

OWNER'S GUIDE · COMMERCIAL INTERIORS

Tenant Improvement Roadmap: Alberta

Each step from signed lease to opening day, with realistic timelines, the permits you'll need, and the decisions that protect your move-in date.

INSIDE THIS GUIDE

- The six phases from lease to move-in
- Permits and approvals in Alberta
- Long-lead items and common delays
- Owner's checklist

Written for: Business owners, tenants, landlords and property managers planning a commercial fit-out.

Boald Construction Management Ltd.

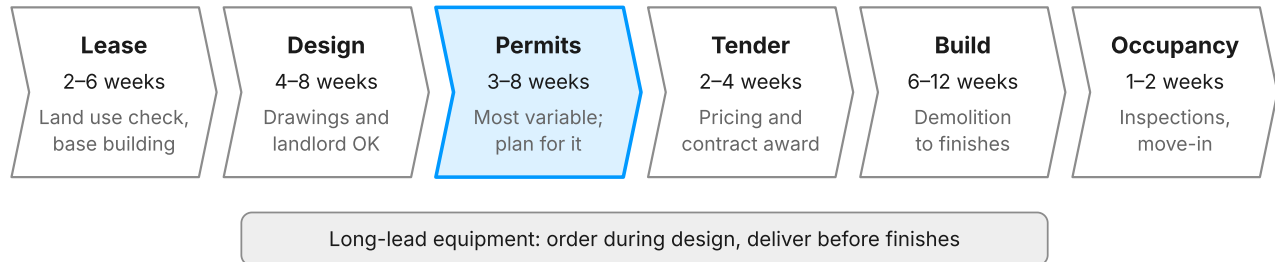
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From signed lease to move-in

Most commercial tenant improvements in the Edmonton region take four to eight months from signed lease to move-in. Construction is usually the shortest part.



Typical total: about 4 to 8 months from signed lease to move-in

Typical durations for a small-to-mid office or retail fit-out. Phases are not drawn to scale; your project may differ.

Permits are the least predictable phase. Tendering can often run in parallel with permit review, saving two to four weeks.

Permits and approvals in Alberta

Permits run under the Safety Codes Act and your municipality's zoning bylaw. The ones you need depend on your scope and on whether the use of the space changes.

Approval	When it's needed	Who issues it
Landlord approval	Every TI — drawings reviewed against the lease and base building	Landlord / property manager
Development permit	Change of use, exterior changes, or signage	Municipality (planning)
Building permit	Most interior alterations — walls, exits, occupancy, fire separations	Municipality or accredited agency
Electrical, plumbing, gas, HVAC permits	When those systems are altered — pulled by each trade	Municipality or accredited agency
Food establishment plan review	Restaurants, cafés, food retail	Alberta Health Services
Liquor or cannabis licensing	Licensed premises	AGLC
Occupancy / final inspection	Before move-in	Municipality, fire department

Tip: a change of use can require a development permit before the building permit can be issued. Confirm the land use early, before you sign the lease if you can. Processing times change through the year, so check your municipality's current published times before setting an opening date.

Long-lead items and common delays

PRICE AND ORDER EARLY

Equipment lead times can be longer than construction itself. Confirm current lead times with suppliers.

- Electrical panels, transformers and switchgear
- Rooftop HVAC units and specialty mechanical equipment
- Storefront, glazing and custom doors
- Door hardware and access control
- Custom millwork and feature lighting
- Kitchen and specialty equipment

COMMON CAUSES OF DELAY

- Lease signed before land use or base building capacity is confirmed
- Design changes after permit submission
- Landlord review cycles left out of the schedule
- Base building work that needs landlord trades (sprinklers, fire alarm, roof)
- Owner-supplied furniture, IT or signage arriving late
- Final inspections booked too close to opening day

Owner's checklist

BEFORE YOU SIGN THE LEASE

- ☐ Land use confirmed for your business
- ☐ Landlord's work vs tenant's work spelled out (Schedule B / work letter)
- ☐ Base building capacity checked: power, HVAC, washrooms, sprinkler, accessibility
- ☐ Tenant improvement allowance and payment terms understood
- ☐ Fixturing period long enough for design, permits and construction

DURING DESIGN

- ☐ Contractor involved early for budget pricing and constructability
- ☐ Long-lead items identified and ordered early
- ☐ Owner-supplied items listed with delivery dates

BEFORE CONSTRUCTION

- ☐ Permits issued and posted
- ☐ Landlord's construction rules, insurance and working-hour limits received
- ☐ IT, phone and security vendors booked

Talk to Boald early

The cheapest time to fix a schedule is before the lease is signed. Boald provides early budget pricing, permit coordination and construction for commercial interiors across the Edmonton region.

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General guidance only. Timelines vary by municipality, landlord and scope. © 2026 Boald Construction Management Ltd.