
Change of Occupancy / Change of Use / New Use - Building Permit Application Checklist

Note: All applications must provide sufficient information to show that the proposed work will conform to the National Building Code-Alberta Edition and whether or not it may affect adjacent properties.

When a building is changing from one occupancy classification to different occupancy classification as described in Division B Table 3.1.2.1 of the NBC-AE 2019, 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:

- Permit Application
 - Signature
 - Mailing Address
 - Contact Number
 - Email Address
 - Payment Method
 - Blue sign/Fire Number, Civic Address, Legal Description and/or Land Location
 - Building Use
 - Detailed Description of Work
- Development Permit *(if required by the Municipality. Check with your local jurisdiction)*
- Floor plan including dimensions, location of exits, washrooms, existing interior walls, mechanical room, location of fire exits, etcetera
- Site Plan including property lines, north arrow and any other existing buildings or structures
- Occupancy of the adjacent connected units *(IE: physically connected in a strip mall)*
- The previous occupancy or use of the space / building
- Proposed new occupancy / use
- Confirmation if a fire alarm system is existing
- Confirmation if the building is sprinklered
- Floor plan showing exists and proposed use and dimensions of rooms/spaces
- Engineered drawings if removing / modifying a load bearing wall
- Elevation/plan view drawings if window wells are to be added or altered
- Construction details of any renovation to take place
- HVAC design details if an existing system is being altered or new work taking place

Noteworthy Items

- ★ If you are using any unconventional construction methods, speak with your safety codes officer
- ★ For more information see the Safety Tip Brochures provided by the Safety Codes Council at www.safetycodes.ab.ca/permits-inspections/safety-tips