

COMMERCIAL – CHANGE OF USE

Under the Safety Codes Act, a change of use or change of occupant load requires a Building Permit.
All required items must be provided upon application. Incomplete applications will not be processed.

Provide
the
following:

Required Items:

1. **One** copy of the Floor Plan (can be hand-drawn) providing information on all applicable details:
- Civic address, including unit number
 - Dimensions and use of rooms and spaces, including doors and exits
 - Previous and proposed use
 - Total area of tenant space
 - Wall details for demising or fire-rated walls
 - Existing sprinkler and fire alarms systems
(Show sprinkler heads, manual pull stations, etc.)
 - Locations of emergency lights and illuminated exit signs
 - Magnetic locking devices, including:
 - Location of all devices
 - Specification data for all devices
 - Description of the system operation