

Table – Authorisations for commercial activities
SMALL-MEDIUM-BIG SALES STRUCTURES

Size of sales structures	Administrative framework	Timing	Competent authority
SMALL SALES STRUCTURES <ul style="list-style-type: none"> retail activities- non food sale surface ≤ 150 sqm (a) / 250 sqm (b) 	<u>Commercial SCIA</u> (It is needed in order to start, change location or expand a commercial activity)	The activity can start after the submission of the request	SUAP - Sportello Unico Attività Produttive (a dedicated office of the Municipality which is in charge of managing requests and issuing the related commercial authorisations)
MEDIUM SALES STRUCTURES <ul style="list-style-type: none"> retail activities- non food 150 sqm < sale surface ≤1500 sqm (a) or 250 sqm < sale surface ≤2500 sqm (b) 	< 400 sqm of gross surface (including restroom, back of the shop and warehouses) <u>AUTHORISATION</u>	AUTHORISATION: If no notice is sent by the competent administration after 90 days from the submission of the request, the authorisation is considered as issued	SUAP - Sportello Unico Attività Produttive (see the upper box)
	> 400 sqm of gross surface (including restroom/lavatory, warehouses) <u>AUTHORISATION</u> + “Fire Prevention” SCIA	AUTHORISATION: See the box above FIRE PREVENTION SCIA: to be submitted before the request of commercial authorisation (for further information, see the related article link)	SUAP - Sportello Unico Attività Produttive + Fire Authorities
BIG SALES STRUCTURES <ul style="list-style-type: none"> retail activities- non food sale surface >1500 sqm (a) /2500 sqm (b) 	<u>AUTHORISATION</u> + “Fire Prevention” SCIA	AUTHORISATION: If no notice is sent by the competent administration within 180 days from the submission of the request, the authorisation is considered as issued FIRE PREVENTION SCIA (see the upper box)	CONFERENZA DI SERVIZI (c) + Fire Authorities

(a) Municipalities with less than 10.000 inhabitants

(b) Municipalities with more than 10.000 inhabitants

(c) It is an administrative procedure involving different public authorities (Municipality, Region, Suprintendence, etc.), which meet and coordinate together in order to decide the approval of strategic and/or integrated projects.

It is to be noticed that each Municipality can have different regulations. It is advisable to see its specific provisions.