

January, 2016  
BUILDING DIVISION

# ***APPLYING FOR A TENANT IMPROVEMENT PERMIT FOR INDUSTRIAL AND 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 an alteration proposed within a building (i.e., 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. 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 Building 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 may be 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 BC Building Code.

**Site Plan** (See Figure 1):

1. The site plan must be drawn to a minimum scale of  $1/8" = 1'-0"$  (or equivalent 1:100 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  $1/4" = 1'-0"$  (or equivalent 1:50 metric scale);
2. If the building is more than one storey, please provide a key plan for the floor on which the tenant space is located (see Figure 2);
3. Identify the use of each tenant space on the storey where the tenant is located;
4. Floor plans are required for each floor, including mezzanines;
5. Show the overall dimensions for all floors;
6. Label the use of all rooms;
7. Show the interior dimensions 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 Isometric Plumbing drawings);
10. Show equipment location (i.e. tables, chairs, shelves, etc.);
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 original sets of sealed and signed structural plans are required. Original sealed and signed Schedule B Letter of Assurance is required;
19. Show area of the unit on the floor area plan;
20. 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); and
21. If constructing a new suspended ceiling system, sealed and signed structural plans and Schedule B may be required.

**Cross Section** (See Figure 5):

1. The cross section must be drawn to a minimum scale of ¼" to 1'- 0" (or equivalent 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. A damage deposit is required if the value of construction exceeds \$20,000. For more information, please contact the Building Division Front Counter staff.

**Internal Documents:**

Please be prepared to complete the following documents when applying for a building permit:

1. Building Permit Application form;
2. Tenant improvement checklist;
3. Owner's Authorization Form (if the applicant is not the owner);
4. Schedule A sealed and signed by the Coordinating Registered Professional (if more than one Registered Professional is involved) and signed by the Owner;
5. Schedule B sealed and signed by each Registered Professional involved with the project; and
6. Business license inquiry form.

**Fraser Health Authority Review:**

Approval from the Fraser Health Authority is required for projects involving food handling and personal services (see following list). A set of reviewed/signed plans by the Fraser Health Inspector shall be submitted to the Commercial Section prior to issuance of a building permit.

The Public Health Office requires only floor plans and all plans must be scaled and floor areas labelled. The plans accepted by Fraser Health shall be included in the applicant's permit set.

**A. Food:**

- Restaurants
- Takeout Food services
- Liquor Lounges/Pubs
- Bakeries
- Delicatessens
- Mobile Food Vending carts and vehicles
- Food Stores
- Butcher Shops

- Food Processing plants
- Seafood Stores and Mobile Seafood Vendors
- Banquet/Catering Halls

**B. Recreational:**

- Public Swimming Pools
- Commercial Swimming Pools (Hotel/Motel/Strata)
- Hot Tubs (Hotel/Motel/Strata)
- Wading/Spray pools

**C. Personal Services:**

- Hair Services
- Tanning Salons
- Manicure/Pedicure Operations
- Electrolysis
- Massage Therapy
- Acupuncture/Acupressure
- Tattoo Parlours
- Body Piercing/Branding
- Colonic Irrigation
- Laser Clinics

**D. Tobacco Retailers**

The Health Protection Office is located at Suite 350, 9801 King George Boulevard, Surrey.  
Tel: 604-587-7610; Fax: 604-587-7615

**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 purposes, or for the consumption of food or drink. For example, assembly halls, passenger or bus depots, churches, restaurants, dance schools, day care centers, and schools.

**A sign permit will also be required prior to your request for final inspection and occupancy.**

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

For further information visit the City's website at:

<http://www.surrey.ca/city-services/1369.aspx>

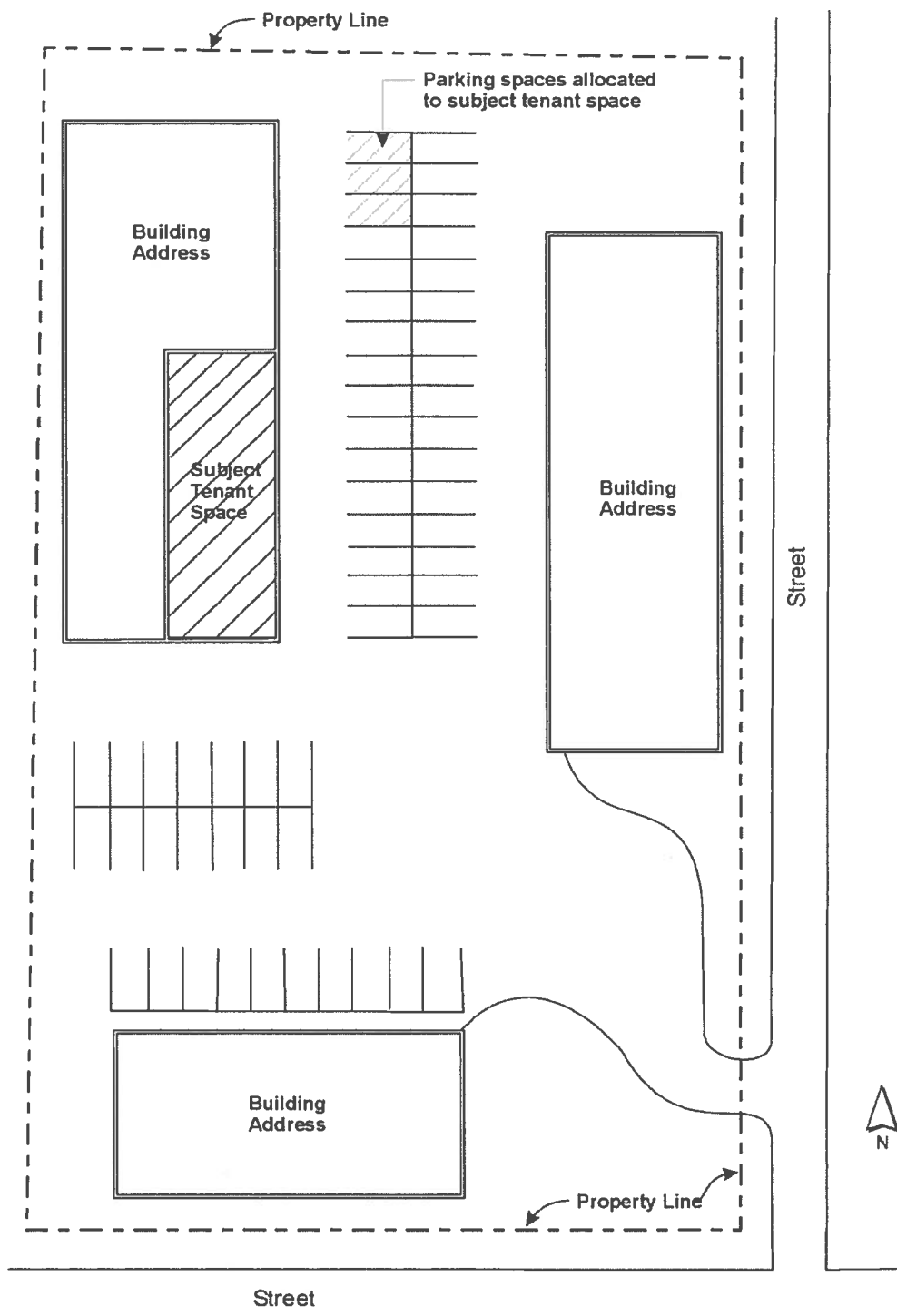
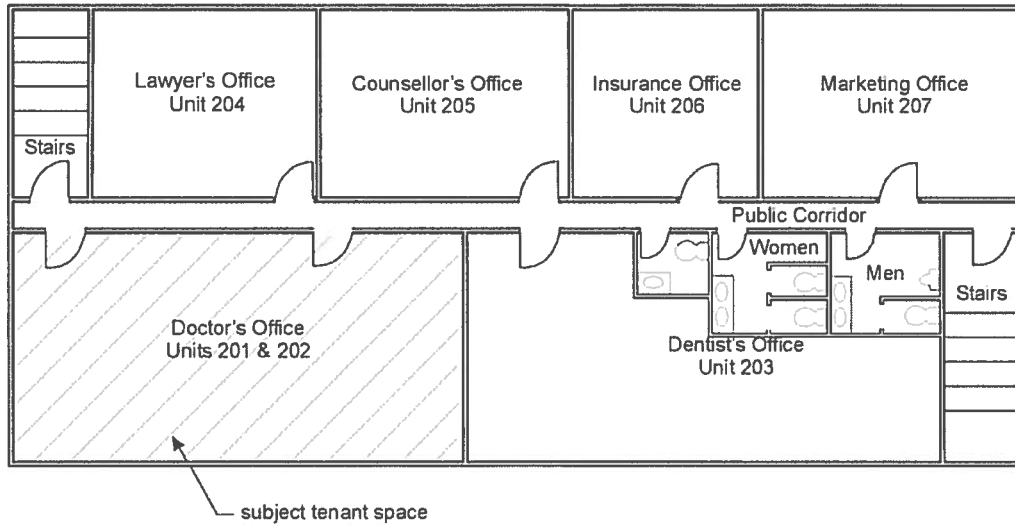


