Commercial Tenant Improvement
BUILDING PERMIT APPLICATION CHECKLIST

Address: ____________________________

DOCUMENTS (ALL APPLICABLE items must be submitted at the time of application):

- Building Permit Application
- Letter of Authorization - if Applicant is not registered Owner
- Owner's Undertaking required - if Architect and/or Engineer is involved
- Building Code Data Sheet
- Schedule B (electronically sealed) - from all registered professionals
- Permit to Practice number must be listed on all signed and sealed documents as per the EGBC
- Electrical Load Calculation
- Vancouver Coastal Health Construction Permit Letter/ Stamped Plans - electronic
- Metro Vancouver Grease Interceptor Letter, if applicable

If the existing building was constructed prior to 1990:

Hazardous materials inspection report completed by a qualified person as per Worksafe BC
Note: If hazardous materials will be disturbed as part of the scope of work, Worksafe NOP for asbestos removal, clearance letter, and air clearance testing results will be required prior to first inspection.

REQUIRED PLANS at 1:50 metric or 1/4" = 1'-0" scale

- Architectural
- Structural
- Electrical
- Plumbing, Mechanical and Sprinkler
- Kitchen Fire Suppression and Exhaust Hood Drawings
- Traffic Management Plan
- Fire Safety Plan (BCFC, Division B, Section 5.6.1.3.)

Architectural Drawings

SITE PLAN at 1/8" = 1'-0" scale

- Civic address
- Show lot dimensions and North arrow
- Show any adjacent street and/or lane locations
- Distance of all building setbacks measured perpendicular to the property lines
- Show location of parking spaces, loading bays, garbage and recycling bins

FLOOR PLANS - minimum scale 1:50 metric or 1.4" = 1'0"

Provide a Building Code Summary - Include classification of major occupancies, building size and construction relative to occupancy, spatial separation, estimated occupant load, fire alarm and detection systems, provisions for fire-fighting, lighting/emergency power systems, mezzanines/openings through floor assemblies, safety requirements within floor area, requirements for exits, vertical transportation, service facilities, plumbing facilities, provisions for persons with disabilities

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