

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

What is the proposed use of space?

(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)

Provide a description of the daily business operations, including hours and days of operation:

As a new business in this location, how are you tailoring the space to meet your needs?

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).

Provide a detailed description of all changes you intend to make to the space:

(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)

Please indicate if you will be including any of the following, as part of the changes to the space:

Electrical

Gas

Heating

Plumbing

Total Area of Renovation/Construction:

m²

Total Construction Cost: \$

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Section 3:

PERMIT REQUIREMENT LIST

All requirements are as per The City of Red Deer *Zoning Bylaw*,
Safety Codes Permit Bylaw and the current National Building Code, Alberta edition.

1. Site Plan(s) showing building/structure location(s) and parking areas:

- Real Property Report (RPR); or
- Google Maps satellite image.

2. Elevation Plan, showing building exterior:

- Architectural Plans; or
- Picture of front of building.

3. Building Floor Plan – an internal layout of the space to be occupied, including:

- Total area of building;
- Total area of occupied space;
- Proposed use and dimensions of each room/hallways of occupied space;
- Existing or proposed sprinkler or fire alarm systems (show sprinkler heads, manual pull stations, etc.)
- Locations of emergency lights and illuminated exit signs
- Magnetic locking devices, including:
 - o Location of all devices
 - o Specification data for all devices
 - o Description of the system operation

4. Letter of Authorization from property owner registered on title, including contact information.

Section 4:

BUSINESS DETAILS

Information below pertains to the business that will be occupying the space.

Business Contact Name:
(if different from above) _____

Contact
Phone: _____

Email Address: _____

Does the proposed business have an existing City of Red Deer Business Licence? **YES** **NO****

****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.**

If yes, we can update the Business Licence account with the new business location. We require the following:

1. One of the pieces of information:

- the account number;
- operating business name; or
- previous business address _____

2. When will this business be moving to the new location? _____

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Section 5:**APPLICANT ACKNOWLEDGEMENT**

Signature of this document indicates your acknowledgment 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 *Zoning 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