Multiple Potential Use Development
Change of Use Permit

Land Use Bylaw Regulations & Applications

www.foothillscountyab.ca
309 Macleod Trail, Box 5605, High River, AB T1V 1M7 • Tel: 403-652-2341 Fax: 403-652-7880

WHAT IS A CHANGE OF USE PERMIT?

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

HOW DO I KNOW WHAT TYPE OF PERMIT I NEED?

A Change of Use permit is required when:

- You want to occupy a site with a new use where there is a valid (approved and in good standing) Multiple Potential use Permit;

AND

- The proposed use meets all requirements of the existing Multiple Potential use Permit/

A new Development Permit is required when:

- You want to occupy a site with a new use where there is no current valid (approved and in good standing) Multiple Potential Use permit for that site;

OR

- You want to occupy a site with a new use that is not in accordance with the existing Multiple Potential Use permit for that site;

ADDITIONAL PERMITS/LICENSES:

A Change in Use 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 changes are required as a result of the safety codes inspection or fire inspection, appropriate permits (building, gas, plumbing, electrical) shall be obtained prior to issuance of the change in use permit.

A Change in Use Permit shall not be issued until construction is complete and all permits are closed.

THE APPROVAL OF A CHANGE IN USE PERMIT WILL REQUIRE:

1. Development Officer review of the existing *Multiple Potential Use Development Permit* and *Change in Use Permit* application to ensure:
   a. Multiple use development permit is in good standing and all conditions met;
   b. Change in use application is complete and all information and fees submitted;
   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 Review:
   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);

   Note: These divisions will report back any requirements, new construction or alterations required to accommodate the new use, note any additional 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 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 of Use Permit* shall be accompanied by the following:

1. A completed Change of Use Permit Application form;
2. The Change of Use application fee and Building/Safety Codes inspection fee as outlined in the Fee Bylaw as may be amended from time to time;
3. A signed Declaration of Understanding acknowledging all responsibilities of landowner/the applicant;
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. Completed checklist confirming that this application is in conformance with all conditions of the approved Multiple Potential Use Development Permit, including documentation of required Provincial regulatory inspections and approvals;
6. An application for a Foothills County business license.