

Public Health Facilities Guide

Use the Temporary Permits Application Guide to help you provide complete responses to reduce processing delay

- **USE THIS FORM FOR TEMPORARY INTERIOR SPACE CHANGE-OF-USE OR OCCUPANCY IN EXISTING BUILDINGS AND/OR FOR TEMPORARY EXTERIOR FACILITIES SUCH AS TENTS, MODULARS, TRAILERS AND ACCESSORY SUPPORTS.**
- **BASED ON INFORMATION PROVIDED, BUILDING PERMIT AND ALL ASSOCIATED TRADES PERMITS WILL BE INITIATED WITH THIS SINGLE APPLICATION. INSTRUCTING TRADES TO APPLY FOR SEPARATE PERMITS MAY SLOW PERMIT PROCESS.**

TEMPORARY FACILITY NAME: full name of temp facility, plus any abbreviation or acronym identifiers		
LOCATION: address/name of location of temp facility, and marked-up aerial map image for added clarity attached		
DESCRIPTION OF PROPOSED WORK		
APPLICANT NAME:		
Mailing address		Contact person
Email address		Contact phone
CONSTRUCTOR <input checked="" type="checkbox"/> ⇒ <input type="checkbox"/> Same as APPLICANT above OR:		
Mailing address		Contact person
Email address	City	Contact phone
PROPERTY OWNER <input checked="" type="checkbox"/> ⇒ <input type="checkbox"/> Municipality OR:		
Mailing address		Contact person
Email address	City	Contact phone

N O T I F I	Dev't: Rec'd by:	Date: dd/mmm/yyyy	Building: Rec'd by:	Date: dd/mmm/yyyy
	<input type="checkbox"/> Building ph: email	<input type="checkbox"/> HVAC ph: email	<input type="checkbox"/> Plumbing/Gas ph: email	

C A T I O N	<input type="checkbox"/> Electrical Ph: email	<input type="checkbox"/> Fire Ph: Email	
	<input type="checkbox"/> AHS	<input type="checkbox"/>	

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Temporary Permits Application GUIDE Section ↓		APPLICANT acknowledges review of GUIDE	Action by Permit APPLICANT, in consultation with CONSTRUCTOR
1	Site plan, Key plan	<input type="checkbox"/> Provided, showing applicable features as listed in the GUIDE	
2	Operations Plan for site	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> Provided
3	Space use within existing buildings	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Plans/ specs Provided; form below completed
4	Tents and canopies	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Engineering Provided and Will Be Provided
5	Special structures, stages	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Engineering Provided and Will Be Provided
6	Trailers and temporary structures	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Engineering Provided and Will Be Provided
7	Air-supported structures	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Engineering Provided and Will Be Provided
8	Site comfort and accessibility	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Will Comply
9	Emergency lighting	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Will Comply
10	Exit signs	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Will Comply
11	Fire suppression	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Engineering Provided and Will Be Provided
12	Fire detection, alarm or Special Fire Safety Plan	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Eng. provided or <input type="checkbox"/> FSP OK'd or <input type="checkbox"/> FSP underway
13	Emergency power	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Engineering Provided and Will Be Provided
14	Health care facility special requirements	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Engineering Provided and Will Be Provided
15	Containers and storage pods	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Will Comply
16	Storage for fuel, waste, oil, chemicals	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Will Provide
17	Wastewater management	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Will Comply, also with Wastewater Authority Requirements
18	Food trucks and trailers	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> N/A or <input type="checkbox"/> Wastewater Permit to Release to be in effect

IF LINE 3 above applies, then complete the following. If LINES 4-7 or 11-14 apply, then review submission requirements below carefully to reduce delay in our accepting and processing this multi-permits application.

