



## **Design and Construction Standards**

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# Design and Construction Standards

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## **Design and Construction Standards**

### **1.0 INTRODUCTION**

This document outlines design criteria, procedures, requirements and recommendations which have been developed by the Condominium Board of Directors (Board) for the purpose of assisting the new and existing Owners and Tenants of the ArriVa Commercial Condominium in the development and renovation of their premises. Owner, Tenants, their designers and contractors must acquaint themselves thoroughly with the material herein so their design and construction meets the requirements of the Condominium Bylaws and can proceed in a coordinated and expeditious manner.

The Board reserves the right to amend or add to the information in this document at any time, and the Owners and Tenant are obliged to abide by such changes upon notification thereof.

The ArriVa complex has operating commercial businesses as well as personal residences. Owners and Tenants who have construction to carry out are required to bear this fact in mind when scheduling and directing their work. The Board requires the active cooperation and consideration of all concerned, so that interference with other Owners and Tenants as well as our residential neighbours is kept to a minimum.

### **2.0 ORIGINAL CONSTRUCTION DOCUMENTATION**

Documents for use by Owners and Tenants for planning and implementation of renovations to existing spaces are available on the ArriVa Commercial Website at [www.arrivacommercial.com](http://www.arrivacommercial.com) on the Construction Policies page. As-built record drawings for the property are not available. The Issued For Construction documents provided are for information only and the ArriVa Commercial Board assumes no responsibility for the accuracy of the provided drawings. It is the responsibility of the owner/tenant proposing a building modification to field check all information.

Electronic documents provided include:

- Base building Architectural, Structural, Mechanical and Electrical Drawings
- Combined Phase 1 and 1A Mechanical Electrical Drawings
- Base Building Mechanical and Electrical Specifications

### **3.0 COMMUNICATIONS**

All official communications with owners and tenants regarding building construction will be by email with the primary contact [info@arrivacommercial.com](mailto:info@arrivacommercial.com). During construction direct communication with the Board may be required. All correspondence is to be copied to the [info@arrivacommercial.com](mailto:info@arrivacommercial.com) address.

### **4.0 PROTECTION OF COMMON PROPERTY**

If the owner's contractor is causing damage or ignoring the Condominium Property Act, the Condominium Bylaws and the Design and Construction Standard, the Contractor can be removed from site as a reasonable protective measure of the building. Contractors that are ineligible to work on the Arriva site due to past performance of non-compliant and unsafe work are listed below:

- Leading Edge Development Inc.
- Impeccable Interiors/Contracting

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### **5.0 PROFESSIONAL DESIGN AND CONSTRUCTION OBLIGATIONS**

Owners and Tenants are required to employ competent professionals in the fields of design and contracting relative to their development work. Modifications to the building shall not affect the proper function of existing base building systems which include heating water, chilled water, ventilation, building management controls, domestic water, sprinkler fire protection, lighting, security, power, communications and fire alarm. All modifications to the base building and owner spaces must meet the level of quality of the originally installed systems in the building. The base building mechanical and electrical drawings along with the associated specifications are to be used as a guide for the minimum level of quality that should be maintained in the building for Owner/ Tenant construction projects.

### **6.0 PERMIT AND APPROVALS**

Each Owner/Tenant is responsible for obtaining all necessary permits and approvals from all authorities having jurisdiction over the work to be carried out by the Owner/Tenant or its contractors, prior to the commencement of the work on site.

### **7.0 DRAWING SUBMISSION**

All Owner/Tenant development and renovation work intended to be performed by the Owner/Tenant or its contractors must be completely and accurately detailed in working drawings, prepared by competent designers and engineers. The Board will supply base building drawings that are available from the original construction if required by the Owner/Tenant. It is to be clearly understood that the Board does not in any way guarantee the accuracy of the information contained in such drawings. The Owner/Tenant remains responsible for ensuring that the conditions on site are reflected in the Tenant's drawings.

