



Change of Occupancy / Change of Use / New Use
Permit Application Checklist

When a building is changing from one occupancy classification to different occupancy classification as described in T3.1.21 of the National Building Code, Alberta Edition (NBC(AE)) 2019, 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*)