<p>Approximate Area of interior work involved in the project: → _____ m² ft²</p> <p>Professional involvement required for any assembly, care or treatment occupancy > 300m²</p> <p>ARCHITECTURAL WORK:</p> <p><input type="checkbox"/> Yes. Plans and specifications authenticated? <input type="checkbox"/> No <input type="checkbox"/> Yes → schedules must be provided <input type="checkbox"/> Yes → provided</p> <p>STRUCTURAL WORK: (eg: RTU support, bearing wall alteration, etc) <input type="checkbox"/> None; no new structural work → continue <input type="checkbox"/> Yes. Plans and specifications authenticated? <input type="checkbox"/> No <input type="checkbox"/> Yes → schedules must be provided <input type="checkbox"/> Yes → provided</p>
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DESIGNS OR COMPONENTS authenticated by Alberta P.Eng. other than engineer of record? None Yes→shall be marked as reviewed by the structural engineer of record

For any tent or canopy > 300 m² (3230ft²) in area, whether a single unit or a group of structures creating a large space: provide authenticated plans/specs; **AND in absence of professional schedules for the entire project, prepare to provide** a P.Eng.-stamped confirmation of installation per design drawings and intent of NBC(AE) **before requesting occupancy inspection.**

For any stage or platform > 1.2m in height above the adjacent surface: provide authenticated plans/specs for stage design, including stair, handrail, overhead/tower/speaker/mixer stands, etc. **AND, in absence of professional schedules for the entire project, prepare to provide** a P.Eng.-stamped confirmation of installation per design drawings and intent of NBC(AE) **before requesting occupancy inspection.**

****Light trusses towers, etc., not attached to a stage but associated/used in conjunction with it included.**

For any trailers or temporary structure: provide photos/sketches of each fully self-contained, CSA-277-labelled trailer (eg., admin, sleep, cook, sanitary facility) showing access and egress points, stairs, guards, handrails, ramps, etc.

Provide photos or sketches of each of each other type of portable, off-site-built (eg., pre-fab shed, market hut) or site-built structure > 10m² (107ft²) in area

For any trailers or temporary structures aggregated together > 300 m² (3230ft²) in area, whether a single unit or a group of structures creating a large space: provide authenticated plans/specs for **AND in absence of professional schedules for the entire project, prepare to provide** a P.Eng.-stamped confirmation of installation per design drawings and intent of NBC(AE) **before requesting occupancy inspection.**

For any air-supported structure: provide authenticated plans/specs, including reference to design code, anchorage and fabric. **AND, in absence of professional schedules for the entire project, prepare to provide** a P.Eng.-stamped confirmation of installation per design drawings and intent of NBC(AE) **before requesting occupancy inspection.**

MECHANICAL WORK: (eg: duct distribution, sprinkler work, etc) None; no new HVAC, plumbing, gas work →continue

Yes. Plans and specifications authenticated? No Yes→schedules must be provided Yes→provided

SPRINKLER: No sprinklers No change Yes→ minor relocation per NFPA13 Yes →New system: authenticated plans/specs, hydraulic calculations are **required to be submitted prior to request for occupancy inspection**

ALSO Prepare to provide--if requested--authenticated plans/specs for mechanical drawings for NFPA-96 Commercial Cooking Ventilation system design for extraction of heat-steam-smoke-odours and/or grease laden vapours, and suppression system within hood, for a temporary commercial kitchen.

ALSO Prepare to provide certified report of successful testing of any new or altered non-flammable medical gas piping system **before requesting occupancy inspection**

ELECTRICAL WORK: (service, branch circuits, fire alarm, exit/E- lighting, etc) None; no new electrical work →continue

Yes. Plans and specifications authenticated? No Yes→schedules must be provided Yes→provided

FIRE ALARM: No alarm No change New system OR Alteration to existing alarm → **Provide** authenticated plans/specs for fire alarm system design, including one-way voice communication system where occupant load in any tent, room, building, facility or enclosed area > 1000 persons, **AND Prepare to provide** Fire Alarm Verification confirming operational system installation **before requesting occupancy inspection.**

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

- 1) by checking Acknowledged above, I have read and will comply with the requirements of NBC(AE) and the GUIDE
- 2) the information contained herein and in plans and specifications, is, to the best of my knowledge, true and complete;
- 3) the PROPERTY OWNER is aware of and has authorized this application for building permit;
- 4) I consent to receiving documents or communications related to this application, including Permit decisions, by email.

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

FOIP Information....