



# Change of Use Permit within Foothills County

## Land Use Bylaw Regulations & Applications

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### **CHANGE OF USE OR INTENSITY PERMIT:** means:

A permit that may be obtained in a Commercial, Industrial or Agricultural Business Land Use District to allow a business or use to occupy an existing building where there is a compliant Multiple Potential Use Development Permit in place, where the proposed business or use complies with that development permit. The Change of Use or Intensity permit will be required when the initial use is being established and when a change in use or change in intensity of use is applied for within a site, a building, or portion of a building, in accordance with an approved Multiple Potential Use Development Permit.

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A Change of Use or Intensity Permit may be obtained to occupy a site where a Multiple Potential Use Development Permit is in place in Foothills County.

A Change in Use or Intensity Permit shall not be issued until the property, the building, or portion of the property or building that will house the proposed use has passed a safety codes inspection to the satisfaction of the Safety Codes Officer and passed a fire inspection to the satisfaction of the Foothills Fire Department.

If alterations to the building are contemplated to accommodate a new use or intensity of use, or changes are required as a result of the safety codes inspection or fire inspection, appropriate permits (building, gas, plumbing, electrical) shall be obtained. A Change in Use or Intensity Permit shall not be issued until construction is complete and all permits are closed.

### **THE APPROVAL OF A CHANGE IN USE OR INTENSITY PERMIT WILL REQUIRE:**

1. Development Officer Review of Multiple Potential Use Development Permit and Change in Use or Intensity Permit application to ensure:
  - a. Application is complete and all information and fees submitted;
  - b. Multiple use development permit is in good standing and all conditions met;
  - c. The proposed use is contemplated under the existing development permit;
  - d. No variances to the Land Use Bylaw required to accommodate development;
  - e. All applicable building and safety codes permits have been closed.
2. Internal Circulation:
  - a. Building and Safety Codes Department;
    - i. Building/Safety Codes Inspection of the site, building or portion of a building.
  - b. Fire Department (Fire Inspector);
  - c. Other applicable referrals required based on proposed use;

Note: These division will report back any requirements, new construction or alterations required to accommodate the new use, note all appropriate building permits, plumbing, electrical, and gas permits necessary, specify all outstanding requirements, permits and fees, and notify of inspections completed and permits closed prior to Change of use or intensity permit being granted.

3. Confirmation that all Building, Safety Code, and Fire permits and inspections are completed, and permits are closed;
4. Confirmation of current Business license application;

### **APPLICATION REQUIREMENTS:**

An application for a Change in Use or Intensity Permit shall be accompanied by the following information:

1. A completed Tenancy Permit Application form (checklist);
2. The requisite Tenancy Permit fee and Safety Codes inspection fee as outlined in the Fee Bylaw as may be amended from time to time;
3. A Landowner/Applicant declaration that the proposed use complies with all conditions of the existing development permit; and
4. A description of the proposed use, with sufficient detail that a development officer can verify that the use is in compliance with the existing Multiple Potential Use Development Permit.
5. An application for a Foothills County business license.