All Owner/Tenant building permit drawings must be submitted to the Board for review and approval. If the desired renovation involves access to another owner's unit, other than parking stalls, Building Permit Drawings must be submitted to the affected owner for review and approval of any work done in their Unit. Written approval by affected Unit owners should be submitted to the Board along with the building permit drawings for Board review and approval.

For structural modifications to the building, one (1) set of drawings (Scale 1:100 minimum) prepared by a registered professional engineer. Drawings and specifications are to show all structural modifications and or review of excessive structural floor loading including but not limited to safes, lockers, file systems, and library shelving to the base building

All submissions for use of space in the Commercial Building must be in compliance with the activities and/or businesses acceptable as per the Registered Bylaws and other registered documents. The Board may require that additional drawings be provided by the designer to clarify the definition of the work involved in order to present a clear and concise package for Board approval. The Board will engage the services of the base building architect or engineers to provide a review. The cost of the consultants engaged for this work will be borne by the Owner/Tenant planning to perform the work.

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The Board's approval of Building Permit drawings will be provided in writing by the Board by means of a signature of approval on the Tenant's drawings and/or an approval email, prior to the application for Building Permit and commencement of any construction within the Premises.

Building Permit and permit conditions are to be provided to the Board before commencing construction.

Record drawings showing any architectural, mechanical and electrical changes must be submitted to the Board in electronic format upon the completion of the construction. These drawings must accurately indicate the installation changes that differ from the submitted building permit drawings.

### **8.0 SECURITY AND LIFE SAFETY**

#### **8.1 Safety**

It is the Owner/Tenant's responsibility to ensure that its contractors comply with the requirements of the laws and bylaws of the City of Calgary, Province of Alberta, and Federal Government of Canada, and the requirements of the Workers' Compensation Board. Any additional safety regulations which may be imposed by an authorized representative of the Board must be followed immediately and fully. Should failure to comply result in any liability for the Condominium Corporation, the Owner/Tenant will be held fully responsible for all costs and any other responsibilities arising there from.

#### **8.2 Security of Premises**

The Owner/Tenant's Contractor shall be entirely responsible for the security of the premises under construction as well as the associated common areas when used during the construction period.

### **9.0 GENERAL RULES**

#### **9.1 Work Areas**

All construction materials, tools, equipment and work benches must be kept within the work area throughout the construction period.

#### **9.2 Working Hours**

Owner/Tenant construction may be carried out in the premises during regular working hours i.e. 8:00 am to 4:30 pm, Monday to Friday. Any work which must be carried out at other times must be specifically arranged in advance (3 business days unless otherwise noted) with the Board. Noisy, noxious, odorous or dusty work must be performed after normal business hours and must be co-coordinated with the Board. For noisy work specifically, work must be preapproved, and be performed after regular business hours (8:00 – 4:30 Monday to Saturday) ending before 10:00 p.m. in respect of our residential neighbours. Absolutely no radios or stereo equipment are to be used in the construction area.

#### **9.3 Common Property access**

Access to common property areas is as per the Bylaws Section 65. (s), i.e. for any access to mechanical rooms, electrical rooms, or for access to hallways for purposes of construction must be coordinated with the Board in advance.

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### **9.4 Freight Elevator**

A freight elevator is available at the south west corner of the building for the transporting of material. The contractor is also responsible for protection of elevator using pads and or plywood. Use of the elevator is to be arranged with the Board in advance. An elevator key is available to lock out the doors if doors need to be held open. Holding doors open manually can result in an elevator failure and the service call will be charged back to the owner of the unit. The elevator at the entry lobby is not to be used for transporting construction materials.

### **9.5 Demolition of Existing Systems**

Where required provide poly sheeting to enclose area and stop the migration of dust to occupied areas of the building. Prevent debris from blocking surface drainage inlets and mechanical and electrical systems, which remain in operation. Completely demolish any equipment and systems made redundant by the renovation. Water, drainage and vent piping serving fixtures including floor drains that are demolished must be removed back to the main line. Dead legs of piping are not acceptable.

### **9.6 Waste Removal**

The Owner/Tenant is responsible for ensuring that its contractor removes all waste and debris from the premises in its own refuse container, after normal working hours. The Owner/Tenant and the contractor shall not dispose of any hazardous material, paint, mortar, or process mixture into the building's drainage system. Use of commercial garbage room bins for construction waste is not acceptable.