Figure 1 Site Plan (to be 1/8"=1'-0")

Figure 2 Key Plan - 2nd Floor (to be 1/4"=1'-0")



A floor plan is a view downward from above and is drawn at a particular vertical position (commonly about 3 feet above the floor). Objects below this level are seen, objects shown at this level are "cut" in plan-section, and objects above this vertical position are omitted or shown dashed.

Walls and partitions shall be shown at the appropriate width for the scale used (**walls drawn as single lines will not be accepted**).

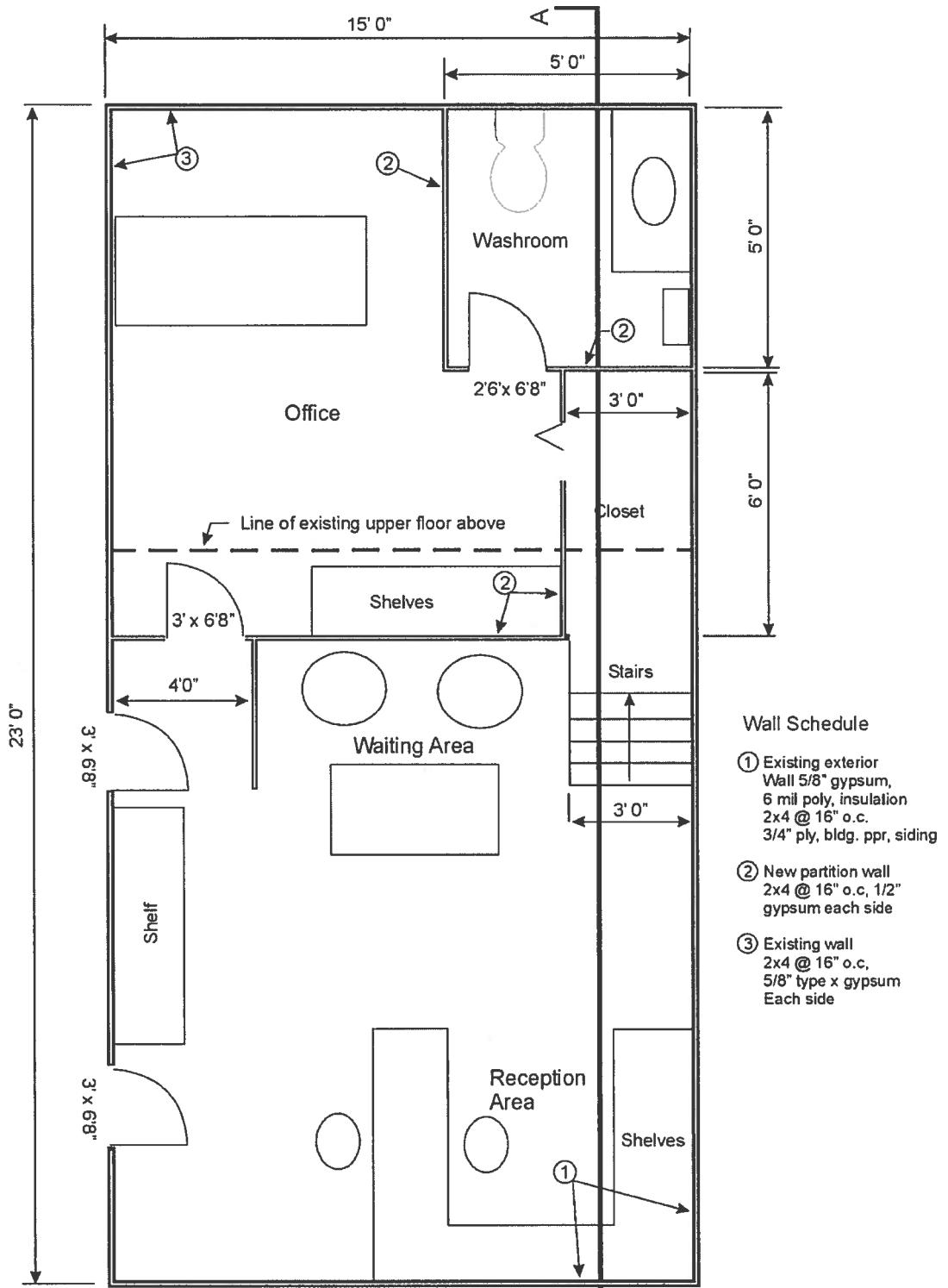


Figure 3 Floor Plan (to be 1/4"=1'-0")

