

January, 2013  
BUILDING DIVISION

# ***APPLYING FOR A BUILDING PERMIT TO INCREASE THE OCCUPANT CAPACITY OF AN EXISTING ASSEMBLY OCCUPANCY***

This guide has been prepared to assist you when applying for a building permit to increase the occupant load within an existing assembly occupancy.

**All existing work within the subject tenant space must have been constructed under a previously issued building permit.**

This guide does not address the creation of an outdoor seating area.

This pamphlet is for general guidance only. It does not replace by-laws or other legal documents.

## **PLANS:**

All work shall comply with the British Columbia Building Code, the Zoning By-law and any other City By-law or regulation that may be applicable.

Provide four sets of drawings and accompanying Schedule B, all sealed and signed by a Registered Professional. The drawings shall include the following information:

### Site Plan (see Figure 1)

- Scale site plan at 1/8" = 1' - 0", or 1:100 if metric
- Indicate north with a north arrow
- Show all property lines
- Include the name or number of every street that abuts the property
- Show all buildings on the property and the civic address of each building
- Indicate the location of the subject tenant space within the building
- Show all parking spaces on the property
- Specify each parking space allocated to the subject tenant

Floor Plan (see Figure 2)

- Scale detailed floor plans at 1/4" = 1'-0", or 1:50 if metric
- State the proposed occupant load (proposed occupant load should include staff) and provide calculations showing how it was determined
- Show each floor that will be occupied by the subject tenant
- Indicate if the building is sprinklered
- Indicate if the building is fire alarmed
- Identify each fire separation wall between the subject tenant and an adjacent tenant
- Provide a details of the fire separation wall including the fire-resistance rating
- Provide calculations showing the number of water closets required
- Show equipment location (i.e. tables, chairs, shelves, counters, etc.)
- Show stairs shown (if applicable)

**FEES:**

The building permit fee will be based on the time the Plan Reviewer spends proceeding to process the application. For more information, please contact 604-591-4523.