Placement of waste bins or portable toilets in the back lane must be approved by the Board in advance of the work proceeding.

### **9.7 Cleanliness**

The contractor is responsible for keeping the construction area in a safe and orderly manner. The Contractor is also to provide Filter Media to prevent the contamination to the ventilation system.

### **9.8 Damage to the Common Property**

The Owner/ Tenant will be held fully responsible for damage of any nature caused by the Owner/Tenant, its agents or contractors to any part or item of the common property. Should such damage occur, the Owner/Tenant will be back charged the full cost of any necessary remedial work.

### **9.9 Drilling or Cutting into Slab or Envelope**

The Owner or Tenant's Contractors are prohibited from drilling, cutting or chase openings of any description in any part of the building structure without the prior approval of the Condominium Corporation.

Where such work as described above is deemed to be necessary and acceptable to the Condo Corp and the base building structural engineer, RJC, it will be carried out by the Owner/Tenant using approved contractors at the expense of the Owner/Tenant. Prior to cutting, core drilling, or chasing openings of any size through the building's structure, the Contractor must first mark the locations and have them reviewed by RJC. Work of this type shall require X-ray inspection of the slab in addition to the Condo Corp's consultant's review, prior to cutting or drilling. The Tenant/Owner shall be responsible for all reasonable consulting services

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provided by the Condo Corp's structural consultant and the cost of any x-ray required.

Precautions must be taken to ensure that cores do not fall on occupants or contents of the floor below, and that all water is vacuumed away before draining to the floor below.

Subject to approval and with five working days advance notice by the Condo Corp, X-raying must be performed after 10:00 p.m. and before 6:00 a.m. Prior to X-ray work, the contractor must provide the Condo Corp with drawings of all common property and units that may be affected by the X-rays including all areas that need to be vacated. Contractor to provide plans to protect people from walking in x-ray zones e.g. barriers, notices etc. as well as plans to remove barriers in exit corridors in the event of an emergency.

Any damage to cast-in electrical wiring or plumbing will have to be repaired by the Tenant/Owner using the Approved Contractor at the Tenant's cost.

The Owner/Tenant's contractors shall provide temporary firestop material in any penetrations through fire-rated walls or slabs to maintain appropriate smoke/fire separations during construction. Fire separations are to be restored to base building condition.

The Tenant/Owners contractors shall re-establish removed or damaged fire and smoke separations and baffles within the same work day (8 hours maximum) and shall provide permanent and/or temporary separation and baffles to maintain the base building design standards.

Subsequent removal and disposal of temporary facilities, including making-good effected work, remains the Tenant/Owner's Contractors' responsibility.

### 9.10 Hot Work and Fire Alarm Bypass

The Board must be notified in advance if requesting a fire alarm bypass for dusting work or the submission of Hot Work Permit.

The use of tools, techniques or equipment, which can constitute a source of ignition, is referred to as "hot work". A Board Permit must be filled out prior to commencement of "hot work". Some examples are:

- Welding Arcs
- Cutting or heating torches
- Grinding tools
- Soldering equipment (oxyacetylene or acetylene)
- Pipe cutting (flame tools)
- Tar pots
- Stress relieving equipment
- Hot tapping operations
- Open Flame

Cutting, welding or open flame methods of work will be permitted only when all cold work methods have been exhausted.

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The Contractor will strictly adhere to all “hot work” requirements and prepare the areas as identified on the Permit, i.e.: provide fire watch, provide standby extinguishers, use fire proof tarps to contain sparks, etc.

To obtain approval, download the hot work permit form from our website and fill in the appropriate information. Email to [info@arrivacommercial.com](mailto:info@arrivacommercial.com). An approved PDF copy of the permit will be returned. Please allow a minimum of three working days for approval.

### 9.11 Testing of Services

The Owner/Tenant must obtain the Board’s permission in advance of conducting tests of plumbing, gas or fire protection systems. Any damage which may result from such testing will remain the Owner/Tenant’s responsibility, notwithstanding prior approval having been obtained.

