

## CHANGE OF USE APPLICATION FORM

### Section 1:

PROPOSED BUSINESS LOCATION			
Complete Civic Address:			
Unit(s)	Bldg #	Street	Postal Code

APPLICANT INFORMATION	
Company Name: _____	
Applicant Name: _____	Phone: _____
Mailing Address: _____	
Email: _____	

### Section 2:

DETAILS FOR USE OF SPACE					
<p><b>What is the proposed use of space?</b> (Ex. 1: Construction company with 2 offices, warehousing, and a small showroom) (Ex. 2: New restaurant offering dine-in and take-out services, with 5 dine-in tables, no previous use in the space)</p>					
<p><b>Provide a description of the daily business operations, including hours and days of operation:</b></p>  <p>As a new business in this location, how are you tailoring the space to meet your needs? <i>Changes can include cosmetic upgrades like painting or new flooring, but can be significant to include structural changes or modifying the floor plan (the addition/removal of walls or shelving).</i></p>					
<p><b>Provide a <u>detailed description</u> of all changes you intend to make to the space:</b> (Ex. We intend to paint the space to match company colors, install a new reception desk by the front entrance, and add walls for two new offices in the NW corner of the bay)</p>					
<p><b>Please indicate if you will be including any of the following, as part of the changes to the space:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 25%;">Electrical</td> <td style="text-align: center; width: 25%;">Gas</td> <td style="text-align: center; width: 25%;">Heating</td> <td style="text-align: center; width: 25%;">Plumbing</td> </tr> </table>		Electrical	Gas	Heating	Plumbing
Electrical	Gas	Heating	Plumbing		
Total Area of Renovation/Construction:	m <sup>2</sup> Total Construction Cost: \$				

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**Section 3:**

<b>PERMIT REQUIREMENT LIST</b>		
<p>All requirements are as per The City of Red Deer <i>Land Use Bylaw</i>, <i>Safety Codes Permit Bylaw</i> and the current National Building Code, Alberta edition.</p>		
<ol style="list-style-type: none"> <li><b>1. Site Plan(s) showing building/structure location(s) and parking areas:</b> <ul style="list-style-type: none"> <li>• Real Property Report (RPR); or</li> <li>• Google Maps satellite image.</li> </ul> </li>   <li><b>2. Elevation Plan, showing building exterior:</b> <ul style="list-style-type: none"> <li>• Architectural Plans; or</li> <li>• Picture of front of building.</li> </ul> </li>   <li><b>3. Building Floor Plan – an internal layout of the space to be occupied, including:</b> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <li>• Total area of building;</li> <li>• Total area of occupied space;</li> <li>• Proposed use and dimensions of each room/hallways of occupied space;</li> <li>• Existing or proposed sprinkler or fire alarm systems (show sprinkler heads, manual pull stations, etc.)</li> </ul> </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <li>• Locations of emergency lights and illuminated exit signs</li> <li>• Magnetic locking devices, including:                             <ul style="list-style-type: none"> <li>○ Location of all devices</li> <li>○ Specification data for all devices</li> <li>○ Description of the system operation</li> </ul> </li> </ul> </td> </tr> </table> </li>   <li><b>4. Letter of Authorization from property owner (registered on title), including contact information.</b></li> </ol>	<ul style="list-style-type: none"> <li>• Total area of building;</li> <li>• Total area of occupied space;</li> <li>• Proposed use and dimensions of each room/hallways of occupied space;</li> <li>• Existing or proposed sprinkler or fire alarm systems (show sprinkler heads, manual pull stations, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Locations of emergency lights and illuminated exit signs</li> <li>• Magnetic locking devices, including:                             <ul style="list-style-type: none"> <li>○ Location of all devices</li> <li>○ Specification data for all devices</li> <li>○ Description of the system operation</li> </ul> </li> </ul>
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**Section 4:**

<b>BUSINESS DETAILS</b>
<p><i>Information below pertains to the business that will be occupying the space.</i></p>
<p>Business Contact Name: _____ Contact _____ (if different from above) _____ Phone: _____</p> <p>Email Address: _____</p>
<p>Does the proposed business have an existing City of Red Deer Business Licence? <span style="float: right;"><b>YES</b>      <b>NO**</b></span></p> <p><b>**If the proposed business does not have an existing City of Red Deer Business Licence, apply online through MyLicence. For more information, please visit the Business Licence page on our website.</b></p> <p>If yes, we can update the Business Licence account with the new business location. We require the following:</p> <ol style="list-style-type: none"> <li>1. One of the pieces of information:             <ul style="list-style-type: none"> <li>• the account number;</li> <li>• operating business name; or</li> <li>• previous business address _____</li> </ul> </li>   <li>2. When will this business be moving to the new location? _____</li> </ol>

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**Section 5:**

**APPLICANT ACKNOWLEDGEMENT**

**Please initial and sign to confirm your acknowledgement of the terms of this application.**

I am aware that this application will be reviewed by Inspections and Licensing, and may be delayed or refused if it is incomplete.

I understand that additional information may be required after the permit application has been submitted.

I understand that I must provide all information pertaining to Dangerous Goods Occupancy for the proposed use of space.

I understand that this application may be refused if the proposed use of space does not conform to the *Land Use Bylaw* and/or amendments, or the current Alberta Building Code.

I understand Inspections & Licensing will create a Development Permit and, if required, a Safety Codes Building Permit, and I accept responsibility of payment for each.

\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Signature of Applicant

EXAMPLE: Site Plan



No parking on site, street parking only



## EXAMPLE: Elevations



Front and side of building  
(east and south elevations)



Side of building  
(north elevation)



Back of building  
(west elevation)

