

## Change from One Business Use to a Different Use

### Small Business 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 including Schedule 1 Designer Information](#)
- [Owner's Authorization Form \(Required if Applicant is not the Owner\)](#)
- [Applicable Law Checklist](#)

#### Required Drawings and Information

- A detailed floor plan, elevations, cross sections and details.
- 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.

#### 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 \$125.00

#### Submit Your Permit Application!

There are two ways you can submit your permit application:

1. Electronic submission through our [e-Permit service](#) or email to [building@collingwood.ca](mailto:building@collingwood.ca). Please refer to our [Electronic Submission Process Guide](#); or
2. In person at our office located at [55 St. Marie Street, Unit 301 Collingwood](#).

**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!

We also offer a pre-application service where we can meet with you at our office to review any questions you may have and identify any concerns early on in the process. Please call ahead.

Telephone (705)-445-1030 extension 3249 or email us at [building@collingwood.ca](mailto:building@collingwood.ca)