



Change of Use Questionnaire 2022

As regulated by the s. 10 of the Building Code Act

Part 1 – General Information

Site location: _____
Street Address Unit No.

Applicants Information: _____
Print Name Contact Phone No.

Part 2 – Unit Information (questions about your unit)

Proposed Use: _____
(describe the intended use of the unit)

Floor Area of Unit: _____ ft² m² Number of Storeys the unit will occupy: _____

Proposed Occupant Load: _____ Number of washrooms: _____
(maximum anticipated capacity at any given time)

Previous Use of Unit: _____
(describe and/or provide name of past business)

How long has the unit been vacant: _____

What are the neighboring Uses to your unit:

(Provide the business name and/or a brief description of the use of your neighbor, for example if there is an apartment beside you state "Apartment Unit" in the appropriate text line below)

Above: (unit # _____) _____

Side 1: (unit # _____) _____

Side 2: (unit # _____) _____

Behind: (unit # _____) _____

Below: (unit # _____) _____

What work will you be undertaking to the unit (describe what you want to do to your unit to accommodate your business)

What other government agency approval does your business require (i.e. If you're serving alcohol, a Liquor License is required)

Part 3 – Building Information (information about the entire building)

Number of Storeys: _____

Is there a Basement: _____

Approximate age of the Building: _____

Located in the Heritage District: _____

Building Area (Footprint): _____ ft² m²

Gross Floor Area: _____ ft² m²

What Municipal Services does the building have: Water Storm Sewer Sanitary Sewer

Is the Building Constructed of: Combustible Materials Non-Combustible Materials Both Unknown

Is there a Fire Alarm in the Building: No Yes – if yes, the entire building or just part: _____

Is there a Sprinkler System in the Building: No Yes – if yes, the entire building or just part: _____

Is the Building equipped with a Standpipe: No Yes Unknown

Part 3 – Applicants Declaration

I _____ declare that (choose one as appropriate):
(print name)

- I am a Property Owner of the subject property as identified in the Site Address above, if the *property owner* is a corporation or partnership,
- I am the Tenant of the Unit to which the Change of Use application applies.
- I am a Professional Engineer, Architect or BCIN Designer working on behalf of the tenant or property owner

I also certify that:

1. The information contained in this document is true to the best of my knowledge.
2. I have authority to bind the corporation or partnership of: _____

_____ Date

_____ Signature of Applicant

Personal information contained in this form and schedules is collected under the authority of subsection 7.1.(f) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to the Chief Building Official of the municipality or upper-tier municipality to which this application is being made,