

PART A

DECLARATION

I, _____, of _____
(PRINT name) (address)

City: _____ Province: _____ Postal Code: _____

Declare that I am the: Registered Land Owner Authorized Tenant of the Registered Land Owner
 Authorized Agent of Land Owner Other (including Purchaser) _____

and hereby make application for permission to occupy the building or portion of the building herein described for the following activity.

Business Name				Primary Phone:
Primary Business Contact	Name:	Phone:	Email:	
Primary Business Activity	Secondary Business (if any)			
Municipal Address	<i>Suite/Bay</i>	<i>Building #:</i>	<i>Street Name:</i>	P.Code:
Legal Description	Lot(s):	Block(s):	Plan(s)	Total Building Area(M2)
Registered Land Owner	Name:			Phone:
Property Owner Information	Address:			Postal Code:
	City:			Province:
Primary Contact (if diff)	Name:			Phone:
Building Permit # (if req'd.)	Development Permit # (if req'd.)			
<p>The building or portion of the building occupied must meet the requirements set out in the Alberta Building Code and where applicable all terms and conditions set under a subsisting Development Permit, Tenancy Change of Use Approval, and/or Building Permit.</p> <p>Where no Building Permit is in place, additional construction drawings may be required as per a Building Safety Codes Officer (SCO). If required, two copies must be submitted prior to the actual occupancy inspection for review to ensure the proposed occupancy complies with the <i>Safety Codes Act (SCA)</i>.</p> <p>Where required in Part B, a signature of the authority/authorities must be obtained prior to final approval by the Building SCO. An Occupancy Permit will be issued following the approval by the Building SCO and once all fees are paid. An Occupancy Permit may contain additional terms and conditions that may include restrictions. An Occupancy Permit or written permission to use a building issued under the SCA shall not be construed to be a license to operate or engage in any business. A valid business licence is also required. Please contact the License Inspector at 403-529-8374. THIS IS NOT AN OCCUPANCY PERMIT</p>				
Applicant's Signature				Date
			<i>dd</i>	<i>mm</i>
				<i>yyyy</i>

PART B – Office Use Only

Inspection Date: <i>dd/mm/yyyy</i>	Occupancy Classification and Description			
Approved for Use:	<input type="checkbox"/> A – Assembly		<input type="checkbox"/> D – Business & Personal Services	
Refused:	<input type="checkbox"/> B – Detention, Treatment and Care		<input type="checkbox"/> E – Mercantile & Retail	
Permit Fee:	<input type="checkbox"/> C – Residential		<input type="checkbox"/> F – Industrial	
Required	Approving Authority	Name (Please Print)	Signature	Designation #
<input type="checkbox"/> Yes <input type="checkbox"/> No	Development			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Alberta Health			
<input type="checkbox"/> Yes <input type="checkbox"/> No	MHFS Fire			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Plumbing & Gas			
<input type="checkbox"/> Yes <input type="checkbox"/> No	HVAC			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Sprinklers			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Building			