

**Before you apply:**

- For more information, please visit the Commercial-based locations section on [Calgary.ca/startbusiness](http://Calgary.ca/startbusiness)
- Digital and paper applications and materials submitted must be clear and legible

The following **Tenancy Change Complete Application Requirement List** outlines all the information necessary to evaluate and provide a timely decision on your application. Only applications that are complete will be accepted. Applications and materials submitted must be clear, legible, and precise. Plans submitted must be to a professional drafting standard. All plans must be clear of any previous approval stamps and/or notations.

**NOTE:** Building and Development Permit applications must be submitted without personal information on any plans. Omitting this information will protect builders and tenants by reducing the risk of any personal information being wrongfully displayed, while also following the Province of Alberta’s FOIP Act. Failure to follow this requirement may result in an incomplete application. If you consider the information to be personal, do not put it on the plans.

The Development Authority may require additional material considered necessary to properly evaluate the proposed development (as stated in Part 2, Section 26(3) of the Land Use Bylaw 1P2007)

**SECTION 1: Required Items**

- 1 Completed [Use Questionnaire](#)

**NOTE:** If further review is required for a tenancy change, the review process can take seven to ten businesses days. Additional information, such as a Site Plan may also be requested.

**NOTE:** This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial, or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

**Need help or have questions? Contact the [Planning Services Centre](#).**

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