

## Change of Use

A change of use building permit is required when changing an existing building use to a different building use when no construction is proposed. For example, a permit would be required when changing an existing office space to a retail space.

### Permit application submission requirements:

In many instances, before a building permit application can be processed and a permit issued, there are other approvals from other agencies that are required. These approvals are not administered by the Building Division and are required as part of a complete application package. Please consult the applicable law checklist prior to applying for a building permit.

This checklist provides a summary of the Building Permit submission requirements for a change of use and has been developed for convenience purposes only. The property owner is responsible for ensuring compliance with all County of Brant By-laws, other applicable laws, and the Ontario Building Code.

- Permit applications to be filled out and signed
- Authorization form (if applicable)
- Commitment to General Review form completed by the owner and all consultants
- Completed County of Brant Applicable Law Checklist
- Ontario Building Code Data Matrix Form
- Information and drawings drawn to scale, including:
  - Detailed Floor Plans (incl. details of wall, floor and roof assemblies identifying required fire resistance ratings and load bearing capacities)
  - Building Elevations, Cross Section and details
  - Key Plan in relation to the entire building (if building has multiple suites or units)
  - Show the current and proposed occupancy of all parts of the building, including sufficient information to establish compliance with the Ontario Building Code.
  - A detailed summary describing the nature of the operation or business and the number of employees.
  - A report from a qualified person as prescribed by the Ontario Building Code confirming that the change of use will safely occur within the existing building or portion thereof without the need to upgrade any construction, as permitted under Part 10 of the Ontario Building Code.
  - Additional information may be required as needed depending on the application type and individual circumstances.

## Next steps:

- Submit the complete permit application and supporting documents through the [County of Brant website](#)
- The application is reviewed for completeness, compliance with the zoning by-law, applicable laws, and lot grading approval. Comments are provided during review to identify any outstanding requirements and to summarize all applicable fees.
- When all fees are paid, the plans are reviewed for compliance with the Ontario Building Code. The permit is issued when review is complete, and fees are paid.
- Once construction begins, inspections must be scheduled. Building inspectors review major phases of construction until occupancy and/or final is complete.

## Need help?

If you have any questions, please feel free to contact us at any time, and we will assist you through the process! Call 519.44BRANT or email us at [building@brant.ca](mailto:building@brant.ca)

# Applicable Law Checklist & Contacts

This form confirms required approvals from other agencies for the purposes of building permit issuance.

Address of Project:	Date:
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If the answer is **yes** to any question, the relevant approval documents must be submitted with your permit application. Where any required approval has **not** been obtained, the agencies must be contacted to obtain approval, and the declaration on the bottom of this form must state accordingly.

<b>Zoning By-Laws – Planning Division</b>	Yes	No
Is/was relief required to permit a minor zoning variance in your proposal?	<input type="checkbox"/>	<input type="checkbox"/>
Is/was rezoning required to permit the proposed building or land use?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Planning Approval – Planning Division</b>		
Is this property regulated by Site Plan Control under Section 41 of the Planning Act?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Heritage – Policy Planning Division</b>		
Are you demolishing a building that is listed on the County’s heritage inventory?	<input type="checkbox"/>	<input type="checkbox"/>
Is the building designated or in the process of being designated?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property located in a heritage district or study area?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Construction and Fill Permits – Grand River or Long Point Regional Conservation Authority</b>		
Is the property located within a regulated area (i.e. abutting a ravine, watercourse, wetland, or shoreline)?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Building and Land Use Permits – Ontario Ministry of Transportation</b>		
Is the property within 45m of a highway or 180m from any highway intersection?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property within 400m of Highway 403 or Highway 24?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property within 395m of a controlled highway intersection? (applies to sign permits)	<input type="checkbox"/>	<input type="checkbox"/>
Is this a major traffic generating project located within 800m of a highway?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Environmental Approvals – Ontario Ministry of Environment</b>		
Is a Record of Site Condition required to be filed due to a change to more sensitive land use?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property a former waste disposal site?	<input type="checkbox"/>	<input type="checkbox"/>
Is this project a major industrial, commercial, or government project?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a renewable energy project?	<input type="checkbox"/>	<input type="checkbox"/>
Does this property have a Certificate of Property Use under the Environmental Protection Act?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Agriculture and Farms – Ontario Ministry of Agriculture, Food and Rural Affairs</b>		
Is this a farm building that will house animals or manure?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a milk processing plant?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Electrical Conductor Clearances – Electrical Safety Authority</b>		
Are any overhead power lines located above or within 5.5m of the proposed building?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Clean Water Act – Development Services</b>	Yes	No
Is the property located within a Source Water Protection regulated area?		
<b>If yes:</b> does a Water Source Protection Plan restrict the land use you are proposing?		
<b>Education/Child Care Centres – Ministry of Education</b>		
Is a daycare proposed in any part of the building?		
Is the project being carried out on the property of an educational facility?		
<b>If yes:</b> is any or all building on the property being fully or partially demolished?		
<b>Seniors Centres – Ministry of Community and Social Services</b>		
Is this a seniors project where Ontario Government funding is being sought?		
<b>Long-Term Care Centres – Ministry of Health &amp; Long-Term Care</b>		
Is there construction, alteration or conversion of a building used for a nursing home?		