### 9.12 Fire Systems

Any work, which may cause Security to disable any portion of the fire protection system in any way, is referred to as “fire system work”. Simple lamp test functions, etc. are not included.

The following is to be completed by the base building sprinkler Contractor only. The Base Building Contractor is PDS Fire and Security.

- Closure of sprinkler isolation valves
- Draining of sprinkler lines or risers
- Pressure reducing valve repairs or bypass conditions
- Fire pump shutdown or isolation

The following is to be completed by the Base Building Electrical Consultant (Designcore) with the Base Building electrician (Crestview), the Base Building Fire Alarm Contractor (PDS) and the Base Building Fire Alarm Panel Contractor (Mircom) only.

- Smoke or heat detector, pull station, enunciator bells, speakers or computer system repairs or modifications
- Fire system testing or adjustments
- Fire alarm verifications, load tests etc.

The owner/tenant’s engineer may design the fire alarm, but the verification is completed by Designcore. The owner/tenant’s electrical contractor must hire Designcore and Crestview, and carry the costs for the base building consultant and contractors to perform the fire alarm work and verification.

All Contractor’s will strictly adhere to all the requirements and prepare the area as identified on the Permit, i.e. provide fire watch, provide standby extinguishers, etc. The Contractor will notify Security and the Board on a day-to-day basis regarding which system or which portion of the system will be impaired, the duration for which it will be impaired, and provide immediate notice when the system is being restored to service.

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### 9.13 Electrical Work

Any work on major electrical equipment such as primary or secondary switchgear, MCC panels, transformers, 120, 277 or 600 volt panels and devices is referred to as “electrical work”. Exceptions are telephone wiring and data communication cables. All work is to be performed in the de-energized state by qualified tradespersons.

All electrical disconnects, controllers, breakers or switches must be isolated by padlocks or breakers tagged with the following information.

- Equipment identification
- Date
- Signature
- Purpose and/or permit number

Any work on the Base Building systems will be performed by the Base Building Contractor, Crestview Electric (403.279.6661)

### 9.14 Electrical Consultant

Major modifications to the electrical systems require engineered drawings. The approved base building engineers are:

Designcore Engineering

Contact: Brian Calverley, P.Eng. [bcalverley@designcore.ca](mailto:bcalverley@designcore.ca)

Telephone: (403)269-2125

### 9.15 Mechanical Consultant

The Base Building consultant for Mechanical is:

MCW Engineering Ltd.

Contact: Simon Ganser, P.Eng. [sganser@mcw.com](mailto:sganser@mcw.com)

Telephone: 403-716-3291

### 9.16 Structural Consultant

The Base Building consultant for Structural is:

Read Jones Christoffersen Ltd. (RJC)

Dustin Worts, CET

[dwords@rjc.ca](mailto:dwords@rjc.ca)

### 9.17 Fire Alarm Contractor

The Base building contractor for Fire Alarm and Sprinkler work is:

PDS Fire and Security

Contact: Roberta Dalton [rdalton@pdsfire.ca](mailto:rdalton@pdsfire.ca)

Telephone: 403.243.4551

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### **10.0 SIGNAGE**

The signage policy is in accordance with the CCN 1014767 Bylaws which state that no owner shall make repairs, additions or alterations to the exterior of Owner's Unit, the Common Property, any interior or exterior walls etc. without first obtaining the written consent of the Corporation. The exterior surfaces including all exterior windows and exterior doors are common property. The Bylaws also indicate that no owner may display signs, billboards, advertising matter or other notice or display in about any Unit in any manner which may make the same visible from the outside of the Unit without the prior written approval of the Board and Municipal Authority.

#### **10.1 Exterior Business Signage Criteria**

- For owners and tenants on the main floor desiring business signage, illuminated signage is to be located directly above the business access doors. No other illuminated signage is allowed e.g. "open" signs.
- Signage will be an illuminated push-through cabinet with matte black aluminum composite face and returns with up to thirty ¾ " thick cut acrylic characters with white translucent vinyl.
- Brand fonts and logos may be included. Colour is not allowed.
- Refer to the Exterior Illuminated Signage Policy drawings SK1 & SK2 dated 20231208 located on the Owner & Tenant Resources webpage for more detail.(Note that National Neon purchased Ident signs).

