

Proposed Changes to the Application Process

Step	Current State	Proposed Future State
1. Application Submitted	Applicant submits application through online portal	No change
2. Zoning Review	Reviewed for compliance with Zoning Bylaw	No change
3. Safety Codes Permits Review	SCPI checks for required building and safety codes compliance	No change
4. Edmonton Fire and Rescue (EFRS) Consultation and Notification	<ul style="list-style-type: none"> • Either referral or notification to EFRS before the licence is issued. • For consultations, inspection must be completed before licence is issued 	<ul style="list-style-type: none"> • Internal City business area notification sent to EFRS when licence is issued. • EFRS manages inspections independently.
5. Licence Issuance	Licence issued after fire inspections are completed.	Licence issued earlier in the process , improving applicant experience and reducing processing delays.

Current Process

1. Application Submission: Applicants apply for a licence online and provide details about their proposed business location and operation.
2. Application Intake and Permits Review: The application is reviewed to confirm that the proposed business location meets zoning and building requirements, if new permits are required and/or if a commercial business requires an inspection from EFRS.

3. Safety Codes Permits and Inspections review: A preliminary review of the proposed business location is conducted by City of Edmonton Safety Codes Permits and Inspections (SCPI). This review ensures the necessary safety codes permits are in place and that key safety requirements have been addressed. This review addresses many aspects of fire safety - including egress routes, fire separations, design and verification of fire detection suppression systems, emergency lighting and signage, ventilation, occupancy/use, electrical systems and mechanical system safety - all which must be addressed before the building can be legally occupied
4. Business Licence and Fire Inspection Fee Collection: The Business Licence and Fire Inspection fees are collected from the applicant.
5. Fire Inspection: Where it has been identified that a commercial business requires a fire inspection from EFRS prior to a business licence being issued, EFRS staff then coordinate directly with the applicant to schedule and complete a physical inspection of the premises. The focus of this inspection includes egress routes, fire separations, presence and servicing of fire detection and suppression systems, emergency lighting and signage, safe storage of hazardous materials and educating the business owner on maintaining ongoing fire safety after their business begins operations.
 - a. Inspections of businesses deemed high risk are completed within 10 business days, while low risk businesses will be inspected within 30 days.
6. Based on their findings, EFRS either recommends licence issuance or non-issuance until deficiencies are resolved by the applicant.

Proposed Process

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3. Safety Codes Permits and Inspections review: A preliminary review of the proposed business location is conducted by City of Edmonton Safety Codes Permits and Inspections (SCPI). This review ensures the necessary safety codes permits are in place and that key safety requirements have been addressed. This

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4. Business Licence and Fire Inspection Fee Collection: The Business Licence and Fire Inspection fees are collected from the applicant.
5. Business Licence Issuance and EFRS Internal City Business Area Notification: The business licence will be issued and where it has been identified that a commercial business requires a fire inspection from EFRS, an internal City business area notification will be sent.
 - a. Inspections of businesses deemed high risk will continue to be completed within 10 business days, while low risk businesses will be inspected within 30 days.