

## CHANGE OF TENANCY

In accordance with Section 1.12 of the Cochrane Land Use Bylaw No. 01/2022, a Development Permit is not required for a change of Use of a Building or a portion of a Building to a Permitted Use where there is no increase to the Gross Floor Area. The proposed change must comply with all requirements of Land Use Bylaw 01/2004, other municipal regulations, and all provincial and federal legislation.

In accordance with Section 4.2.1 of the Cochrane Safety Codes Act Bylaw 22/2003, no person shall relocate, or change the occupancy of any building within Cochrane until and unless a Building Permit has been obtained.

**Note** - This Change of Tenancy form is used by Cochrane solely for keeping track of the current Permitted Use being carried out on the property. Cochrane 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.

### 1. Applicant Information

Applicant Name:	
Applicant Phone:	
Applicant Email:	

### 2. Business Information

Business Name:	
Business Address (proposed location):	
Business Website:	

### 3. Provide a brief description of the business

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#### 4. Terms and Conditions (Please initial each box)

I, \_\_\_\_\_, understand and certify that:

	There will no expansion to the gross floor area of the building/or any accessory buildings for the business, and no alternations to the site.
	There will be no change in the size, type, or location of signage.
	There will be no additional signage added to the building or site – this includes window decals.
	Building or Occupancy Permit(s) may be required due to renovations or a change in Building Classification. I, the business owner, will contact Safety Codes for further information (403-851-2572).
	Additional approval for this business including without limitation a Business License or any other Municipal or Provincial requirements may be required. I, the business owner, will contact Business Licenses for further information (403-851-2573).
	A fire inspection will be required prior to operating the business (403-851-2540).
	Cochrane Utility Departments have been contacted if a change in service is required (403-851-2521).

#### 5. Applicant's Declaration

	In relation to the submission of this form, I confirm that I am: i) An owner of the parcel, an authorized agent of the owner of the parcel, or other person having legal or equitable interest in the parcel, and ii) If the parcel has a condominium board, I have consent from the condominium board to submit this form.
	In addition, I certify that all information submitted, including any information contained in any supporting documents provided to the municipality, is to be true and correct.
	I agree to receive correspondence via electronic message related to this form.

**Change of Tenancy** compliance with the requirements of Land Use Bylaw 01/2022 does not afford relief from compliance with the Municipal Government Act or any other federal, provincial, or municipal legislation, or the conditions of any easement, covenant, building scheme, or agreement affecting the lands or buildings.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOIP Notification:** The personal information requested on this form is collected under the authority of the *Municipal Government Act*, Section 640, and the *Alberta Freedom of Information and Protection of Privacy (FOIP) Act*, Section 33(c) and is protected under Part 2 of that Act. Information collected by public bodies forms part of a file that may be available to the public. Please be advised that the information collected is used for processing this application, ensuring compliance with planning policies, and may be used to conduct ongoing evaluations of services received by the Town of Cochrane. Questions about this collection can be submitted to the FOIP Office at 2nd Floor, 101 RancheHouse Road, T4C 2K8, 403-932-2674 or [FOIP@cochrane.ca](mailto:FOIP@cochrane.ca).

**Forms are updated periodically. Please ensure you have the most recent edition.**

**Need help or have questions**

**Phone:** 403-851-2570

**Web:** [cochrane.ca](http://cochrane.ca)

**Email:** [Planning@cochrane.ca](mailto:Planning@cochrane.ca)

**In Person:**

2nd floor, 101 RancheHouse Road

Cochrane, Alberta

Monday-Friday: 8:30 a.m. to 4:30 p.m.

**OFFICE USE ONLY**

**Decision:** It has been determined that the business \_\_\_\_\_ in alignment with Land Use Bylaw 01/2022 and \_\_\_\_\_ require a development permit prior to operation.