Planning & Development Services
City of Medicine Hat
580 First Street SE
Phone: 403-529-8374
pbe@medicinehat.ca

SHARED TENANCIES WITHIN A SINGLE TENANCY - APPLICATION LETTER

OCCUPANCY TYPE *(See Major Occupancy Classifications and Uses chart on page 2)*:			
☐ **Group D -** *Business and Personal Services*	☐ **Group E -** *Mercantile*	☐ **Group F2 -** *Medium-hazard Industrial*	☐ **Group F3 –** *Low-hazard Industrial*

Please review the following requirements. Before proceeding, you acknowledge the application must comply with all of the following requirements.

REQUIREMENT	
All sub-tenants must operate under a prime tenant that administers and oversees the mutually shared workplace	Confirmed ☐
Proposed use of the space aligns with the zoning of the property	Confirmed ☐
Business licenses are required for the prime tenant and every sub-tenant	Confirmed ☐
All businesses must be of similar occupancies as described by Table 3.1.2.1 of the National Building Code, Alberta Edition	Confirmed ☐
A floor plan indicating the use of all areas within the shared occupancy **must be submitted as part of the business license application**	Confirmed ☐
A statement of agreement must be provided by the tenants sharing the occupancy. This agreement must indicate that the facilities are shared and that all the tenants operate as a single occupant without restriction to circulation and access throughout the building or suite. The agreement must be endorsed by the prime tenant, the property owner, and the proposed tenant of the application. See the signing section below.	Confirmed ☐

Please answer the following questions to help us assess shared tenancy eligibility and compliance.

QUESTION	YES	NO
Are the operations and activities of all occupancies mutually compatible in terms of operations and processes **and** have the same use classification per the National Building Code, Alberta Edition?	☐	☐
Is the floor area designed with open circulation, ensuring that all entrances, exits, and shared facilities remain unobstructed and accessible to all tenants at all times?	☐	☐
Is there continuous, unobstructed access to building or suite safety facilities that are accessible to all tenants at all times? This includes, but isn't limited to: fire extinguishers, alarm systems, utility disconnects, etc.	☐	☐
Is there access to common washrooms or access to public washrooms in a common area of the building?	☐	☐

Shared tenancy applications may be reviewed for approval provided all the requirements above are satisfied. Please refer to the City of Medicine Hat's Guideline for Shared Tenancies within a Single Tenancy for more information. Approval of application is with the Authority Having Jurisdiction following an evaluation of the intended use and the proposed location. Additional items may be required. By filling out and signing below, you agree that the information provided is complete and accurate. For inquiries, please contact Planning & Development Services.

Applicant Business Name: _____ Business Address: _____

	Name	Signature	Date
Sub Tenant	Business Name:		
	Individual Name:		
Prime Tenant	Business Name:		
	Individual Name:		
Property Owner (Mandatory)			

This form is not considered complete unless the Business Name, Business Owner/Authorized Representative Name, Signature, and Date are provided for each applicable party.

Major Occupancy Classifications and Uses

Assembly		Buildings for the assembly of people for civic, political, travel, religious, social, educational or recreational purposes, or for eating food or drink.	
Group A	**Division 1**	Production / viewing of performing arts	Opera houses, TV studios, Theatres
Group A	**Division 2**	Not elsewhere classified in Group A	Community halls, Daycares, Libraries, Churches, Pubs, Night clubs, Schools
			Fitness facilities for more than 40 people at one time.
			Restaurants and cafes with seating for more than 30 people.
Group A	**Division 3**	Arena type	Arenas. rinks, Indoor swimming pools
Group A	**Division 4**	Occupants are gathered in the open air	Amusement parks, Bleachers, Stadia
Institutional		Buildings for the detention, treatment or care of people who may not be able to evacuate to a safe location without help or have other special considerations. Includes impeded egress zones and contained use areas.	
B1 - Detention		People are restrained or cannot evacuate without help because of security measures not under their control.	Jails, prisons and penitentiaries, Police stations with detention quarters, Psychiatric hospitals and reformatories with detention quarters
B2 - Treatment		Treatment is provided for medical or other health-related reasons and where overnight accommodations are available.	Convalescent and hospice centres, Hospitals and Infirmaries, Nursing homes with treatment
B3 - Care		Care is provided to residents who require services because of cognitive, physical or behavioural limitations.	Care facilities, Children's custodial homes, Group homes, Hospices, Nursing homes
B4 – Home-type Care		A single detached housekeeping unit where care is provided.	Children's custodial homes, Convalescent homes, Group homes
Residential		Buildings where sleeping accommodation are provided but does not include detention, treatment or care.	
C		Apartments, Houses, Convents, Dormitories, Hotels, Motels, residential Schools	
Business and Personal Services		Buildings for conducting business or providing professional or personal services.	
D		Banks, Barber hairdressers and beauty salons, Offices, Small tool and appliance rental and service shops.	
		Small fitness facilities for not more than 40 people at one time may be classified as Group D instead of Group A2 occupancy.	

Major Occupancy Classifications and Uses

Mercantile		Displaying or selling of retail goods, wares or merchandise	
E		Department stores, Exhibition halls, Markets, Shops, Stores, Supermarkets	
		Small restaurants with seating for 30 people or less may be classified as a Group E instead of Group A2 occupancy.	
Industrial		Assembling, fabricating, manufacturing, processing, repairing or storing of goods and materials	
Group F	**Division 1**	High-hazard Industrial – contains combustible and flammable or explosive materials that constitute a special fire hazard	Bulk plants or storage for hazardous materials, Chemical manufacturing or processing, Distilleries, Flour mills, Spray painting operations
Group F	**Division 2**	Medium-hazard Industrial – contains high quantities of combustible content and not classified as a high-hazard industrial occupancy	Hangars, Electrical substations, Factories, Laboratories, Repair garages, Service stations, Storage rooms, Warehouses, Woodworking shops and Workshops
Group F	**Division 3**	Low-hazard Industrial – contains low quantities of combustible content	Factories, Laboratories, Power plants, Storage garages, Storage rooms, Warehouses and Workshops