



CERTIFICATE OF OCCUPANCY

THE CORPORATION OF THE TOWN OF MILTON

Milton, Ontario

L9T 6Z5

General Inquiries: 905-878-7252 ext 2397

Zoning Inquiries: 905-878-7252 ext 2329

Website: <https://www.milton.ca/en/business-and-development/certificate-of-occupancy.aspx>

Subsection 1.4 of Zoning By-law 016-2014

Certificate of Occupancy

No change may be made in the type of use of any land, Building or Structure within any zone category without first having applied for and obtaining a Certificate of Occupancy (Zoning) from the Chief Building Official or his or her designate to the effect that the proposed use is not contrary to this By-law. Notwithstanding the above, no Certificate of Occupancy (Zoning) shall be required by a Public Authority or for any type of dwelling unit with the exception of Bed and Breakfast Establishment, Cottage Industry, Retirement Dwelling, Home Industry, Home Occupation, Rooming, Boarding or Lodging Houses, Shared Housing, and Short Term Rental.

Please submit these documents with your completed application form (attached): (INCOMPLETE APPLICATIONS MAY NOT BE ACCEPTED)

1. One (1) copy of a metric site plan or survey showing location of unit and/or area to be occupied, with site statistics (i.e.: parking provided and required, floor area of unit, lot area, building area, etc.).
2. One (1) copy of a fully dimensioned floor plan measured from exterior of outside walls to the mid-point of joint partitions of all rooms and areas, and indicating use of unit and/or area to be occupied. Note: Single line floor plan drawings not acceptable.
3. One (1) copy of a letter to outline in detail the proposed business operation (explaining what you do). Specify whether or not there will be any office, warehousing, wholesale, retail sales, etc; outdoor storage; and also the names(s) of both tenant and/or agent with business address and phone number. Areas designated for retail sales, display, or outdoor storage must be clearly indicated on plans. It would be helpful to include total number of people i.e. employees, patrons, etc.

NOTE: If changes are made to the plumbing and/or heating systems or interior partitions are constructed, or a change of use is determined, a building permit may be required.

Mezzanines and additions to buildings may be subject to Development Charges.

The Planning & Development Department, at The Town of Milton, is dedicated to meeting the needs of our customers. If you require any of our documents in an alternate format, such as large print, Braille, electronic or plain language, please contact us at 905-878-7252, ext. 2398