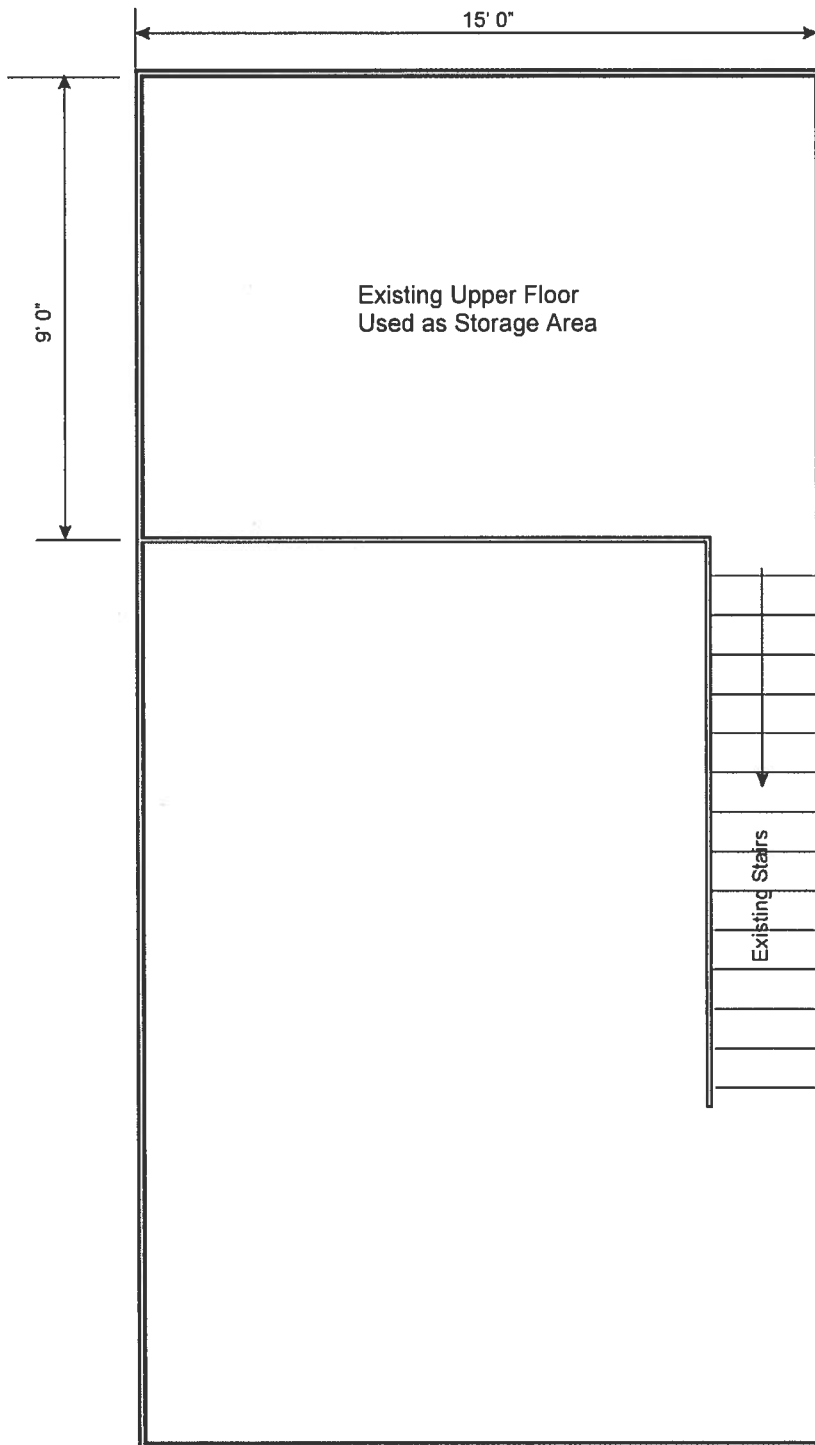


Figure 4 Upper Floor Plan (to be 1/4"=1'-0")



