



### **Building Permit Application Checklist**

*Note: All applications must provide sufficient information to show that the proposed work will conform to the Alberta Building Code and whether or not it may affect adjacent properties.*

### **Change of Occupancy / Change of Use / New Use**

When a building is changing from one occupancy classification to different occupancy classification as described in T3.1.21 of the Alberta Building Code 2014, a building permit is required to ensure safety related items are met to operate under the new intended occupancy. If renovations are being done, or if the building is simply changing from one use to another, a building permit is required.

#### ***Please submit the following:***

- Completed permit application
- Payment
- Floor plan including: Location of exits, washrooms, existing interior walls, mechanical room etc, renovation work (*if proposed*)
- Adjacent building occupancy (*if known*)