**Declaration** - I have considered the list of applicable laws in the Ontario Building Code as described above, and do hereby declare that:

- None of these applicable law approvals apply to this project.
- Applicable laws checked 'Yes' apply to this project, and approval documents are submitted with this application.
- Applicable laws checked 'Yes' apply to this project, however all approval documents have not yet been obtained.

The information provided on this form is true to the best of my knowledge. I have authority to act on behalf of the owner, corporation, or partnership with respect to this application (if applicable).

Name:	Signature:	Date:

## Applicable law contacts:

### **Lot Grading Department**, 519.44BRANT or [grading@brant.ca](mailto:grading@brant.ca)

Lot Grading Certification is important to keep your property and neighboring properties safe from water damage and drainage problems. Grading comments are required for every building application except when work is only being done within an existing structure such as interior renovations.

### **Planning - Development Services Department**, 519.44BRANT or [planning@brant.ca](mailto:planning@brant.ca)

Planning applications for minor variances, by-law amendments, site plan control, etc. can be made online through the [County of Brant website](#). Applications regarding signs, ICI construction, or building on agriculturally zoned properties must be sent to planning for review to ensure Zoning By-Law compliance.

### **Operations Department**, 519.44BRANT or [operations@brant.ca](mailto:operations@brant.ca)

A Public Works Permit is required when work is being done in the road allowance, such as: entrance/driveway (new entrance, widen, move, or repave entrance), new water or reconnection to existing service (fees may apply), new sewer or reconnection to existing service (fees may apply)

### **Heritage/Environmental Planning/Natural Heritage**, 519.44BRANT or [policy@brant.ca](mailto:policy@brant.ca)

Review is required if the proposed building is within 30m of a watercourse, wetland, or similar natural heritage feature, or if the property is designated as having heritage interest. Refer to the County of Brant Zoning By-law and Interactive Zoning Map to determine if this is applicable to your property.

<p><b>(GRCA) Grand River Conservation Authority</b>, 1.866.900.4722 or <a href="mailto:grca@grandriver.ca">grca@grandriver.ca</a></p> <p><b>(LPRCA) Long Point Regional Conservation Authority</b>, 1.888.231.5408 or <a href="mailto:conservation@lprca.on.ca">conservation@lprca.on.ca</a></p> <p>Development within certain regulated conservation areas requires a permit from the conservation authority before any building permit can be issued. GRCA and LPRCA have online mapping tools to help identify if your property falls within their boundaries. If you are unsure, reach out to them directly for confirmation.</p>
<p><b>Forestry Department</b>, 519.44BRANT or <a href="mailto:forestry@brant.ca">forestry@brant.ca</a></p> <p>Forestry comments are required when building within a woodlot or woodland area, or when a tree adjacent to a natural area or within the County of Brant road allowance will be injured or destroyed.</p>
<p><b>Ontario Ministry of Transportation</b>, 1.800.268.4686 or visit their <a href="#">website</a>.</p> <p>Ministry authorization is required for construction of all buildings, signs and entrances within certain distances of a highway or intersection. The requirement for Ministry authorization extends to 800m from a highway where development will generate major traffic, such as a shopping centre.</p>
<p><b>Ministry of the Environment, Conservation and Parks</b>, 1.800.461.6290 or visit their <a href="#">website</a>.</p> <p>Ministry of Environment approvals are required where a property of industrial or commercial use is changed to more sensitive residential or parkland use, for major government, industrial and commercial projects where defined by regulation, properties formerly used for landfill or waste disposal, or renewable energy projects.</p>
<p><b>Ontario Ministry of Agriculture, Food and Agribusiness and Ministry of Rural Affairs</b></p> <p>OMAFRA regulates development on properties not within a settlement boundary, and projects requiring an MDS (Minimum Distance Separation) review. For more information, visit their <a href="#">website</a>.</p>
<p><b>Electrical Safety Authority</b>, 1.877.372.7233 or visit their <a href="#">website</a>.</p> <p>The Ontario Building Code prohibits buildings being located beneath or within certain minimum distances of overhead electrical conductor wires, other than the power feed to the building.</p>
<p><b>Source Water Protection - Development Services Department</b>, 519.44BRANT or <a href="mailto:sourcewater@brant.ca">sourcewater@brant.ca</a></p> <p>Special land use restrictions may apply if a water source protection plan is in effect in the area where the building is located. Uses affected by these restrictions require the approval of the designated Risk Management Official.</p>
<p><b>Ministry of Education</b>, 1.800.387.5514 or visit their <a href="#">website</a>.</p> <p>For child care centres, Ministry plan approval is required if a new building is proposed to be used as a day nursery, an existing building is proposed to be used, altered or renovated for a day nursery, or if an existing day nursery is altered or renovated.</p> <p>For education, the board shall obtain approval from the Minister for the demolition of any buildings located on a school site regulated by the Education Act. Approval from the Minister shall be provided to the municipality before a demolition permit can be issued.</p>
<p><b>Ministry of Health &amp; Long-Term Care</b>, 1.800.268.1153 or 1.800.268.1153</p> <p>The Long-Term Health Care Act is designed to help ensure that residents of long-term care homes receive safe, consistent, high-quality, resident-centred care. Visit the <a href="#">Ministry of Health website</a>, or the <a href="#">Ministry of Long-Term Care website</a> for more information.</p>

# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m <sup>2</sup> )		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
		Applicant is:    Owner or    Authorized agent of owner		
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
D. Owner (if different from applicant)				
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

<b>E. Builder (if known)</b>				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number		Fax		Cell number
<b>F. New home construction licensing requirement</b>				
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.			Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			Yes	No
iii. If yes to (ii) provide licence number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
<b>I. Declaration of applicant</b>				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 12th Floor. Toronto, ON M7A 2J3 (416) 585-6666.



# Permit Applicant Authorization

This form must be completed for all building permit applications where the applicant is the Owner's Agent

A. Project Information			
Property Address		Unit number	Lot/con.
Municipality County of Brant	Postal Code		
B. Property Owner(s)			
Last name	First name	Corporation or partnership	
Street address		Unit number	
Municipality	Postal code	Province	E-mail
Telephone number		Cell number	
C. Party to be Authorized			
Last name	First name	Corporation or partnership	
Street address		Unit number	
Municipality	Postal code	Province	E-mail
Telephone number		Cell number	
D. Declaration of Property Owner(s)			
<p>I _____, hereby  Name of Property Owner(s) (please print)</p> <p>authorize and appoint the party stated in Section C of this form as my agent for the purposes of the submitted permit application. I understand that all communications and correspondence regarding this application shall be directed to the applicant.</p> <p>_____ Date _____ Signature of Property Owner(s)</p>			

**Note:**

1. The Ontario Building Code states that "owner includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee or mortgagee in possession".

Personal information contained in this form is collected under the authority of Subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*.

# COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS

THIS FORM TO BE COMPLETED BY THE OWNER OR OWNER'S AUTHORIZED AGENT, AND SIGNED BY ALL CONSULTANTS RETAINED FOR GENERAL REVIEWS

## Part A - Owner's Undertaking

Permit Application No.

Project Description:

Address of Project:

Municipality:

**WHEREAS** the Ontario Building Code requires that the project described above be designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in Ontario;

**NOW THEREFORE** the Owner, being the person who intends to construct or have the building constructed hereby warrants that:

1. The undersigned architect and/or professional engineers have been retained to provide general reviews of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Chief Building Official, and
3. Should any retained architect or professional engineer cease to provide general reviews for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.

**The undersigned hereby certifies that he/she has read and agrees to the above**

Name of Owner:

Date:

Address of Owner:

Telephone:

Signature of Owner:

Print Name:

Fax:

(or officer of corporation)

Coordinator of the work of all consultants:

Telephone:

Address:

Fax:

## Part B - Consultants

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the OAA and/or PEO.

SHADED PORTION TO BE COMPLETED BY CONSULTANTS

<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):	Date:
Consultant Name:	Signature:	Print Name:				
Telephone:	Fax:	Address:				

<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):	Date:
Consultant Name:	Signature:	Print Name:				
Telephone:	Fax:	Address:				

<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):	Date:
Consultant Name:	Signature:	Print Name:				
Telephone:	Fax:	Address:				

<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):	Date:
Consultant Name:	Signature:	Print Name:				
Telephone:	Fax:	Address:				