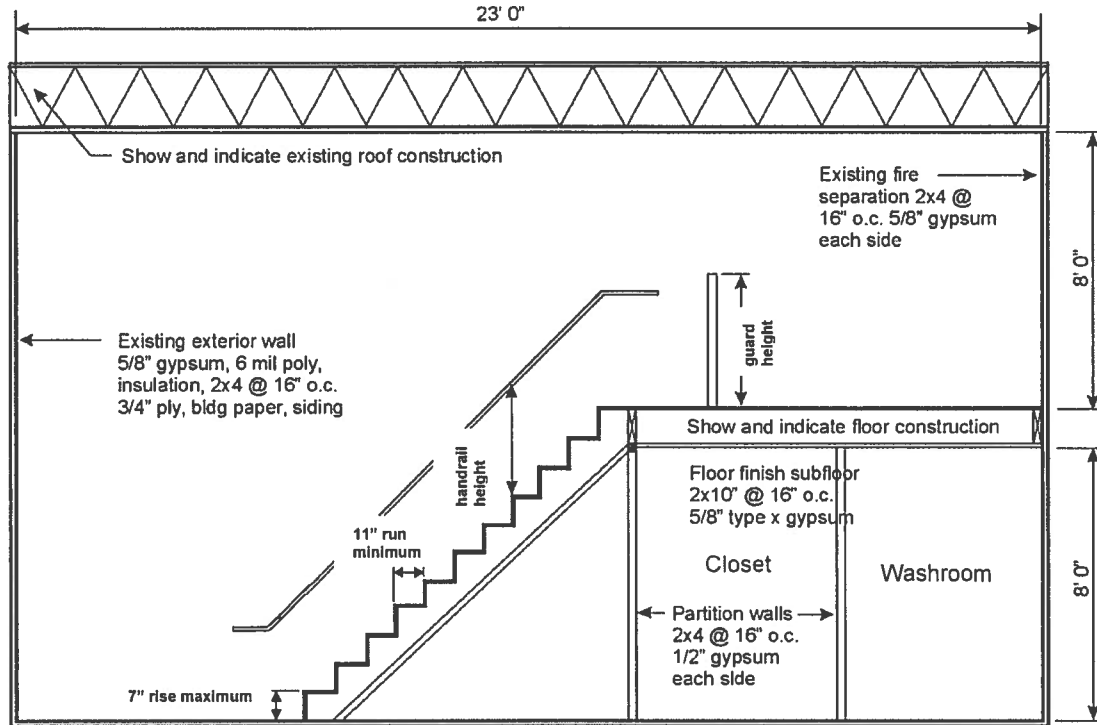


Figure 5 Cross Section A-A (to be 1/4"=1'-0")