

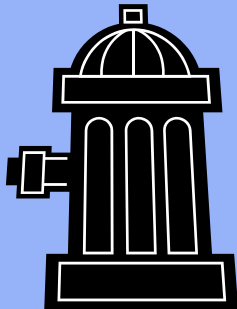
When do I need a Development Permit for Occupancy?

When a business moves into an existing Commercial or Industrial Zoned Building. If a business transfers ownership and a name change is involved, a permit is also required.

Why do I need a Permit?

To ensure the following factors are considered:

- Parking
- Compatibility with neighboring uses
- Emergency service considerations such as access to appropriate hydrant flows
- To identify signage permit requirements



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DEVELOPMENT PERMIT: OCCUPANCY



LAND USE BYLAW #400



How does the city determine the compatibility of a use?

All properties in the City of Lacombe are separated or zoned into various Land Use Districts in which a use may be considered permitted or discretionary.

Permitted Uses are considered to be compatible with the other uses in the district. With a complete application, the processing times for permitted uses can be as short as a few days. All occupancy permits are advertised for one week on the City of Lacombe website and in the local newspaper.

Discretionary Uses are generally compatible, however the processing times for an application is longer as it is subject to public appeal. Should the Development Officer seek additional input, the application can be brought forward to the Municipal Planning Commission for approval.

- A notice of the decision is advertised on the City of Lacombe website and in the local newspaper. A sign is also posted on the property with details about the development.
- Discretionary applications are subject to a 14 day public appeal period from the date the application is first advertised on the City's website, during which time anyone affected by the decision can appeal.

What do I need?

1. **A completed Development Permit application form:** Available at City Hall or on the City of Lacombe Website
2. **Parking Plan** (If additional parking is required with the change of use)
3. **A recent copy of title** (less than 30 days old) or the Department can provide this for a fee of \$10.
4. **A floor plan** of the proposed space
5. **Landowner approval**

Note:

Additional requirements may be requested by the developing authority to meet the provisions of the Land Use Bylaw.

Development Permits align proposed developments with the Land Use District in accordance with the Land Use Bylaw #400



Business License

- Please note that a valid business license is required to operate within Lacombe. Should no development permit exist at the point of applying for a business license, you will be referred to the Planning and Development Department to begin the application process.

Sign Permit

- Along with an occupancy permit, any changes to signage will require a sign permit.