

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>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)</p>					
<p>Provide a description of the daily business operations, including hours and days of operation:</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>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)</p>					
<p>Please indicate if you will be including any of the following, as part of the changes to the space:</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 ² Total Construction Cost: \$				

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Section 3:

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

BUSINESS DETAILS				
<p><i>Information below pertains to the business that will be occupying the space.</i></p>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Business Contact Name: (if different from above) _____</td> <td style="width: 40%;">Contact Phone: _____</td> </tr> <tr> <td colspan="2">Email Address: _____</td> </tr> </table>	Business Contact Name: (if different from above) _____	Contact Phone: _____	Email Address: _____	
Business Contact Name: (if different from above) _____	Contact Phone: _____			
Email Address: _____				
<p>Does the proposed business have an existing City of Red Deer Business Licence? YES NO**</p>				
<p>**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.</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"> 1. One of the pieces of information: <ul style="list-style-type: none"> • 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