

Change of Use Permit

Building Permit Requirements

This checklist has been provided to assist in summarizing the typical requirements to obtain a building permit if you plan on to change an existing business use to a different business use and no construction is proposed. For example, changing an existing office space to a retail space. Additional information may be required as needed depending on the application type and individual circumstances

Required Application Forms

- [Building Permit Application Form](#)
- [Owner's Authorization Form \(Required if Applicant is not the Owner\)](#)
- [Applicable Law Checklist](#)
- [OBC Data Matrix Form](#)

Required Drawings and Information

- A detailed floor plan, elevations, cross sections and details.
- Show the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code including, floor plans, details of wall, floor and roof assemblies identifying required fire resistance ratings and load bearing capacities.
- In a building of multiple suites or units provide a key plan in relation to the entire building.
- A detailed summary describing the nature of the operation or business and the number of employees.
- A report from a qualified person as prescribed by the Building Code confirming that the change of use will safely occur within the existing building or portion thereof without the need to upgrade any construction, as permitted under Part 10 of the Building Code.

Required Approvals from other Agencies

In many instances before a building permit application can be processed and a permit issued, there are other approvals from other agencies that are required. These approvals are not administered by Building Services. Please ensure all required approvals are complete using the [Applicable Law Checklist](#).

Building Permit Fee \$125 Flat Fee

Before you submit your Permit Application

- Refer to the [e-Permit Document Guidelines](#) to ensure all of your documents are correctly named and are in PDF format.
- Refer to our [Electronic Submission Process Guide](#) for an overview of the e-Permit process.

Submit Your Permit Application!

There are two ways you can submit your permit application:

Online using our [e-Permit service](#) or email to building@collingwood.ca

Next Steps Submit the *complete* permit application and supporting documents to Building Services. Application is reviewed for completeness, compliance with the building code and Applicable Law. Application review comments are provided during review to identify any outstanding requirements and to summarize permit fees. Permit issued when review is complete and all fees are paid. The Change of Use may proceed and inspections scheduled. Building Inspector reviews once complete until Occupancy and/or Final are complete.

Need help? If you have any questions, please feel free to contact us at any time and we will assist you through the process! Telephone (705)-445-1030 extension 3243 or email us at building@collingwood.ca