

March 2004
BUILDING DIVISION

A Guide to . . .

Applying for a Tenant

Improvement Permit

Industrial & Commercial

Buildings

This Pamphlet is for General Guidance Only.
It does not replace by-laws or other legal documents.

➤ **What is a Tenant Improvement?**

A tenant improvement is new construction or alteration proposed within a building. For example construction of walls, stairs, installation of doors, shelving, equipment, washroom fixtures, etc.

➤ **Information at City Hall:**

Tenants require permission from the owner of the building prior to construction. We advise new tenants to check the approved plans at City Hall. The plans will show construction that was allowed by previous building permits. A tenant improvement permit must have allowed all construction, new and existing. You will need to submit a letter of authorization from the owner of the building to allow you to view and make copies of the plans at City Hall. Copies of these plans will be printed for a fee. For more information, please contact 604-591-4366.

➤ **Required Information at Time of Application:**

All construction must comply with the British Columbia Code, the Zoning By-law and other City By-laws and regulations. A letter of authorization is required from the owner of the building. A title search of the property is required.

Four sets of plans are required. The following is a list of the information needed on the architectural drawings. **If you are unable to provide the following information, you should engage the services of a professional designer or a registered professional familiar with the requirements of the Building Code.**

➤ **Site Plan (see figure 1)**

1. The site plan must be drawn to a minimum scale of 1/8" to 1'0" (or equiv. Metric scale);
2. Show the location of the building on the property;
3. Show all other buildings on the property;
4. Show the north arrow, the property lines, label the streets, and show the parking spaces;
5. Identify the location of the tenant space in the building, and;
6. Identify the parking spaces allocated for this tenant space; (Off-street parking is based on the current Zoning By-law).

➤ **Floor Plan (see figures 2, 3 & 4)**

1. The floor plan must be drawn to a minimum scale of ¼” to 1’0” (or equiv. Metric scale);
2. If the building is more than one storey, please provide a key plan for the floor the tenant space is located on (see figure 2);
3. Identify the use of each tenant space on the storey the tenant space is located.
4. Floor plans are required for each floor, including mezzanines;
5. Show the overall dimension for all floors;
6. Label the use of all rooms;
7. Show the interior dimension of all rooms;
8. Show walls separating this tenant space from adjacent tenant spaces;
9. Show washrooms and washroom fixtures. (Please note: Your Plumbing contractor will need to submit Plumbing Isometric drawings if you are adding more than 2 fixtures);
10. Show equipment location (i.e. tables, chairs, and shelves);
11. Show all existing and new partition walls;
12. Indicate the construction of all walls including the wall finish material, new and existing, (i.e., stud size, spacing, and thickness of interior finish);
13. Show all doors, hallways, and stairs;
14. Indicate the sizes of all doors, and the direction of the swing of the doors;
15. Show stairs and indicate width of stairs;
16. Indicate the width of all hallways;
17. Show the travel distance from all floor areas to an exit door or an exit stair;
18. If constructing a mezzanine, or a floor, the plans must be certified by a Structural Engineer. Four sets of original sealed and signed structural plans are required. Original sealed and signed Schedules B1 and B2 Letters of Assurance are required, and;
19. If constructing a mezzanine or a floor the density calculation for the site may be required. (Density is based on the applicable zone in the current Zoning By-law).

➤ **Cross Section (see figure 5)**

1. The cross section must be drawn to a minimum scale of ¼” to 1’0” (or equiv. Metric scale);
2. Show the walls separating your tenant space from the adjacent tenant spaces;
3. Indicate the construction of the roof;
4. Show the mezzanine or additional floors, and indicate the construction;

5. Indicate the height above and below the mezzanine, or additional floors;
6. Show the stairs to the mezzanine or additional floors; and
7. Indicate rise, run, headroom, handrail or guard height, and width of stairs.

➤ **Fees:**

The building permit fee needs to be paid when you are applying for your tenant improvement permit. The permit fee is based on the value of construction, and equipment within your tenant space. For more information, please contact our front counter staff at 604-591-4366.

