



TENANT OCCUPANCY PERMIT APPLICATION

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Revised: January 2019

FOR OFFICE USE ONLY:

ROLL #. _____

FILE #. _____

PERMIT #. _____

Tenant Occupant Information Section:

Legal Business Operating As: _____

Business Location: _____

Legal Description: Plan _____ Block _____ Lot(s) _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Fax: _____ E-mail: _____

Type of Occupancy: _____

Detailed Description of Intended Use: _____

Area of Building Occupied: _____ sq feet _____ sq. meters Expected Occupancy Date: _____

Complete Section A or B as applicable:

A:

- Owner change only, no construction or change of use involved

B:

- | | |
|--|---|
| <input type="checkbox"/> Owner Change | <input type="checkbox"/> Plumbing Alterations |
| <input type="checkbox"/> New Building | <input type="checkbox"/> H.V.A.C. Alterations |
| <input type="checkbox"/> Building Addition | <input type="checkbox"/> Gas Alterations |
| <input type="checkbox"/> Building Renovation | <input type="checkbox"/> Electrical Alterations |
| <input type="checkbox"/> New Business | <input type="checkbox"/> Dangerous Goods Involved |
| <input type="checkbox"/> Change of Use | |
| <input type="checkbox"/> Other: | |

NOTE:

If Section A is completed:

- Contact Safety Codes Services at [403-603-3412](tel:403-603-3412) or permits@highriver.ca for inspection.
- Contact Safety Codes Services at [403-603-3468](tel:403-603-3468) for permit information.

If Section B is completed:

- Contact Safety Codes Services at [403-603-3412](tel:403-603-3412) or permits@highriver.ca for inspection.
- Contact Safety Codes Services at [403-603-3468](tel:403-603-3468) for permit information.
- A separate permit is required for each discipline involved including new construction, additions, renovations or alterations.
- Submit the full and complete application form at least 10 working days prior to expected occupancy date.

309B Macleod Trail SW, High River, AB T1V 1Z5 P: 403-652-2110 E: permits@highriver.ca W: www.highriver.ca

FOIP Disclaimer: *The information collected via this form is being collected by the Town of High River pursuant to legislation governing the information handling practices of the Town of High River, specifically Sections 33 (a) and (c) of the Freedom of Information and Protection of Privacy Act (Alberta), the Municipal Government Act (Alberta), and other legislation or bylaws governing the municipality, as may be applicable. By signing this document, you acknowledge that, in accordance with Section 17(2)(g) of the Freedom of Information and Protection of Privacy Act your name, address and other details related to your permit may be made available to the public. Should you have any questions related to the collection or disclosure of your personal information, please contact the Legislative Services division for the Town of High River at 403.652.2110.*



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Property Owner Information:

Name: _____

Mailing Address: _____

Phone: _____ Fax: _____ E-mail: _____

As the Registered Owner(s) of this address, I/We grant permission to Tenant Occupancy at the above-noted location & authorize the Tenant to apply for all necessary permits for Occupancy.

Signature of Registered Owner(s) **REQUIRED**

Date of Authorization

Applicant Declaration

I have read and understand that:

- Acceptance of this application does not constitute occupancy approval by the Town of High River and,
- Acceptance of this application does not relieve the owner, applicant or occupant from complying with any applicable requirements of the Safety Codes Act and Regulations, Town Bylaws and Provincial or Federal Statutes or Regulations in force and,
- Failure to obtain Tenant Occupancy Permit prior to occupancy may result in penalties being imposed and/or issuance of an order to vacate and,
- A Tenant Occupancy Permit will not be issued until all required inspections are completed and acceptable to the Safety Codes Officers involved and,
- A valid Tenant Occupancy Permit must be in place prior to occupancy and,
- A Business License will not be issued unless the Tenant Occupancy inspection is approved,
- Information provided as part of this application is collected under the Authority of the Safety Codes Act to be used for the Tenant Occupancy Permit process, compliance monitoring, property assessment and business license purposes and,
- Names of permit holders and nature of permits is available to the public upon request and,
- Any questions about the collection or use of personal information provided should be directed to the FOIP Manager of the Town of High River.

Dated this _____ day of _____, 20_____.

Applicant Name (print)

Applicant Signature

For Office Use Only:

Number of Units: _____

Permit Fee: _____

Receipt #: _____

Area in Sq. Meters _____

SCC Fee: _____

Other: _____

Zoning: _____

Total: _____

DP File # _____

Safety Codes Officer Signature: _____

Date: _____

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