

Development Permit Application Checklist

- A complete application form
- A copy of the Land Title no more than 3 weeks old
- Authorization from the Registered Owner
- Right of Entry Form - Signed by the Registered Owner of the Property
- Site plan showing:
 - * The location of the use on the site and the location of the use within the existing building along with Adjacent uses
 - * The interior floor plan

Building Permit Application Checklist

The application requirements for Commercial and Industrial development varies depending on the type of use.

To determine the requirements for your application please contact the City of Spruce Grove Building Inspector at 780-962-7582.

Where to Apply: CityView Portal located on our sprucegrove.org website

Office Location:

Planning and Development
414 King Street
Spruce Grove, Alberta

Office Hours

Monday to Friday

8:30 a.m. to 4:30 p.m.



Mailing Address:
City Hall
315 Jespersen Avenue
Spruce Grove, AB T7X 3E8

Phone: 780-962-7582
Fax: 780-962-1062

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Change of Use and Change of Occupancy

The Community of Choice!

What is a Change of Use?

A Change of Use is typically when a business, defined as a specific use, vacates a commercial industrial space and is replaced by a business of a different classification. For example, a Professional Office is replaced by a General Industrial Use.

What is a Change in the Intensity of Use?

If a business is replaced by the same use and the intensity of the new use significantly differs from the previous use, this would be considered a change in the Intensity of the Use. An example would be a Child Care Facility that was approved for a 100m² space expands to a 150m² space.

Permits for Changes of Use

A Development Permit and a Building Permit is required if there is a change of use or a change in the intensity of use, or if any new construction is proposed within an existing Commercial/Industrial development.

Why does a New Business Require a Development Permit?

The Land Use Bylaw divides the City of Spruce Grove into Land Use Districts for the purposes of prescribing and regulating the purpose for which land and buildings may be used. The Development Permit ensures the use is allowed in that particular district and will fit in with the overall context of the area. In addition, the Development Permit will enable a review against specific requirements in the Land Use Bylaw pertaining to the proposed use, such as parking and storage. We would suggest obtaining a valid Development Permit prior to signing a lease.

Why does a New Business Require a Building Permit?

The Alberta Building Code regulates techniques and materials used in building construction, the occupancy and the use of buildings and equipment to safeguard the health and safety of building occupants. The Building Permit allows for an inspection of the existing building to ensure the building meets the health and safety regulations of the Alberta Building Code.

When are Development Permits and a Building Permits not required?

If a business replaces the same or similar business in a space and there are no measurable differences between the two businesses, a Development Permit and a Building Permit may not be required. An example would be a clothing store replacing another while not requiring any new construction. This only applies when the use that is vacating the space has a valid Development Permit and Building Permit. There may be conditions on the maximum time a space is left vacant, typically less than six months.

