



# DEVELOPMENT PERMIT APPLICATION

## Change of Use

A Change of Use Development Permit is required if:

1. the existing use of a building (or a portion thereof) is changed to a Discretionary Use listed within the applicable zoning district; or
2. the proposed change of use requires a variance to the Town of Canmore Land Use Bylaw.

### REQUIRED DOCUMENTS

The following documents and the applicable fee(s) are required for a complete application. Missing documentation may result in delays in approval or a rejection of an application due to insufficient information. **All plans and documents listed below must be submitted electronically along with the signed and completed Development Permit application form.**

- Completed Development Permit Application Form
- Letter of authorization from the property owner authorizing an agent to act on their behalf regarding the proposed application (if applicable)
- Application fee (including any additional fees for variance requests)
- Current copy of Certificate(s) of Title (issued not more than 30 days from the application date)
- Copies of any restrictive covenants, utility right-of-way, easements, or Town caveats registered on the Title(s)
- A full set of legible plans, drawn to scale

### PLAN REQUIREMENTS

**Note:** All plans submitted must show measurements in metric units.

- Dimensioned floor plans showing the proposed interior configuration
- Any proposed interior or exterior renovations
- Building Renderings (for exterior renovations or new structures only)

### ADDITIONAL REQUIREMENTS

At the discretion of the Development Officer or Municipal Engineer, additional information, plans or reports may be required to adequately render a decision on an application. For a list of additional requirements that may apply to your application, visit the Town's webpage related to [Development Permits](#).

Once your Change of Use Development Permit has been approved, you will be required to apply for your Town of Canmore Business License. To find out what is required to obtain your business license, please visit [www.canmore.ca/business-license](http://www.canmore.ca/business-license)

Following an approval, a separate development permit for any exterior signage must be applied for. To find out what is required to obtain a sign permit, please visit <https://canmore.ca/municipal-services/residents-development-planning/building-development/signage-standards>