➤ **Internal Documents:**

When applying for a building permit, please be prepared to complete the following documents:

1. The building permit application;
2. The tenant improvement checklist, and;
3. The business license inquiry form.

➤ **Processing Time:**

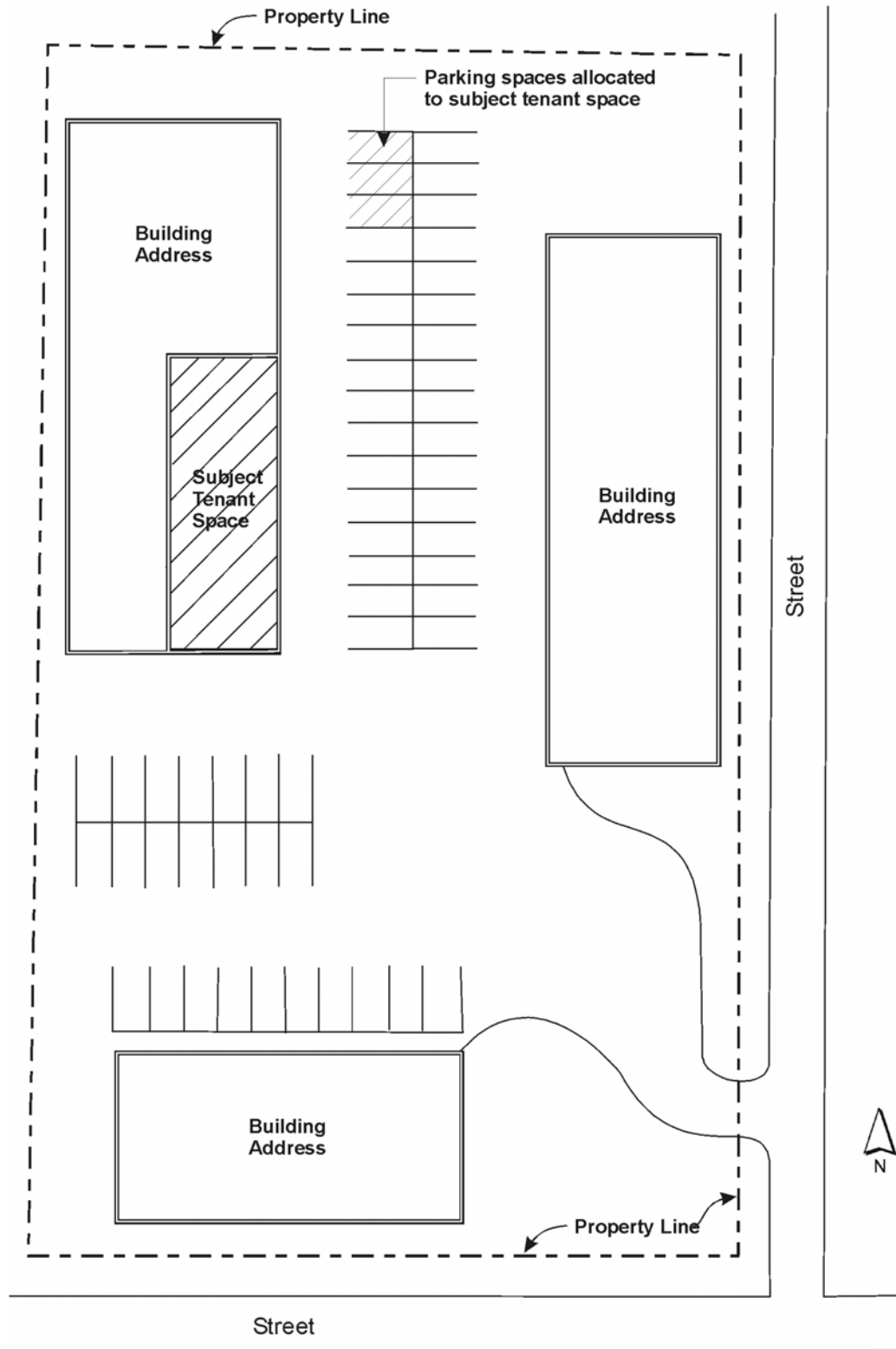
A tenant improvement permit containing all the required documents, and conforming with the Building Code, Zoning By-law and other applicable City By-laws can usually be issued within 2 to 3 weeks.

➤ **Other Requirements:**

Please be aware that if you are proposing an assembly occupancy, construction requirements for the entire building may need to be upgraded. You may be required to retain the services of a registered professional to address the Architectural aspects of building code requirements. Assembly occupancy means the occupancy or the use of a building, or part thereof, by a gathering of persons for civic, political, travel, religious, social, education, or like purposed, or a consumption of food or drink. For example, assembly halls, passenger or bus depots, churches, restaurants, dance schools, day care centers, and schools.