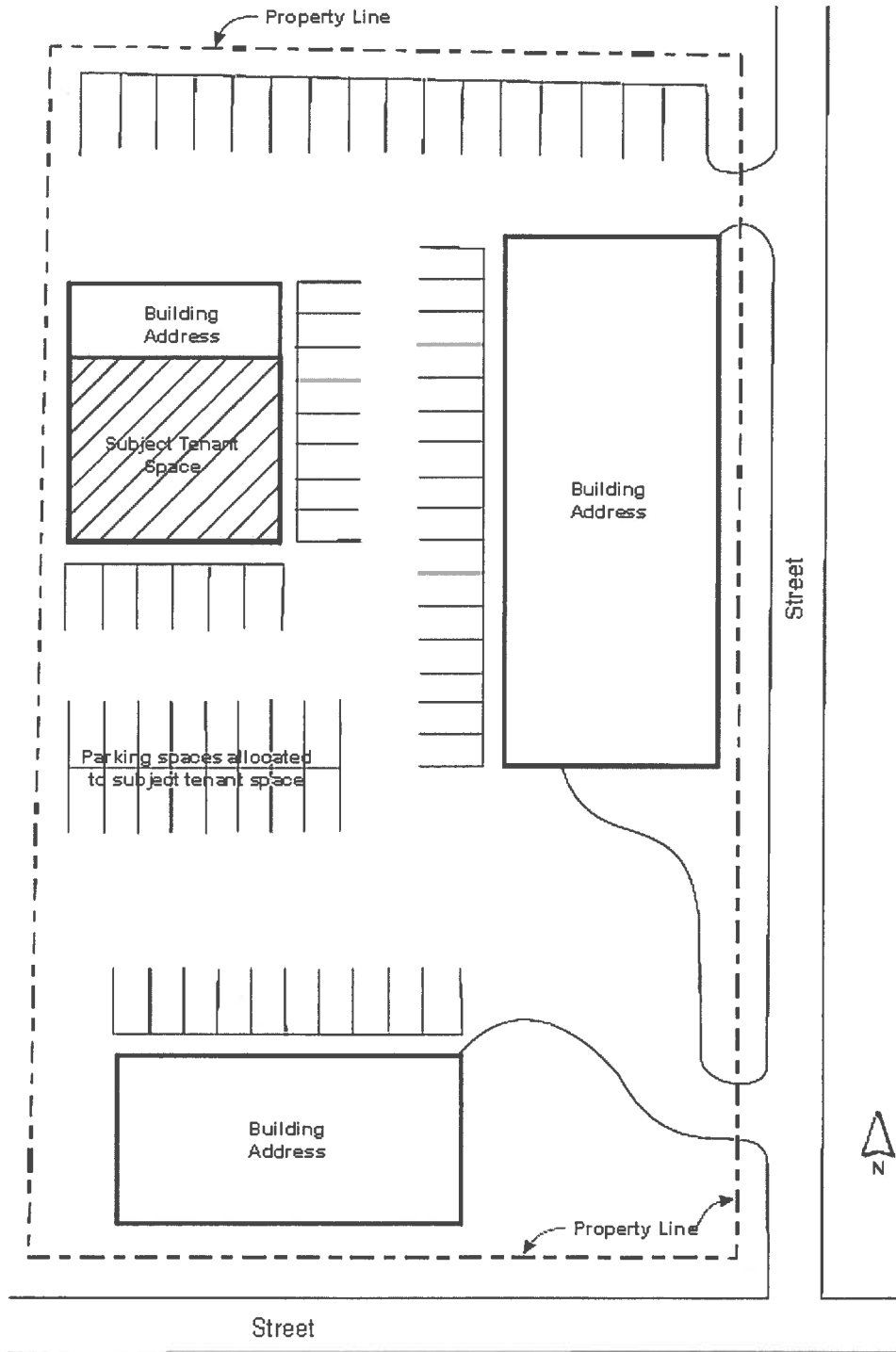
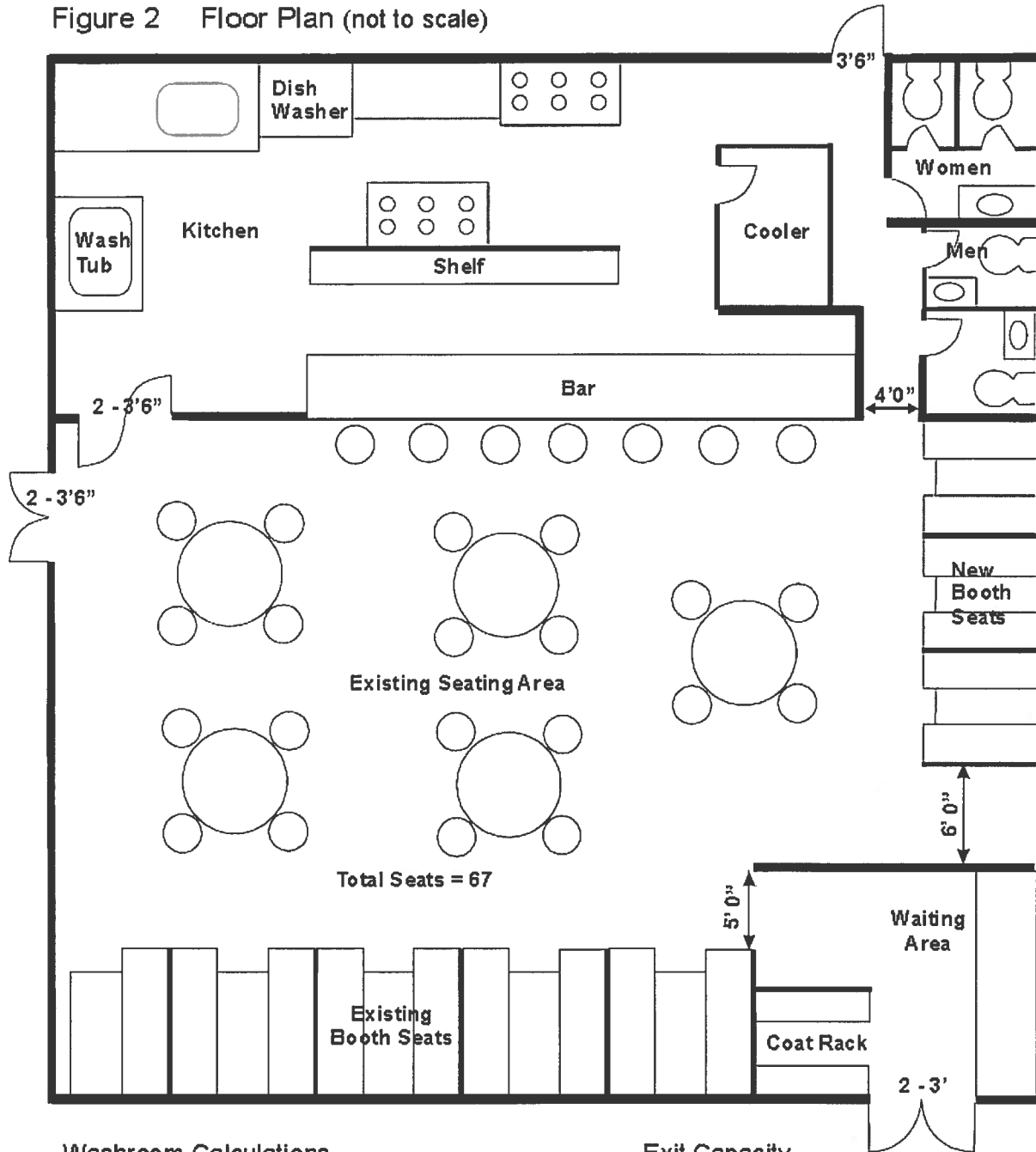


Figure 1 Site Plan (not to scale)

Figure 2 Floor Plan (not to scale)



Washroom Calculations

	required		provided	
	Toilets	basin	toilets	basin
Men	1	1	1	1
Women	2	1	2	1

1 toilet room required and provided

Exit Capacity

required	provided
10 ft	15 ft

min exit door width's req'd  
2'7"

provided 3'0"