

Change of Occupancy Application

A change in the use of a building or a portion of a building which results in one of the following:

- ❖ **A change of occupancy classification**
- ❖ **A change from one group to another group within an occupancy classification**
- ❖ **Any change in use within a group for which there is a change in the application of the requirements of building code or fire code**

Business Name: _____

Address: _____

Applicant Name: _____ Phone #: _____

Mailing Address: _____ Email: _____

Property Owner (if different from Applicant)

Name: _____ Phone #: _____

Mailing Address: _____ Email: _____

Property Representative (if different than owner) _____

Phone #: _____ Email: _____

Mailing Address: _____

Date property was acquired by applicant/owner:

Proposed Use (incl. proposed alterations and attach sketch of site)

Parking Required under bylaw: _____ Parking Provided: _____

Previous Use, if applicable: _____

Name(s) of previous business(es): _____

Applicant Signature: _____ **Date:** _____

Property Owner Signature (if different): _____ **Date:** _____