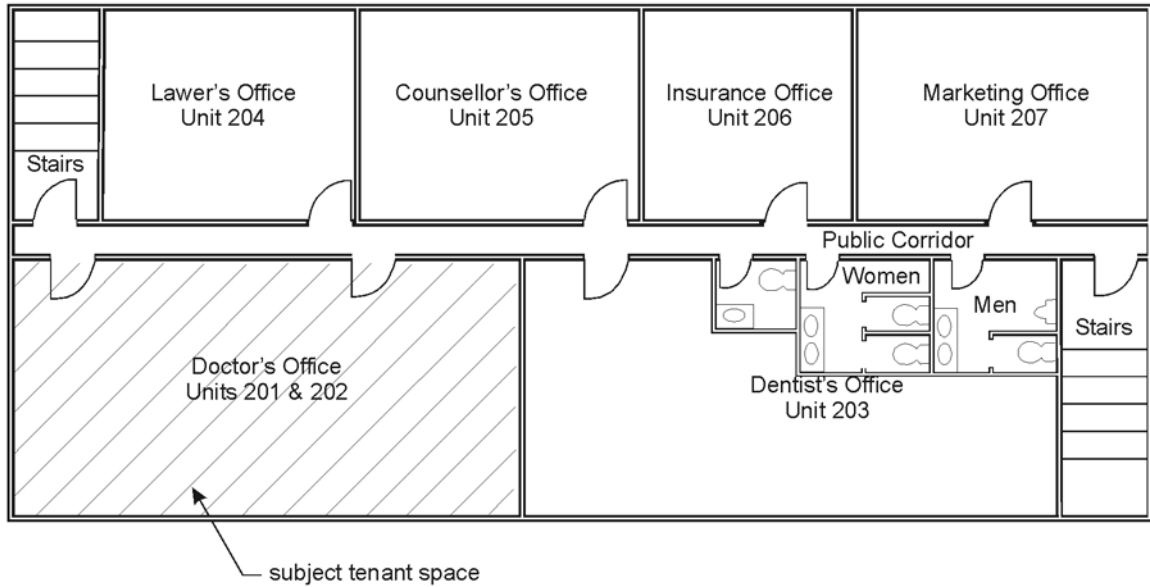
South Fraser Health Region approval is required prior to final inspection where food or personal services are provided (hair dressing and tanning salons are example of personal services). We suggest you obtain approval prior to building permit application.

Please ask for additional information with regard to spray booths, kitchen cooking ventilation equipment, dust collection systems, and caretakers' suites.

