indicate number of stories, number of streets facing, & indicate the building occupant load.
<input type="checkbox"/>	<input type="checkbox"/>	9. Indicate floor area of each storey and of separate occupancies.
<input type="checkbox"/>	<input type="checkbox"/>	10. Provide calculations for number of exits and their width.
<input type="checkbox"/>	<input type="checkbox"/>	11. Show Spacial Separation calculations and proper fire resistance ratings.
<input type="checkbox"/>	<input type="checkbox"/>	12. Indicate if building is equipped with sprinklers and fire alarm system.
<input type="checkbox"/>	<input type="checkbox"/>	13. Submit mechanical and electrical drawings showing ventilation and make up air installation.
<input type="checkbox"/>	<input type="checkbox"/>	14. Provide stamped plans for the water for firefighting design including a cross section showing elevations (where applicable).
<input type="checkbox"/>	<input type="checkbox"/>	15. Show firefighting access routes and distance of hydrant to fire department connection and front entrance
<input type="checkbox"/>	<input type="checkbox"/>	16. Submit key plan (site plan, if applicable) showing the exact location of tenant space within the building, including tenant unit number, floor space, and adjacent tenants.
<input type="checkbox"/>	<input type="checkbox"/>	17. To process your Building Permit for construction submit two (2) sets of scaled and dimensioned plans with the building permit application before starting construction. <ul style="list-style-type: none"> Provide floor plans including the following ; <ul style="list-style-type: none"> a. Dimensions of all rooms. b. The finish of all floors, walls and ceilings.

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- c. Purpose of all rooms/spaces (e.g., showroom, kitchen, bathroom, internal stairways, mechanical room).
- d. Location of exits and access to exits.
- e. The location of all walls, partitions, doorways, windows and other openings.
- f. Construction details of all walls and partitions, including walls between adjacent tenants, washroom facilities, barrier-free accessibility.
- g. If a restaurant and/or drinking establishment, include a seating plan that clearly indicates the area (both indoor and outdoor) to which the public will have access for the consumption of food and/or beverages.
- h. Design standards and specifications of sprinkler systems for warehouses and other high hazard occupancies, where applicable.

18. Submit a complete set of Schedules A and B (Part 3 Buildings only-Exceptions apply). Before issuing an occupancy permit or giving permission to occupy, the Town of High River as the Authority having Jurisdiction shall receive assurance in the form set out in Schedule C-1 from the coordinating registered professional that the building or portion of the building to be occupied substantially complies with the requirements of this Code.

Note: Issuance of an Occupancy Permit shall not be construed to be permission for, or approval of, a contravention of any provision of any other Act, regulation or Bylaw.

Business Licenses

It is the responsibility of the owner to ensure that all contractors and sub-trades working on his project are licensed to work in the Town of High River. If any of the said contractors or sub-trades do not pay the license fee, the owner will be billed in that amount (which may be taken off the Damage Deposit) and a Stop Work Order may be placed on the building site until payment has been received. A list of all principal and sub-contractors is to be attached to the building permit application by the owner/applicant.

Full payment

Should you have any questions, please contact Safety Codes department.

We will require a minimum ten (10) working days to process a completed building permit application. We will double the permit fees should construction start prior to obtaining a building permit. In case of emergency, a temporary building permit (footings and foundation only) may be issued at the discretion of the Authority having Jurisdiction.

The information sheets listed above can be found on our web-site at www.highriver.ca

Office Use Only:

Checked by: _____

Date: _____

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