

INSPECTIONS & LICENSING DEPARTMENT

4914 48 Avenue, Red Deer, AB Phone: 403-342-8190 Email: <u>development@reddeer.ca</u> PO Box 5008 Red Deer, AB T4N 3T4

CHANGE OF USE APPLICATION FORM

Section 1:

PROPOSED BUSINESS LOCATION

Complete Civic Address:	Unit(s)	Bldg #	Street	Postal Code	
APPLICANT INFORMATION					
Company Name:					
Applicant Name:			Phone:		
Mailing Address:					
Email:					
Section 2:					
		DETAILS FO	DR USE OF SPACE		
Provide a description of tl As a new business in this lo	with 2 offices, ng dine-in and t ne daily busin ocation, how c upgrades like	take-out services, v ness operations, i are you tailoring f painting or new flo	vith 5 dine-in tables, no previous use ncluding hours and days of opera the space to meet your needs? boring, but can be significant to includ	tion:	
Provide a <u>detailed descrip</u> (Ex. We intend to paint the spinew offices in the NW corner	pace to match		to make to the space: stall a new reception desk by the fron	at entrance, and add walls for two	
Please indicate if you will Electrical	be including	any of the follow Gas	ing, as part of the changes to the Heating	space: Plumbing	

		Tatal Caratavatian Cast é
Total Area of Renovation/Construction:	m²	Total Construction Cost: \$

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The City of Red Deer collects personal information, including name and contact information, for the purpose of providing programs, services and contacting customers in this regard. The City of Red Deer is authorized to collect this personal information under section 33 of the Freedom of Information and Protection of Privacy Act and by section 3 of the Municipal Government Act. Please contact the Inspections & Licensing Manager at The City of Red Deer, A914 48 Avenue, Red Deer, Alberta, or phone 403-342-8190 if you have questions about this collection of information.



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Section 3:

PERMIT REQUIREMENT LIST

All requirements are as per The City of Red Deer Land Use Bylaw,

Safety Codes Permit Bylaw and the current National Building Code, Alberta edition.

1. Site Plan(s) showing building/structure location(s) and parking areas:

- Real Property Report (RPR); or
- Google Maps satellite image.

2. Elevation Plan, showing building exterior:

- Architectural Plans; or
- Picture of front of building.

3. Building Floor Plan – an internal layout of the space to be occupied, including:

- Total area of building;
- Total area of occupied space;
- Proposed use and dimensions of each room/hallways of occupied space;
- Existing or proposed sprinkler or fire alarm systems (show sprinkler heads, manual pull stations, etc.)
- Locations of emergency lights and illuminated exit signs
- Magnetic locking devices, including:
 - o Location of all devices
 - Specification data for all devices
 - o Description of the system operation
- 4. Letter of Authorization from property owner (registered on title), including contact information.

Section 4:

BUSINESS DETAILS

Information below pertains	to the business that will be occupyin	g the space.	
Business Contact Name: (if different from above)	Contact Phone:		
Email Address:			
Does the proposed business have an existing City	of Red Deer Business Licence?	YES	NO**
**If the proposed business does not have an exis MyLicence. For more information, please visit the	• •	•••	ugh
If yes, we can update the Business Licence accoun	t with the new business location. We re	equire the following	g:
 One of the pieces of information: the account number; operating business name; or previous business address 			
2. When will this business be moving to the	new location?		

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Section 5:

APPLICANT ACKNOWLEDGEMENT

Please initial and sign to confirm your acknowledgement of the terms of this application.

I am aware that this application will be reviewed by Inspections and Licensing, and may be delayed or refused if it is incomplete.

I understand that additional information may be required after the permit application has been submitted.

I understand that I must provide all information pertaining to Dangerous Goods Occupancy for the proposed use of space.

I understand that this application may be refused if the proposed use of space does not conform to the *Land Use Bylaw* and/or amendments, or the current Alberta Building Code.

I understand Inspections & Licensing will create a Development Permit and, if required, a Safety Codes Building Permit, and I accept responsibility of payment for each.

Name of Applicant (please print)

Signature of Applicant

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EXAMPLE: Site Plan



N

No parking on site, street parking only

EXAMPLE: Elevations

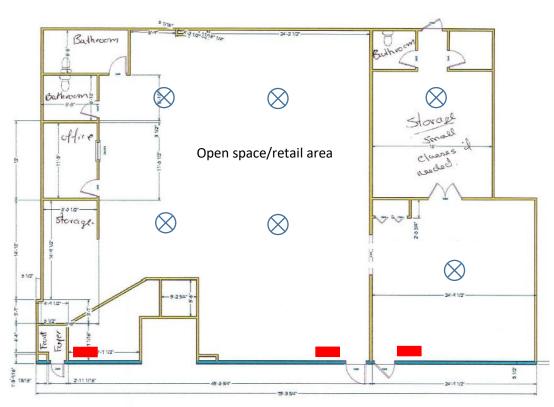


Front and side of building (east and south elevations)

Side of building (north elevation)



Back of building (west elevation)



EXAMPLE: Floor Plan

- Total Area of Building 10, 000 sq ft.
- Total Area Occupied 2000 sq ft
- Proposed uses shown on plan and dimensions
- Fire Alarm shown as
- Sprinkler heads shown as 🚫
- No magentic locks