



CHANGE OF TENANCY / ZONING REVIEW

City of Medicine Hat Planning & Development Services

580 First Street SE, Medicine Hat, AB T1A 8E6

Phone: 403.529.8374

E-mail: pbe@medicinehat.ca

In accordance with Section 2.2(ii) of the Medicine Hat Land Use Bylaw No. 4168, a Development Permit is not required if the proposed business is a **Permitted Use** and there is **no increase to the gross floor area** of the building, and the Development is compliant with all other applicable Development Regulations and other requirements of this Bylaw.

In accordance with Section 21 of the Medicine Hat Safety Codes Permit Bylaw No. 4438, No person shall allow a change in use, tenancy or the occupancy building classification (as determined by a Safety Codes Officer) of an existing building until approved by a Safety Codes Officer in writing or an occupancy permit has been issued.

| Applicant Information | | OFFICE USE ONLY |
|--|--|--|
| Business Name: | | |
| Business Address, unit#: | | |
| Phone: | | |
| Expected Move-In Date: | | |
| E-mail: | | |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Will you be doing renovations which require a Building Permit? | <input type="checkbox"/> Current Building Classification: |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Will you be adding signage or changing the size of existing signage? | <input type="checkbox"/> Proposed Building Classification: |
| Please Provide a Brief Description of Your Business | | <input type="checkbox"/> Current Tenant Classification: |
| | | <input type="checkbox"/> Proposed Tenant Classification: |
| | | SCO Review |
| | | |
| | | |

| Terms and Conditions (Please Check) | |
|---------------------------------------|--|
| I understand and certify that: | |
| <input type="checkbox"/> | There will be no expansion to the gross floor area of the building and/or any accessory buildings used for the business. |
| <input type="checkbox"/> | A Development Permit and associated fee may be required subject to staff review. |
| <input type="checkbox"/> | Building or Occupancy Permit(s) may be required due to renovations or change in Building Classification. Additional information may be required by Safety Codes Services to evaluate the Building or part thereof. |
| <input type="checkbox"/> | This approval does not exempt any other required approval for this business including without limitation a Business License or any other Municipal or Provincial requirements. |
| <input type="checkbox"/> | The landowner of the property is aware of the proposed business and has given consent for the business owner to apply for a Change of Tenancy / Zoning Review. |
| <input type="checkbox"/> | Additional information may be required by the Development Authority to properly evaluate the development. |
| <input type="checkbox"/> | The proposed Change of Tenancy has been discussed with the City of Medicine Hat Utility Departments (Electric, Environmental Utilities, Gas) |

| Confirmation | |
|-------------------------|------------|
| Applicant Name (Print): | Signature: |
| Date: | |

OFFICE USE ONLY

Address / Unit # (confirmation):

Zoning:

Previous Use:

Proposed Use:

Reviewing Planning/Development Officer:

No. of Parking Stalls:

Date:

General Comments:

This Change of Tenancy/Zoning Review form is used by the City of Medicine Hat solely for keeping track of the current Permitted Use being carried out on the property. The City of Medicine Hat does not represent or warrant whatsoever, expressly or impliedly, that the physical or environmental state or condition of the property is fit for the Applicant's intended use. The Applicant is responsible for ensuring that the property is fit for the Applicant's intended use.

NOTES

DECISION

This acknowledgement is based on the submitted information being correct. Submission of incorrect information will void Change of Tenancy / Zoning Review acknowledgement.

For **Business License inquiries**, please contact Planning & Development Services at 403.529.8374, or visit our website at: www.medicinehat.ca/government/departments/planning-development-services/your-business/business-license-answers

For **Safety Codes inquiries**, please contact Planning & Development Services at 403.529.8374, or visit our website at: www.medicinehat.ca/government/departments/planning-development-services/professionals-hub/contact-a-safety-codes-officer