



## Checklist for Small Businesses Applications

### 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 businesses 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
- ☐ A copy of a site plan showing the business location
- ☐ Current land title, not dated three weeks older than the date of application
- ☐ A copy of site plan
- ☐ A copy of the floor plan
- ☐ A copy of exterior elevation drawings

### Building Permit Application

- ☐ A complete building permit application (with no interior renos/alterations)
- ☐ A copy 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
- ☐ A copy 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
- ☐ A 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.