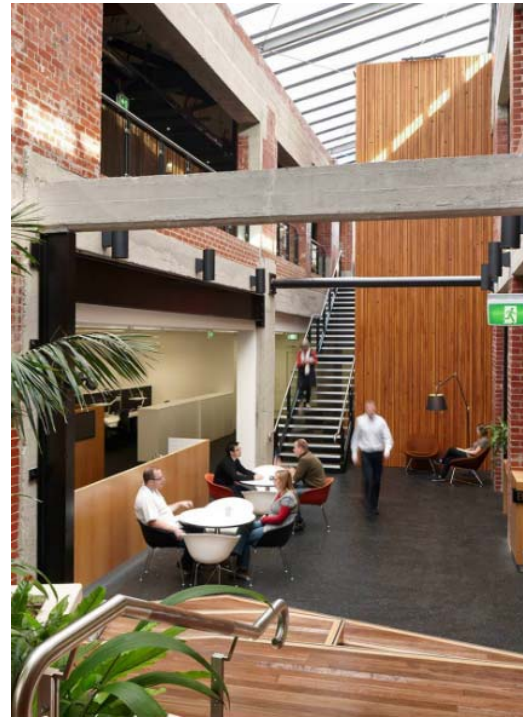


# CHANGE OF BUILDING USE



DEPARTMENT OF  
COMMUNITY PLANNING  
AND BUILDING



*A change in the use of a building or leasehold improvements may require a zoning amendment (rezoning) and/or a building permit*

## **WHAT IS A CHANGE OF USE?**

If you want to change the existing use of a building or unit in a building (i.e. from retail to restaurant), you may be required to apply to rezone the property to allow for the new use. A change of use may also require a building permit because different use classifications have different building code requirements.

## **IS THE NEW USE PERMITTED UNDER THE CURRENT ZONING?**

To check this, you will need to confirm with planning department staff. If the use does not comply with the current zoning, staff can provide you with information on the process to apply to rezone the property.

## CHANGE IN USE REQUIREMENTS

- The BC Building Code contains different categories (i.e. commercial, industrial, residential) and uses (i.e. restaurant, warehouse, dwelling). A change in category or use requires a building permit.
- Contact a building inspector with the building department to confirm if the new use is in a different classification in the BC Building Code. If so, you will need to apply for a change of use permit.
- Changes in classification may require construction of accessible entrances and washrooms.
- Where the classification remains unchanged but the building is being renovated, a building permit may be required. Talk to a building inspector for clarification on your proposal.
- If this is a new business or a change in location of a current business, you should contact the licence inspector with the bylaw department about a new business licence or changes to an existing business licence.

Planning	(250) 954-3061
Building	(250) 954-3065
Business Licensing	(250) 954-4650

*For the complete Building Bylaw, No. 1387, contact the Department of Community Planning and Building or see: <https://parksville.civicweb.net/Documents/DocumentList.aspx?ID=1098>*

### Photo Captions

Cover photo: By TripAdvisor—Bare Bones Fish and Chips, Port Alberni—<https://media-cdn.tripadvisor.com/media/photos/0c/43/74/31/photo2jpg.jpg>

Inside photo: By DesignInc—Australian Red Cross Blood Service Melbourne Processing Centre—<https://designinc.com.au/portfolio/adaptive-reuse-refurbishment>



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