



**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 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*)