

Change of Use

A Quick Start Guide to your Building Project

Key Terms

Change of Use: Changing the use of a building from one function to another (i.e., converting an office space to a retail space, or creating a secondary suite, etc.).

Considerations

- A building permit is required any time there is a proposed change of use, even when there is no proposed construction.
- Change of use projects are regulated by the Ontario Building Code. A building permit is required to ensure health and safety requirements are met for the building occupants.
- Compliance with Zoning By-law, Conservation Authority and other applicable law, as required.

Permits

Apply through [APL](#), the City's online customer portal:

- Select 'Building Permit'.
- Indicate the future use of the building (i.e., Commercial, Industrial, etc.) as your 'Type of Project'.
- Select 'Change of Use' as your 'Primary Application Purpose'.
- Enter a description of your project.

When the permit is issued, construction can commence. Visit barrie.ca/BuildingPermits for full information.

06 March 2024

Projects that increase the assessed value of a property may affect property taxes. Please visit the Municipal Property Assessment Corporation's website, mpac.ca, for related information.