

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 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 application form.**

- Completed Development Permit Application Form
- A copy of this requirement list showing confirmation of the documents submitted by checking the box next to each requirement
- Application fee (**Note:** you will receive a notice for payment from Planning, once your application has been processed by the Permit Clerk)
- Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed development (**Note:** This is not required if the property owner has signed the application form).
- 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)
- Floor Plans (scaled in metric), including:
 - Property Address
 - Layout and dimensions of each floor (i.e. basement, main floor, upper floor)
 - Label the purpose of each room (e.g. bedroom, kitchen, etc.)
 - Walls to be demolished and to remain
- Elevations (scaled in metric), including:
 - Location of all windows and exterior doors (indicate the size, type and operation)
 - Exterior wall finish material and colour
 - Roof finish material and colour

NOTE: Elevation drawings are required 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

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>