

Permitted Change of Use and Tenancy Change

Before You Apply

SECTION 1: Application resources

- Visit Calgary.ca/startbusiness to find more information about **fees**, timelines and more.
- Review our [Digital document criteria](#) prior to submitting your application.
- Remove all personal information on plans.

Prepare Your Application

SECTION 2: Applicant details

Property Owner Representing Owner

Applicant's Name:

Company Name (if applicable):

Applicant's Email:

Applicant's Phone Number (during business hours):



Correspondence and approval notification will be sent to only the applicant.

SECTION 3: Application requirements for planning approval (Development Permit)

Supporting Documents

- Complete the [Use Questionnaire](#)
- Attach any of the applicable forms listed below:
 - [Care Facility Information Form](#) (i.e., addiction treatment, assisted living, or residential care)
 - [Child Care Service Information Form](#)
 - [Instructional Facility Information Form](#)
 - [Health Care Services Information Form](#) (i.e., medical clinics, counselling services, or service organizations where treatments are being provided)
 - [Payday Loan / Pawn Shop Information Form](#)
 - [Public School Information Form](#)

Plans

- Submit one (1) Copy of your **Site Plan**– Download the [Sample Drawings](#)

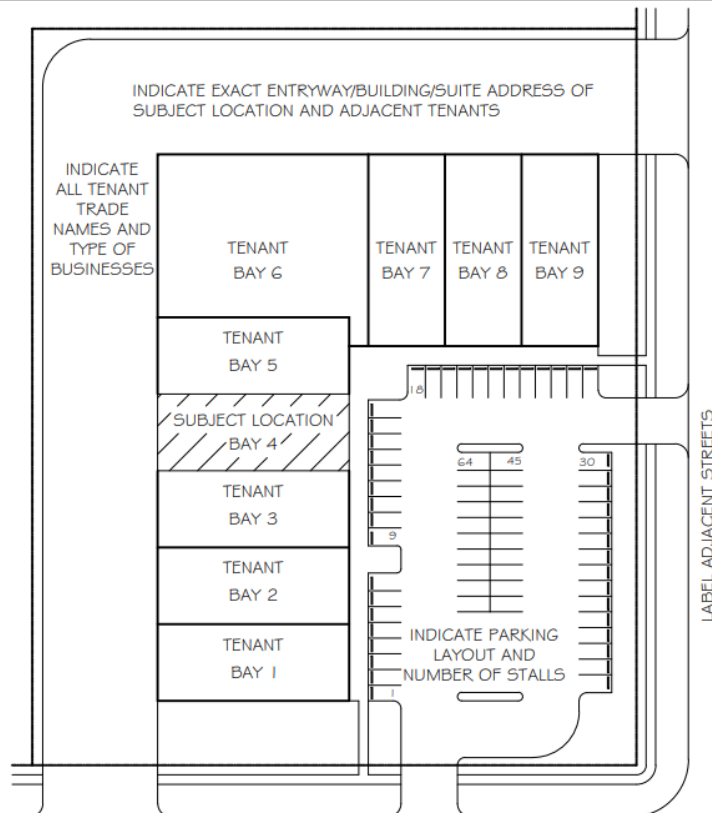


*A **site plan** is only required if any part of the business is an **automotive business** (e.g. sales, servicing, rentals, etc) **OR** will be **located outside** (e.g. Outside Storage) **OR** **Pick-Up / Drop-Off stalls are required** (e.g., Child Care Service, School - Private, School Authority - School).*

Your **Site Plan** must include the following:

- 1 North arrow**, pointing to top or left of page
- 2 Municipal address** (ie, street address) and **legal address** (ie, plan/block/lot)

- 3 Property Lines**
- 4 Names of adjacent streets**
- 5 Outline and Dimensions of all buildings on parcel**
 - Label tenant locations within the building
 - Label location of all doors (including entry and overhead doors)
- 6 Parking and loading areas, drive aisles and circulation roads**
 - Label Parking stalls (i.e dwelling, live/work or visitor/guest)
 - Label location and dimension of any loading stalls
 - For automotive businesses – label stalls that are for the exclusive use for customers, employees and for display/inventory vehicles
- 7 If applicable, indicate and dimension all areas used for outdoor storage**
 - Outline areas used for outdoor storage
 - Label type of storage (i.e. vehicles, equipment, materials)
 - Provide details and screening of storage area
- 8 If applicable, indicate and dimension all areas used for outdoor display**
 - For gas stations only, dimension the distance between building entrances and gas pump island
- 9 If applicable, details of signage**
 - Refer to appropriate requirement list for signage, available on Calgary.ca/carls



This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land



The Development Authority or Safety Code Officer may require additional materials considered necessary to properly evaluate the proposed development (as stated in Part 2, Section 26(3) of Land Use Bylaw 1P2007, section 5(1) of Bylaw 39M2018 and the current National Building Code – Alberta Edition)

Apply

Apply online

Apply **online** by visiting apply.calgary.ca



Create a myID account to apply online at myid.calgary.ca

- OR -

Apply in-person

Apply **in-person** by visiting the [Planning Services Center](#) 3rd floor, Municipal building [800 Macleod Trail SE](#)

Applicant's declaration for in-person applications

By submitting this application to The City of Calgary (the "City"), I understand and acknowledge that, as part of the City's process in reviewing, evaluating, and processing this application, the City will be required to circulate hard or electronic copies of my application materials to members of City Administration, members of the public who may be affected by the application's approval, and to relevant Community Associations' Boards of Directors, including their Planning Committees. The City will also make my application materials available online for public viewing through its website, www.calgary.ca. I hereby consent to the City's copying of these application materials, solely for the purposes of such circulation, dissemination and online viewing as aforesaid, provided that those parties to whom the copies are circulated or made available online are made aware that their use of the copies is specific and limited to providing input on my application and that any further reproduction and distribution of the plans is strictly prohibited.

If you do not want to make your application materials available online for public viewing, you must send an email to planninghelp@calgary.ca within 48 hours of submitting your application and we will consider your request. If your request is accepted our website will reflect that the applicant has chosen not to have their application materials online for public viewing.

The personal information on this form is being collected under the authority of section 5 of The Safety Codes Permit Bylaw 39M2018 and amendments thereto, as well as section 33(c) of the **FOIP Act**. This information is being collected for the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services. It may also be used to conduct ongoing evaluations of services received from Planning & Development.

The name of the applicant and the nature of the permit will be available to the public through general inquiries, paid subscription reports for permit data and resources found online, as authorized by the FOIP Act.

You may direct questions about the collection, use or disclosure of your personal information by the City of Calgary at 800 Macleod Trail SE Calgary, Alberta in relation to this program by contacting the FOIP Program Administrator for Planning and Development through telephone at 403-268-5480 or by writing to PO Box 2100, Station M, Calgary, AB T2P 2M5.



Need help or have questions? Contact the [Planning Services Centre](#) by visiting Calgary.ca/development/contacts.html