



CITY OF SURREY

Planning & Development Department

Building Division

Tenant Improvement Building Permit Application Checklist Industrial/Commercial/Institutional/Multi-Family

Date: / / 20.....

Counter Person:

Building Permit Number (office use): **B** _ _ - _ _ _ _ _ _ _ _

Project Address: Include the unit number (if any)

Proposed Use(s):

Proposed Occupant Load for your "Unit":

The following information must be complete for your building permit application to be accepted. To avoid delays in obtaining your building permit, all the required documents, plans, and other information must be in order.

Four (4) sets of all required plans must be submitted. Building permit fees based on the value of construction shall be paid at the time of application. A damage deposit is required if the value of construction exceeds \$20,000. Please ensure that all portions of the building permit application are fully completed. If you have any questions about the City's requirements, or how to complete the forms, please contact Commercial Section staff at 604-591-4523. If you have difficulty with the technical aspects of the information, it is recommended that you contact a *Registered Professional* with a good working knowledge of the BC Building Code.

Site Plan:

The site plan allows City staff to determine whether the proposed business will meet various zoning requirements. Staff will use it to determine which unit the application is for, and to check issues such as parking and access.

Ensure that the following required information is clearly included on the site plan:

- Show all buildings on the property.
 - This allows the City to confirm the location of the project.
- Scale drawings to a minimum of 1/8" equals 1'0".
 - The proper scale allows specific details to be easily identified.
- Draw all property lines.
- Show north arrow.
 - This helps locate the unit on the property.
- Label streets.
- Label unit numbers.
 - This allows City staff to check unit numbers against the City's records.
- Show all parking spaces.
 - This is necessary to determine if adequate parking is available.
- Indicate parking spaces dedicated to this tenant.
- Identify the use (occupancy) of the subject unit and surrounding units.
 - In most cases only the occupancies of the units beside, above, and below need to be indicated. For complex or *assembly* occupancies however, all uses of the units on the same floor need to be indicated. Fire separations, washroom requirements and many other Building Code issues are determined by the unit's use, and the use of surrounding units.
- Provide a key Plan (if building is more than one story).
 - A key plan shows the layout of the entire building floor.
 - If a building is a multiple storey, the key plan allows City staff to identify the unit within the building.
- Show affected floors and location of unit on them
 - All floors on which there is construction must be shown.
- Show unit numbers and use (occupancy) of surrounding units.
 - Many building code issues are dependant on the type of occupancy. See "Use" above.
- Show the location of the accessible washroom available to the public if it is not located within the unit.

Counter Person	
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Floor Plan:

The floor plan allows City staff to check whether the improvement will meet the Building Code requirements. Most important of these are travel distance to an exit, the number of exits, fire separations between units, and building requirements for persons with disabilities.

To allow all the necessary details to be reviewed, please ensure that the floor plans include the following required information:

- Show the overall dimensions.
 - This shows size of unit.
- Scale the drawings to 1/4" equals 1'0".
 - The proper scale allows specific details to be easily identified.
- Label all rooms.
 - This allows City staff to determine what each room will be used for.
- Show interior room sizes.
 - Room sizes can affect accessibility for a person with disabilities, and travel distance, among other things. This is not applicable to shell buildings.
- Show washrooms & fixtures.
 - If any new fixtures are being installed, the plumbing contractor will need to submit isometric plumbing drawings.
- Show equipment & racking system.
 - This may affect travel distance, accessibility, and clearance, among other things.
 - If a racking system unit is equal to, or greater than, 8 feet in height, a separate permit will be required.
- Show width of corridors.
 - Corridors, depending on their use, must meet certain width requirements.
- Show location and dimensions of stairs.
 - To ensure stairs conform to the Building Code.
- Show handrail, guards details.
 - To ensure they conform to the Building Code.
- Show details of partition walls.
 - To ensure they meet Code requirements.
- Detail wall assemblies (fire separations) between adjacent units.
 - Fire separations are an important part of the Code and the primary reason for these details. They are needed to ensure that Building Code requirements will be met.
- Show size & swing of doors.
 - Doors, depending on their locations, must meet certain requirements in the Building Code.
- Indicate Travel Distance on plans.
- Provide a Building Code Summary.
 - This will show base building information such as the number of storeys, whether the building is sprinklered, whether there is an alarm system, etc..

