

## Checklist for Small Business Applications

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### The following application forms may be required:

- Development Permit Application
  - In the case of a Change of Use, check with the Development Officer to see if this application is needed
- Building Permit Application
  - In the case of a Change of Use that does not involve renovations to existing space, check with the Safety Codes Officer to see if this application is needed
  - When a Change of Use with Interior Renovations are proposed, check with the Safety Codes Officer to see if this application is needed
- Electrical permit application, if applicable
- Gas permit application, if applicable
- Plumbing permit application, if applicable
- Business licence application – **Mandatory for all new businesses and business relocations**

### Development Permit Application

- A completed development permit application.
- Authorization from the Registered Owner. The property owner may appoint an agent
- Completed Right of Entry form
- Three (3) copies of a site plan showing the business location
- Current land title, not dated three weeks older than the date of application
- Digital copy of site plan
- Three (3) copies of the floor plan

### Building Permit Application

- A complete building permit application. (with no interior renos/alterations)
- Three (3) copies of the floor plan if no construction is being done
  - Including building details
  - Building storeys
  - If sprinklers
  - If F/A installed
  - All occupancy types in BLDG
- Three (3) copies of the construction drawings (with interior renos/alterations)
  - Architectural (if applicable)
  - Mechanical (if applicable)
  - Electrical (if applicable)

Check with the Safety Codes Officer to see if licensed interior designer is acceptable
- Digital copy of construction plans (if applicable)
- All schedules from engineer involved (if applicable)

The decision making processes can take approximately 2-3 months after a complete application package are received.