



**Before you apply:**

- If this application is related to a new or moved business, please start the process with a business licence application. For instructions on applying for a business licence, visit [Calgary.ca/startbusiness](http://Calgary.ca/startbusiness) and review the following sections:
  - How to apply
  - Where am I operating?
    - Commercial-based location

The tenancy change application requirement list outlines all the information necessary to evaluate and provide a timely decision on your application when applying over the phone, in person, via email or by mail. Only applications that are complete will be accepted. Applications and materials submitted must be clear, legible and precise.

The Development Authority may require additional material considered necessary to properly evaluate the proposed development (as stated in Part 2, Section 26(3) of the Land Use Bylaw 1P2007)

SECTION 1: Required Items	
1	Completed <a href="#">Use Questionnaire</a>

**NOTE:** This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

**Review process**

If a review is required for a tenancy change, the review process can take seven to ten business days.

Checklists are updated periodically. Please ensure you have the most recent edition.		
Contact Us		
Phone: 403 268 5311	<b>In Person</b> 3rd floor, Calgary Municipal Building 800 Macleod Trail SE, Calgary, Alberta	<b>Mail</b> The City of Calgary Planning & Development (#8108) 800 Macleod Trail SE, Calgary, Alberta T2P 2M5
Chat: <a href="http://Calgary.ca/livechat">Calgary.ca/livechat</a>		
8:00 a.m. to 4:15 p.m. Monday – Friday	8:00 a.m. to 4:15 p.m. Monday – Friday	