



# Commercial/ Industrial Change of Use or Renovations Development Process

## What Permit do I need to change or add a use to my building in Crowsnest Pass?

If you are changing the use of your building to a Permitted Use, a Development Permit is not required, provided that no alterations to the external appearance of the building are proposed, any internal modifications do not substantially alter the space, and parking requirements and all other standards of the Land Use Bylaw are complied with.

If you are changing the use of your building to a Discretionary Use, a Development Permit is required. This will determine whether your proposed change of use meets the requirements of the Municipality of Crowsnest Pass Land Use Bylaw and other pertinent Plans, as well as examining its suitability within the neighbourhood.

## What Permit do I need to carry out Commercial or Industrial Renovations?

No development permit is required for the maintenance, improvement or renovation of a building where the work does not include structural alterations or additions which would change the buildings external appearance, result in a change of use, or increase the need for additional parking. A Building Permit may be required. For renovations that do not meet these and other requirements of the Land Use Bylaw, a Development Permit will be required.

If you plan to build an addition, or make any renovations which will change the external appearance of your building, you will first need to obtain a Development Permit. This will determine whether your proposed development meets the requirements of the Municipality of Crowsnest Pass Land Use Bylaw in terms of setbacks, height, site coverage etc. Following this a Building Permit must also be obtained to regulate compliance with Alberta Building Code. Other permits for electric, plumbing and gas may be required.

## Pre-Application

Applicants are advised to schedule an appointment with the Development Officer to review their proposal prior to submitting their application.

## Development Permit Application

All Development Permit applications for a Change of Use or Renovation must be submitted with the following:

- Completed application form  
An application form for a Development Permit may be picked up at the Municipal Office, or online at [www.crowsnestpass.com](http://www.crowsnestpass.com). This must also be supplemented with a specific Home Occupation form.
- Certificate of Title and relevant encumbrances  
All Development Permits must be accompanied by a Certificate of Title no older than **3 Months**. These may be obtained at Alberta Land Titles online at [www.spin.gov.ab.ca](http://www.spin.gov.ab.ca) or by visiting your local Registry agents. Any easements, restrictive covenants or caveats on title may also be required.
- Site Plan  
Site plans will be to scale with a north arrow. They will show building square footage and parking layout etc.

Applications for additions or renovations may also require:

- Floor Plans  
Floor plans for all levels must display dimensions and purpose of rooms; location of walls, partitions, doorways, windows and other openings; structure of floors, walls and ceilings; the location and description of fixed mechanical and electrical equipment.
- Elevations  
These will indicate materials and finish; building height and roof slope; window and door locations and dimensions; foundation cross section. Each Elevation must be named North, South, East or West.
- Foundation Plan  
Foundation plans will show details such as frost wall/ footing, piling, slab dimensions and depth, skirting type etc. Professional involvement and engineered drawings may be required.
- Abandoned Well Submission  
All applications for buildings over 500 ft<sup>2</sup> must be accompanied by an Abandoned Well Map. This may be found at [www.aer.ca](http://www.aer.ca).

Ensuring your submission is fully complete will assist us in processing your application without delay. If incomplete or illegible documents are provided, you will be asked to provide revised or additional information.

## Application Review and Decision

- **Authority**  
Permitted use renovations not requiring a variance are processed by the Development Officer. Discretionary uses and uses requesting waivers must be forwarded to the Municipal Planning Commission (MPC).
- **Historic Overlay**  
If your property falls within a Historic Commercial Overlay Area, and visible alterations are proposed, the application will first be circulated to the Municipal Historic Resource Board for comment and then forwarded to MPC for decision.
- **FireSmart**  
Properties located in or adjacent to the Wildland Urban Interface will be subject to additional FireSmart conditions as per the Land Use Bylaw.
- **Time Frame**  
Please allow sufficient time for the processing of your application. Applications which must be reviewed by MPC may take longer to process than those processed by the Development Officer. A decision will be made within 40 days of receiving a **complete** application, unless an extension has been agreed upon.
- **Appeal Period**  
If you are successful in obtaining a Development Permit, affected landowners are notified and a 2 week appeal period follows. If no appeals are received within the 2 week period, a Building Permit may then be processed.

## Development Permit Fee for a Change of Use

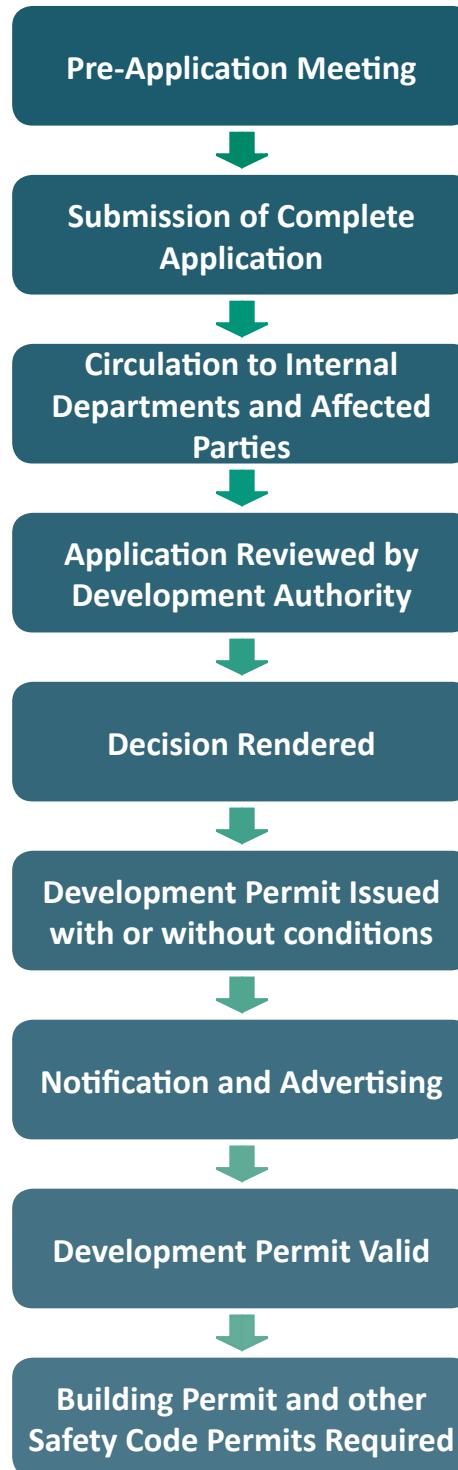
Permitted Use (less than 5000ft<sup>2</sup>) - \$100  
Discretionary Use (less than 5000ft<sup>2</sup>) - \$175  
Major Waiver – Additional \$150

## Development Permit Fee for an Addition

Permitted Use (less than 500ft<sup>2</sup>) - \$150  
Discretionary Use (less than 500ft<sup>2</sup>) - \$250  
Major Waiver – Additional \$150

All fees must be paid when submitting application. Fees are subject to change. For all fees, please refer to the Fees, Rates and Charges Bylaw 951, 2016.

## Development Permit Process



For more information, please visit our website at [www.crowsnestpass.com](http://www.crowsnestpass.com)

or contact

Lisa Kinnear, Development Officer

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403-562-8833

[development@crowsnestpass.com](mailto:development@crowsnestpass.com)



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