Cross Section:

A cross section will provide many of the details of construction, particularly heights and specifics of wall and floor assemblies. A cross section should be shown through a location that will provide the most useful detail, such as through stairs and walls.

- Scale the drawings to 1/4" equals 1'0".
 - This allows specific details to be easily identified.
- Provide details of roof/ceiling construction.
 - Fire separation details are necessary to check Building Code requirements. Show the uses of units above and below.
- Provide details of walls (fire separation rating) between units.
 - Necessary to check fire separation and other issues.
- Show the height between floors and ceilings.
- Show wall construction inside the unit.
 - To check Code compliance.
- Provide mezzanine and/or floor construction details.
 - Required to check compliance with Code.
- Draw stairs to mezzanine/second floors.
 - Dimension rise, run, headroom, handrails, and guards.
 - The Building Code has specific requirements for each of these.

Structural Drawings:

Structural Drawings are required when structural elements, such as floors or mezzanines, are to be added or when a structural component of the building is altered. A *Registered Professional* should be engaged in the design. The requirements for submission are:

- N/A
- Four (4) sets of plans signed & sealed by a *Registered Professional*.
 - Separate plans are required for the structural elements.
- Letters of Assurance (Schedule B) sealed & signed with correct address and unit number
 - The Letters of Assurance provide confirmation by the *Registered Professional* that he will take responsibility for the work.

Architectural Drawings:

Architectural Drawings are required when the proposed occupancy (i.e., use) is either an **assembly occupancy**, Group A-2 Occupancy Classification, or a **complex building**. A *Registered Professional* must be involved in the design and the requirements for submission are:

- N/A
- Four (4) sets of plans sealed & signed by a *Registered Professional*.
 - Letters of Assurance (Schedule B) sealed & signed with correct address and unit number.
 - The Letters of Assurance provide confirmation from the *Registered Professionals* that he will take responsibility for the work.

Mechanical Drawings:

- N/A
- Mechanical Drawings (Four (4) sets signed and sealed) with Schedule B for:
 - Kitchen exhaust systems for grease-laden vapours
 - Dust collection systems
 - Mechanical ventilation systems
 - Spray painting facilities
- Spray painting facility information received; specifications signed and sealed by mechanical engineer, Schedule B, and data placard.

Plumbing Drawings: These are required for all new fixtures being added.

- N/A
- Submitted

Electrical Drawings: Please refer to the "Electrical Plan Review" bulletin for requirements.

- N/A
- Submitted

Sprinkler Drawings: These are required for any sprinkler system modifications.

- N/A
- Submitted
- Undertaking Letter Signed

Documentation:

The following documentation is required:

- Building permit application.
 - The building permit application is a legal document. As such, it must be fully completed. Particularly, ensure that:
 - All names are complete.
 - All telephone numbers are complete.
 - The applicant is clearly identified.
- By-law Inquiry Form.
 - This form is checked by the By-law & Licensing Section to determine whether the proposed business is allowed on the particular lot. The applicant must take this form to the By-law and Licensing Section, where it will be checked and returned to the Building Division
- Proof of professional liability insurance
 - For each Registered Professional providing Letters of Assurance
- Authorization Form.
 - The authorization form must be signed and completed by all owners and their authorized agent. **The authorized agent must be the same person as the applicant on the building permit application form.** The form ensures that the property owners are aware of the proposed construction and allows the agent to act on their behalf. Particularly, ensure that the:
 - Property owner's information is complete (not business owner).
 - Owner and agent have both signed the form.
- Approval from Fraser Health Authority.

I hereby declare that documents and drawings submitted with this tenant improvement application have been reviewed with regard to the requirements of the BC Building Code, City of Surrey Zoning Bylaw and other applicable standards. Also, I have reviewed all documents as regards to correct civic address and legal description of the property.

Applicant Name:

Telephone: () - Cell: () - Fax: () -

Signature: Email: