

## Application to Permit Change of Use of a Building

### Where change would result in an increase in hazard to:

Part of building

Entire building

For use by Principal Authority	
Application number:	Permit number:
Date received:	Roll number: 4341-

Application submitted to:

**TOWNSHIP OF SPRINGWATER**

(Name of municipality, upper-tier municipality, board of health or conservation authority.)

A. Project information			
Building number, street name		Unit number	Lot/con.
City/Town (Municipality)/Province			Postal code
Area of work (m <sup>2</sup> )		Plan number/other description	
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner (Letter of agent required)			
Last name	First name	Corporation or partnership	
Street Address		Unit number	Lot/con.
City/Town (Municipality)	Province	Postal Code	E-mail
Telephone number (include area code) Ext.	Fax (include area code)		Cell number (include area code)
D. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street Address		Unit number	Lot/con.
City/Town (Municipality)	Province	Postal Code	E-mail
Telephone number (include area code) Ext.	Fax (include area code)		Cell number (include area code)
E. Proposed Change (Add separate sheet if required)			
Part of building affected (provide details)			

BU-413-1/19

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E. Proposed Change - continued.
Existing use and major occupancy (provide details)
Proposed change of use (provide details)
<p>The proposed change to which this application relates constitutes an increase in hazard under the Building Code as follows (check one):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a) a change of the major occupancy of all or part of a building that is designated with a "Y" in Table 1.3.1.4. of the Building Code,</li> <li><input type="checkbox"/> b) a suite of a Group C major occupancy is converted into more than one suite of Group C major occupancy;</li> <li><input type="checkbox"/> c) a suite or part of a suite of a Group A, Division 2 or a Group A, Division 4 major occupancy is converted to a gaming premise:</li> <li><input type="checkbox"/> d) a farm building or part of a farm building is changed to a major occupancy;</li> <li><input type="checkbox"/> e) a building or part of building is changed to a post disaster building.</li> <li><input type="checkbox"/> f) a building or part of a building is changed to a retirement home, or</li> <li><input type="checkbox"/> g) the use of a building or part of a building is changed and the previous major occupancy of the building or part of the building cannot be determined</li> </ul>

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**Table 1.3.1.4.**  
**Permit Required for Change of Use**  
Forming Part of Sentence 1.3.1.4.(1)<sup>(1)</sup> Division C

This chart is used to determine whether the change from one type or use of building to another type or use, creates any hazards. Follow the column from your existing building, for example, "C" to the column that represents the new type or use of all or part of your building, for example "D". 'Y' means yes, there are hazards that will need to be addressed; "N" means there are no hazards, however if there is a number next to the "N" e.g. "N<sup>(5)</sup>" refer to the numbered list below the chart for further information. ***If you have questions, speak to Building Services staff.***

		FROM <sup>(2)</sup>												
		Major Occupancy of the building BEFORE the change												
		A-1	A-2	A-3	A-4	B-1	B-2	B-3	C	D	E	F-1	F-2	F-3
TO <sup>(3)</sup>	A-1	N <sup>(5)</sup>	Y	Y	N <sup>(5)</sup>	Y	Y	Y	Y	Y	Y	Y	Y	Y
	A-2	Y	N <sup>(5)</sup>	Y	N <sup>(5)</sup>	Y	Y	Y	Y	Y	Y	Y	Y	Y
	A-3	Y	Y	N <sup>(5)</sup>	N <sup>(5)</sup>	Y	Y	Y	Y	Y	Y	Y	Y	Y
	A-4	Y	Y	Y	N <sup>(5)</sup>	Y	Y	Y	Y	Y	Y	Y	Y	Y
	B-1	Y	Y	Y	N <sup>(5)</sup>	N <sup>(5)</sup>	Y	Y	Y	Y	Y	Y	Y	Y
	B-2	Y	Y	Y	N <sup>(5)</sup>	Y	N <sup>(5)</sup>	Y	Y	Y	Y	Y	Y	Y
	B-3	Y	Y	Y	N <sup>(5)</sup>	Y	N <sup>(5)</sup>	N <sup>(5)</sup>	(4)	Y	Y	Y	Y	Y
	C	Y	Y	Y	N <sup>(5)</sup>	Y	N <sup>(5)</sup>	N <sup>(5)</sup>	(4)	Y	Y	Y	Y	Y
	D	N <sup>(5)</sup>	N <sup>(5)</sup>	Y	N <sup>(5)</sup>	Y	N <sup>(5)</sup>	N <sup>(5)</sup>	Y	N <sup>(5)</sup>	Y	Y	N <sup>(5)</sup>	N <sup>(5)</sup>
	E	Y	Y	Y	N <sup>(5)</sup>	Y	Y	Y	Y	Y	N <sup>(5)</sup>	Y	Y	Y
	F-1	Y	Y	Y	N <sup>(5)</sup>	Y	Y	Y	Y	Y	Y	N <sup>(5)</sup>	Y	Y
	F-2	Y	Y	Y	N <sup>(5)</sup>	Y	Y	Y	Y	Y	Y	N <sup>(5)</sup>	N <sup>(5)</sup>	Y
	F-3	Y	N <sup>(5)</sup>	Y	N <sup>(5)</sup>	Y	Y	Y	Y	N <sup>(5)</sup>	N <sup>(5)</sup>	N <sup>(5)</sup>	N <sup>(5)</sup>	N <sup>(5)</sup>

**Notes to Table 1.3.1.4.:**

- (1) See Clause 1.3.1.4.(1)(a), Subclause 3.17.1.1.(1)(a)(i) of Division B and Clause 9.40.1.1.(1)(a) of Division B.
- (2) Major occupancy of all or part of a building before change of use.
- (3) Major occupancy of all or part of a building after change of use.
- (4) See Clause 1.3.1.4.(1)(b), Subclause 3.17.1.1.(1)(a)(ii) of Division B and Clauses 9.40.1.1.(1)(b) and 11.4.2.3.(1)(b) of Division B.
- (5) "N" is only applicable where the major occupancy of the entire suite is changed.

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### F. Building Permit Required

The proposed change will result in construction that requires a building permit under section 8 of the *Building Code Act*.

Yes       No

**Note:** If yes to this question, an Application for a Permit to Construct or Demolish will be required.

### G. Declaration of applicant

I, \_\_\_\_\_, the undersigned,  
am the authorized owner/agent of owner, named in the above application and I certify the truth of all the statements or representations contained therein.

I have the authority to bind the corporation or partnership if applicable

I understand that the issuance of a permit shall not be deemed a waiver of any of the provisions of any by-laws or requirements of the *Building Code Act* or regulations made thereunder, notwithstanding anything included in, or omitted from, the plans or other material filed in support of or in connection with, the above application.

I acknowledge that, in the event a permit is issued, any departure from specific conditions, plans, specifications or building locations proposed in the above application is prohibited and such could result in the permit being revoked.

I further acknowledge that in the event the permit is revoked for any cause or irregularity or non-conformity with by-laws or requirements of the *Building Code Act*, or regulations made thereunder, there shall be no right of claim whatsoever against the municipal corporation or any official thereof and any such claim is hereby expressly waived.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### For use by Principal Authority

**This is not a permit and does not constitute part of this application.**

**Designated Occupancy:** \_\_\_\_\_

**Classification:** \_\_\_\_\_

**Permit Fee:** \_\_\_\_\_

**Use & Occupancy Reviewed by:**

**Signature**

**Review Date**

Planning/Zoning: \_\_\_\_\_

Building Inspector: \_\_\_\_\_

Director of Finance: \_\_\_\_\_

Chief Building Official: \_\_\_\_\_

Other, specify: \_\_\_\_\_

Permission to change use/partial use of building as described and reviewed in this application granted.       Yes       No

\_\_\_\_\_  
Signature of Chief Building Official or Designate

\_\_\_\_\_  
Date