



# COMMERCIAL PERMIT PROCESS CHECKLIST

## Do I need a Permit?

Are you renovating, or constructing a building, erecting a sign, changing the use of your building, or building an accessory building?

- Yes
- No

## What Type of Permit Do I Need?

- Development Permit**  
*Where structures are placed on a lot in relation to a property boundary, line, and / or other structure on the lot.*
- Building Permit**  
*How structures are built.*
- Sign Permit**  
*Before a sign can be erected.*
- Demolition Permit**  
*Removal of any building or major structure.*
- Occupancy Permit**  
*Before a building can be occupied.*

## Who Should I Talk To?

- Development Officer**  
*Reviews permit applications to ensure construction complies with the Land Use By-law.*
- Building Official**  
*Reviews permit applications to ensure construction complies with Building Codes.*

## Where Can I Find an Application?

Review the application form and associated information. Most Applications, at minimum, require a site plan, floor plan, present use, proposed use, number of dwelling units, square footage, and total construction cost.

- Online**  
[www.westville.ca](http://www.westville.ca)
- Town of Westville Administration Building**  
*Administration Office*

## Permit Application Process