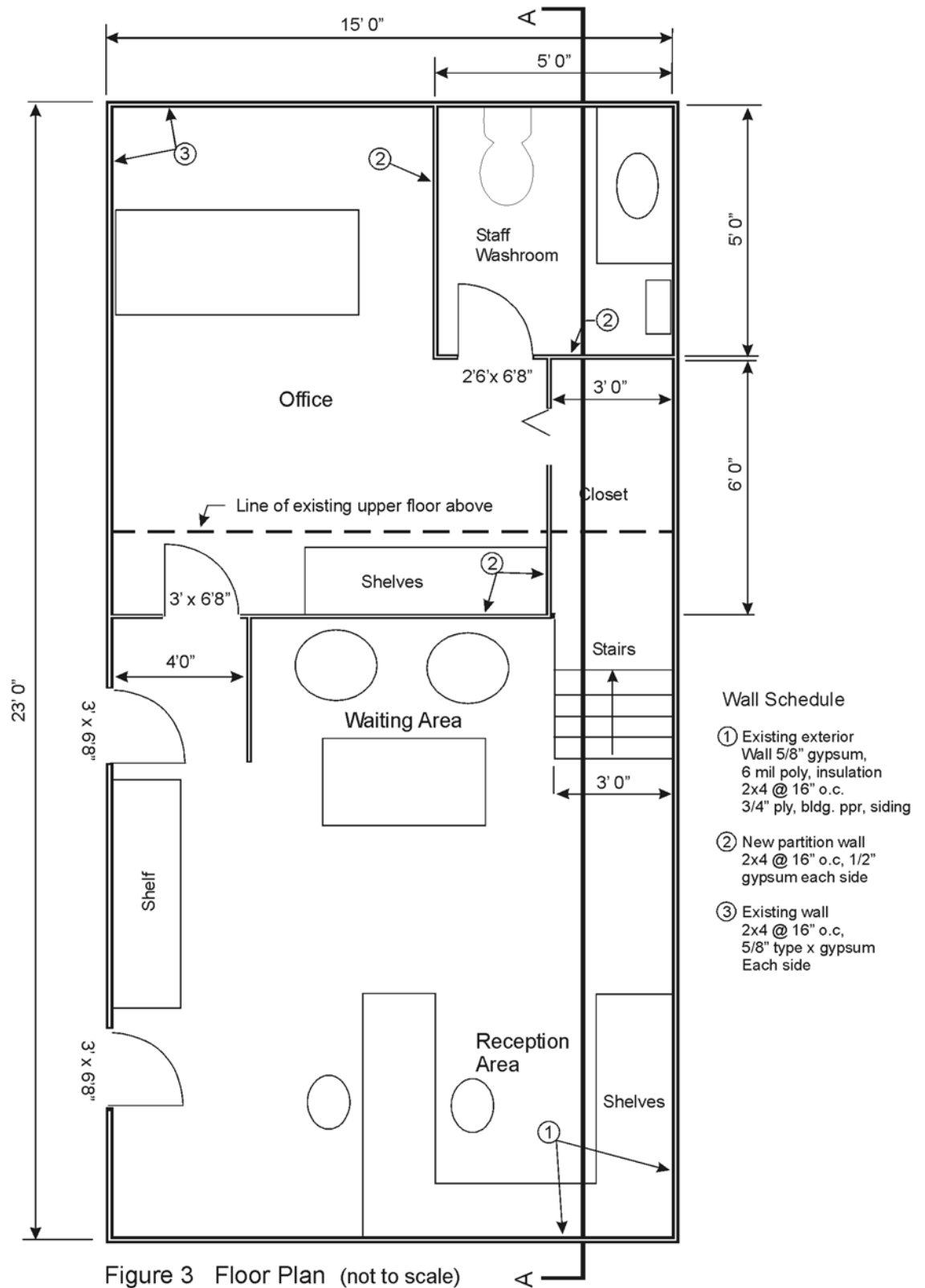


➤ Figure 1 Site Plan (not to scale)

Figure 2 Key Plan - 2nd Floor (not to scale)



Floor Plans provide a “bird’s eye view” of the different floor levels of the project. Walls and partitions shall be shown at the appropriate width for the scale used (single line wall and partition drawings are not acceptable)