#### **10.2 Process for Illuminated Signage Approval and Installation**

- Submit signage design to the Board who will forward the design to POP Design Group Inc. for review and comment (\$350). This fee includes review of Shop Drawings from National Neon. If additional reviews are required, POP will charge \$200 per submission.
- POP or National Neon can also be engaged directly to design the sign.
- Upon approval by POP, the Board will review. Upon Board approval, signage design to be issued to base building contractors (National Neon) for construction. The contractor will also assist with the Signage development permit.
- Electrical wiring and structural support by base building contractors (Crestview Electric & Alpine Glass) to be coordinated by the owner or tenant.
- Note that all contractors in this process will invoice the Condo Corp, who will back charge the owner.

#### **10.3 Exterior Glazing Signage**

- For owners and tenants desiring glazing (window) signage, signage will only be allowed for the main floor and is intended for interaction with pedestrian traffic.
- Glazing signage will include all signs and graphics applied directly to the glazing in a manner that does not damage the window.
- Hours of operation signs, if desired, and address numbers to be applied as per the policy
- Maintenance of all vinyl is the responsibility of the owner. Exterior applications will potentially be subject to damage from weather, cleaning and vandalism. All vinyl must be maintained to an acceptable standard by the owner at their own expense.

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- Refer to the Exterior Glazing Signage Policy drawing SK3 dated 20240402 located on the Owner & Tenant Resources webpage for more detail.

### 10.4 Process for Glazing Signage Approval

- Submit signage design to the Board who will forward the design to POP Design Group Inc. for review and comment at a cost to owner. POP can also be engaged directly to design the signage.
- Upon approval by POP, the Board will review. Upon Board approval, signage installation may proceed by owner/tenant contractor.
- Note that Board approval of all signage is contingent upon the Board finding the design to be aesthetically pleasing, and consistent with the overall appearance of the exterior of the building.

### 10.5 Blinds

Full window blinds may be installed for privacy and are to be within grayscale tones ranging from white through to gray tones to black. Colours are not allowed. Blinds to be a single solid shade with no graphics or any other form of advertisement placed on them.

### 10.6 Security Installations

- Permanent security bars in windows are not allowed.
- Full metal interior shutters will be considered.
- Retractable interior metal shutters that are open and not visible from the exterior of the building during business hours will be considered.
- If owner or tenant desire security cameras, they may install them on the interior of their units, causing no damage to common property (exterior walls, doors or windows)
- All proposals for security installations other than cameras to be forwarded to the board with information including installation details, drawings and equipment cut sheets for Board approval.

### 10.7 Other Exterior Signage

- Canopy Signage: Canopy signage is discontinued as the canopies no longer have any consistent relationship with business entrances
- Blade Signage: Blade signage is not allowed
- Pylon Signage: Pylon signage is available for upper floor owners and tenants at their own cost. Signage is coordinated by the Condo Corp. Contact [info@arrivacommercial.com](mailto:info@arrivacommercial.com).

### 10.8 Temporary Signage

- Sandwich Boards and other free standing temporary signs are not permitted on common property
- Holiday event signage e.g. painted windows for Stampede will be considered. Forward proposal to the Board outlining the design, the type of signage etc. Temporary signage will be permitted for a maximum of 30 days, at which time the windows must be restored to a clean and undamaged condition.
- Tarps or other items attached to patio rails will be considered with the same criteria as Holiday Event Signage.

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### 10.9 Interior Signage

- Elevator directory signage is available at owner/tenant cost and is coordinated by the Condo Corp. Contact [info@arrivacommercial.com](mailto:info@arrivacommercial.com)
- Parkade signage is provided and controlled by the Condo Corp. at owner/tenant cost. Contact [info@arrivacommercial.com](mailto:info@arrivacommercial.com) .