

Town of Rocky Mountain House

Changes in Occupancy & Tenant Improvements to Businesses and Buildings



Information Bulletin
JANUARY 2025



I am opening a new business, what do I need to do?

I am renovating the building my business is in, what do I need to do?

Summary



A development and building permit are required for new businesses, tenants, existing tenant expansions and/or renovations. Please note that a Town of Rocky Mountain House business license is also required to operate a business in the Town.

Permit approvals will be according to the Town of Rocky Mountain House's [Land Use Bylaw](#).

Know your Land Use Bylaw zoning district and it's permitted and discretionary uses.

- Refer to the [Land Use Bylaw map](#); and
- Reference the Land Use Bylaw for permitted and discretionary uses.
- Contact Planning & Community Development to find out the zoning of property and the permitted and discretionary uses.

Permitted Use

as defined in the Land Use Bylaw

A use of land or a building that is provided for in this Bylaw for which the Development Authority shall issue or conditionally issue a development permit provided it conforms to this Bylaw.

Discretionary Use

as defined in the Land Use Bylaw

A use of land, buildings, or structures for which a development permit may be issued only at the discretion of the Development Authority.

I'm not building anything or doing any renovations, why do I need permits?

Planning & Community Development is bound by the Province's *Municipal Government Act (MGA)* and the Town of Rocky Mountain House Land Use Bylaw. The *MGA* defines development as;

(ii) a building or an addition to or replacement or repair of a building and the construction or placing of any of them on, in, over or under land,

(iii) a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building, or

(iv) a change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building;"



Contact Us

Planning & Community Development Department

Email: PlanningDept@trmh.ca

Phone: 403-847-5260

www.rockymtnhouse.com

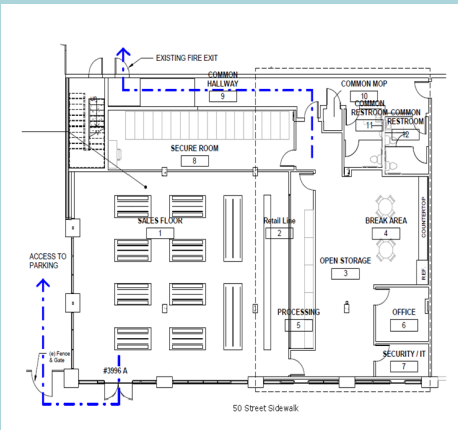
Process & Timeline



Please Note

1	Check the zoning of the property.	<ul style="list-style-type: none"> Different uses are allowed in different types of zoning (Core Commercial Mixed Use, General Industrial, etc.). The Town’s Land Use Bylaw is available at online at www.rockymtnhouse.com/p/planning-documents.
2	Submit a letter of intent to the Planning & Community Development Department.	<ul style="list-style-type: none"> If you’re getting ready to move into a location, start with a letter of intent to the Planning & Community Development Department with: <ul style="list-style-type: none"> The location address. A description of the proposed business (type, activities on-site, products offered, etc.). Hours and days of operation. Name of the business. Number of employees (total and on-duty at any time). A Development Officer will let you know what permits are required.

3	Submit <u>development permit</u> and <u>building permit</u> applications.	<p>The applications will need:</p> <ul style="list-style-type: none"> Signature of registered landowner. A fire safety plan. Site plan that includes: <ul style="list-style-type: none"> All structures and parking stalls on the property. Unit number and location of proposed business/tenant improvement space within the building. Floor plan that includes: <ul style="list-style-type: none"> Proposed layout of the tenant space, providing dimensions and labels of tenant space and rooms. Public seating arrangement if applicable (e.g. food service use). Location of emergency lights, fire extinguishers, entrances and exits. If you’re doing any structural work, additional details may be required (e.g. a cross section of wall construction.) Copy of title for the land, 30 days old or less. Applicable fee.
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Sample Floor Plan



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Process & Timeline



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Permit approval process.

- Development permit applications can take approximately 2-3 weeks to approve.
- An incomplete application may delay the permit approval process. Please ensure the required information is submitted.
- The Development Officer may require additional information depending on the type and nature of the business.
- All development permits are subject to a 21-day appeal period from adjacent landowners and affected parties.
- Building permits can take an additional 1-2 weeks, so it's important to get your documentation in early.

Other Information



- A Development Officer will approve a permit for permitted use, provided it complies with the Land Use Bylaw regulations.
- A Development Officer has the discretion to approve or refuse a development permit for a discretionary use, depending on the interpretation and circumstances of the application. The intent is to provide flexibility to expand the range of uses where in some circumstances, a discretionary use would be appropriate.
- Development permits are for compliance with Municipal regulations (MGA). There are also Provincial requirements, such as the National Building Code, Alberta Edition, 2019, that renovations and business uses must adhere to, which are reviewed through a building permit application.
- Permits for other building disciplines may be required. For information on building disciplines, visit IJD.ca for more information.

Development Officer Tips



Submit your development permit and building permit application as soon as possible.

The permit approval process can take approximately 4-5 weeks. Planning & Community Development tries to process applications as quickly as possible, but there are legislated notification requirements that need to be met.

Contact the Planning & Community Development Department at any time.

Planning & Community Development is happy to assist in explaining the various permit requirements and how they relate to your business or building.



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