

## New Business Information

**Please consider the following information before leasing/buying commercial space in Mississippi Mills**

### Building

#### Renovations/Interior Fit Ups

If you plan to renovate your new business, you may require a building permit. Cosmetic changes like painting or new flooring don't require a permit; however, changes to fixed shelving units, walls, HVAC or plumbing may require a permit.

#### Change of Use Permit

When the use of a building or space is changed (e.g. from a store to an office), a Change of Use permit may be required even when no construction is proposed. This process is to evaluate that there is no increase in hazard with the change.

#### Sign Permits

A Sign Permit is required for any change to an existing sign, including indicating a new business. Sign permits are also required for any new signs, including:

- In-ground or on-ground signs
- Portable signs
- Wall signs
- Fascia signs
- Swinging signs

The Sign By-law has a list of permitted signs based on the zoning of the property, and signs that are not permitted, such as fence signs, roof signs, tree signs and pole signs.

A Heritage Permit may also be required for a new sign (see under Heritage).

Refer to the [Building Department](#) webpage for more information or contact the Building Department: [building@mississippimills.ca](mailto:building@mississippimills.ca) 613-256-2064.

### Planning

#### Heritage

Mississippi Mills has a rich cultural and architectural history which gives us a unique sense of place, with over 175 designated and listed properties within the Municipality including a Heritage Conservation District in downtown Almonte.

A Heritage Permit is required for any signage, alterations, new construction or demolition to any designated heritage properties or properties located within the Heritage Conservation District. Find out more by contacting the Planning Department.

#### Permitted Uses

The Zoning By-law permits specific uses on each property and has requirements where buildings and structures can be located (e.g. setbacks); and how a site can be designed (e.g. minimum lot sizes, building heights, landscaping and parking requirements).

Check out the [GIS zoning map](#) on the Municipality's website to determine what zoning applies to your potential new business or reach out to the Planning Department for more information.

Refer to the [Planning Department](#) webpage for more information or contact the Planning Department: [mplanner@mississippimills.ca](mailto:mplanner@mississippimills.ca) 613-256-2064.