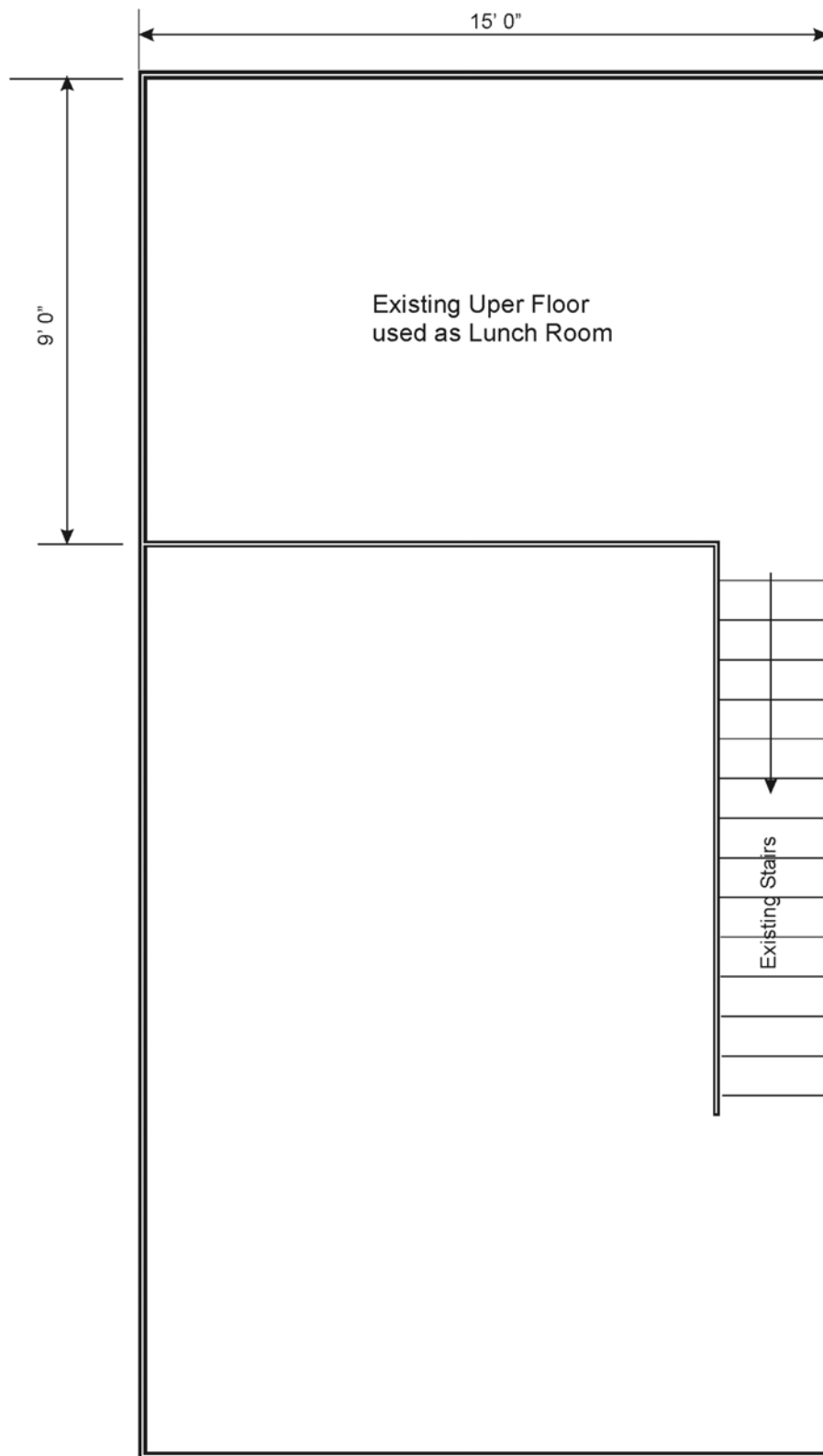
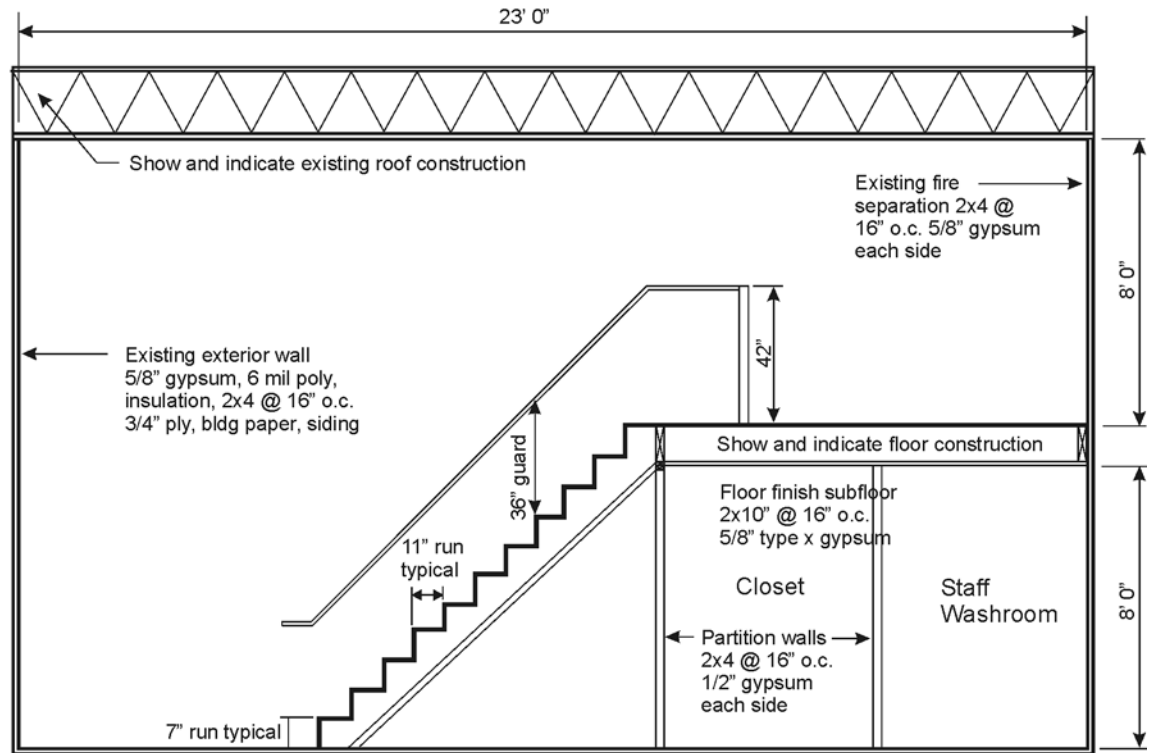


Figure 4 Upper Floor Plan (not to scale)



➤ Figure 5 Cross Section A-A (not to scale)

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