

### When a Commercial Building Permit Required

A building permit is required for commercial projects when any “work” will be completed.

#### “Work”

The Building Code Regulations defines work as, “any design, construction, addition, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use, **change of use, occupancy or change of occupancy** of a building.”

#### Change of Use/Occupancy

If there is a change in a building’s use/occupancy, a building permit may still be required even if no construction or alteration occurs. For example, changing a restaurant to a hair salon would be an occupancy change that would require a building permit.

### Commercial vs. Residential Designation

A commercial building permit application must be submitted when:

- The application is for a non-residential project
- The property is zoned commercial (regardless of whether the project is residential in nature)
- The building use is commercial (even when on property zoned as residential)  
*This is applicable, even when a municipality has approved commercial use on a residential property (ex. home-based businesses)*

### What to Include in a Commercial Building Permit application

- Signed [Permit Information Form](#)
- Commercial [Plan Review Checklist](#)
- All Applicable Specification Sheets and Forms (utilize the Plan Review Checklist to determine what documents are required for your specific project type)

### Helpful Resources

[When a Professional Designer Is Required](#)  
[Alteration/Change of Use/Conversion/Tenant Improvement](#)  
[Commercial Project Forms](#)