

# Change of Use or Occupancy

CITY OF MOOSE JAW



As a new business moving into an existing building, you must ensure that your space is safe for public use and meets zoning regulations. Therefore, you may need to upgrade the building. You will need to apply for a Building Permit if structural alterations or a change of use or occupancy will occur.

A Development Permit is required for any change of zoning use category to ensure the proposed use is permitted in the zoning district.

A change of use or occupancy means a change from one class of occupancy recognized by the current National Building Code to another class of occupancy. For instance, a retail space becoming an assembly use is a change of occupancy. However, converting a doctor's office to an accounting office is not. When a Permit is required to change the occupancy, professional building plans are required, as well as a Building Code Analysis. The plans and the analysis are typically completed by an Architect or Engineer, except for smaller projects when other designers are permitted.

If you are making changes to any walls, the number or size of window or door openings, the number or layout of rooms, or the height of a building, a Building Permit is required. Aesthetic upgrades (flooring, paint, etc.) for your business do not require a Building Permit.

To determine if a Change of Use Permit is needed for your business space, or for more information, please visit Planning & Development Services, located on the 3rd Floor at City Hall. A Building Permit is required prior to any construction taking place and a fee will be charged with the permit application.

Many new business are also looking to erect new signs to advertise their business. These new signs also require separate permits to approve sign sizes and locations. Sign Permit Applications can be picked up at Planning & Development Services, located on the 3rd Floor at City Hall.

**Please call 306-694-4443 for further information.**

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