

## COMMERCIAL – CHANGE OF USE

Under the Safety Codes Act, a change of use or change of occupant load requires a Building Permit.  
All required items must be provided upon application. Incomplete applications will not be processed.

Provide  
the  
following:

### Required Items:

1. **Three** sets of Floor Plans (can be hand-drawn) providing information on all applicable details:
- Civic address, including unit number
  - Dimensions and use of rooms and spaces, including doors and exits
  - Previous and proposed use
  - Total area of tenant space
  - Wall details for demising or fire-rated walls
  - Existing sprinkler and fire alarms systems  
(Show sprinkler heads, manual pull stations, etc.)
  - Locations of emergency lights and illuminated exit signs
  - Magnetic locking devices, including:
    - Location of all devices
    - Specification data for all devices
    - Description of the system operation