



COMMERCIAL PROJECT GUIDELINE

For commercial projects that require full professional involvement, it is recommended that you work in conjunction with the Architect(s) and Engineer(s) you have retained to design your building. The information provided here is an aid to help determine if the commercial / industrial project you are planning requires full or partial professional involvement and to provide assistance in determining what needs to be provided for projects that only have partial professional involvement. Before undertaking a commercial project it is recommended that you consult with your local Safety Codes Officer.

PROFESSIONAL INVOLVEMENT DETERMINATION CHECKLIST

Step 1) Occupancy

Group A - Assembly
Group B - Care or Detention
Group C - Residential

Type of Occupancy - _____
Group D - Business and Personal Services
Group E - Mercantile
Group F - Industrial

Step 2) Building Height

4 or more stories – requires **full professional involvement**
Up to 3 stories – proceed to Step 3

Number of Stories - _____

Step 3) Building Area

If project is a new building

Area of largest floor _____ m²

If project is an addition

Area of addition only _____ m²

If project is an addition and renovation of an existing building

Total area of addition _____ m²

Renovation area _____ m²

If project is a renovation

Area of renovation only _____ m²

TOTAL BUILDING AREA _____ m²

If you have any questions regarding your project or use of information provided here, please contact our office to consult with a Safety Codes Officer regarding your project.

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If total area exceeds the areas listed in the following chart, **full professional involvement is required.**

If area does not exceed areas listed below, use **the partial professional involvement checklist.**

Building area is calculated based upon the footprint of the building/the area of the site that the building will cover.

Group A	1 story	300 m ² (3229 ft ²)	Group D	1 story	500 m ² (5382 ft ²)
	2 story	200 m ² (2153 ft ²)		2 story	250 m ² (2691 ft ²)
	3 story	100 m ² (1076 ft ²)		3 story	165 m ² (1776 ft ²)
Group B	1 story	300 m ² (3229 ft ²)	Group E	1 story	500 m ² (5382 ft ²)
	2 story	200 m ² (2153 ft ²)		2 story	250 m ² (2691 ft ²)
	3 story	100 m ² (1076 ft ²)		3 story	165 m ² (1776 ft ²)
Group C	1 story	400 m ² (4305 ft ²)	Group F	1 story	500 m ² (5382 ft ²)
	2 story	200 m ² (2153 ft ²)		2 story	250 m ² (2691 ft ²)
	3 story	130 m ² (1400 ft ²)		3 story	165 m ² (1776 ft ²)

PARTIAL PROFESSIONAL INVOLVEMENT CHECKLIST

1) Drawings to be submitted for all projects

Site Plan

- site plan submitted (showing property lines, streets, north arrow etc.)
- not applicable for interior renovation, tenant improvement etc.

Foundation Plans (Structural Drawings)

- concrete wall on strip footing below frost line (engineering not required)
- stamped and signed engineered drawings for all other foundations (concrete, steel or screw piles, slab on grade, shallow foundations etc.)
- not applicable for interior renovation, tenant improvement etc.

Tall Walls Drawings (Structural Drawings – Wood Structures only)

- stamped and signed drawing by engineer
- not applicable when walls are 12 feet or less in height

Hydronic Heating Plans (Water used as heating medium, Boilers used to heat water)

- stamped and signed drawing by engineer or certified engineering technologist or certified hydronic designer (need certification number). A ventilation system is required with hydronic heating system.
- not applicable for forced air system, radiant heaters etc.

Floor Joist Drawings (Wood Structure only)

- stamped and signed drawings by engineer or manufacturer's drawings
- not applicable when no floors being installed

Roof Truss Drawings (Wood Structures only)

- stamped and signed drawings by engineer or manufacturer's drawings
- not applicable when no roof trusses being installed

Electrical Drawings

- submitted drawings
- not applicable when no electrical work being done

Energy Code

- details and effective value of wall and roof assemblies
- details of foundation wall effective value
- efficiency rating of furnace and hot water heater

Elevation Drawings

- submitted drawings
- not applicable for one story interior renovation or tenant improvement

Cross Section Drawings

- submitted drawings
- not applicable for one story interior renovation or tenant improvement

Mechanical Drawings

- submitted drawings
- not applicable when no mechanical work being done

Floor Plans

- submitted drawings (showing rooms, dimensions, doors, windows etc.)

2) Buildings requiring professional involvement in addition to the drawings listed above

Fabric Covered Building Drawings

- stamped and signed engineer drawings
- not applicable

Fire Fighting Water

If building greater than 600 m² or more than 3 stories

- either a municipal connection to a firefighting water supply or where not available, a private system must be provided. Typically a pond with a dry hydrant connection

Pole Shed Building Drawings (Wood Structure vertical members wider than 2 feet on center)

- all pages stamped and signed by engineer submitted
- not applicable

Pre-Engineered Steel Building or Concrete Building Drawings

- stamped and signed engineer drawings
- not applicable