

Lease Hold Improvement Permit Requirements prior to Base Building having Occupancy

Lease hold improvement permits **may** be accepted prior to the Base Building being completed if the follow conditions are met:

- Full lease hold improvement permit applied for
 - includes building, hvac, electrical, gas & plumbing as required
- Letter of approval from owner
- Letter of approval from the registered professionals (including on the base building) indicating:
 - correct address
 - indicate if it covers all bays or if it is for an individual bay. If individual, a separate letter will be required for each unit number
 - no objection to lease hold improvements, not part of the base building, to be constructed prior to base building being complete
 - lease hold improvements will not prevent the final C1 & C2 schedules from being issued on base building prior to occupancy
- Approval of the Change of Use through the Planning department

It is the responsibility of the applicant to ensure the letters are in place at time of application.

Occupancy will not be granted on lease hold improvements until Base Building has been signed off by the registered professionals and City of Airdrie Building Inspectors.

All situations may not apply and will be looked at on an individual bases.

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