

**Commercial Tenant Improvement
BUILDING PERMIT APPLICATION CHECKLIST**

Address: _____

Included	Not included
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- 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 A \(electronically sealed\) - from Coordinating Registered Professional \(Architect or Engineer\) if 3+ P. Eng](#)
 - [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"

_____	_____
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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

FLOOR PLANS continued - minimum scale 1:50 metric or 1/4" = 1'-0"

- _____ _____ Indicate the location of the tenant space within the building
- _____ _____ Indicate the building code occupancy classification of adjacent tenants
- _____ _____ Show existing and new interior wall, exterior wall, floor, ceiling and roof construction details
- _____ _____ Show a reflected ceiling plan
- _____ _____ Identify fire separation ratings of demising walls, floors and ceiling/roof
- _____ _____ Identify corridor widths, stair, door and window sizes
- _____ _____ Identify room uses and clear room heights
- _____ _____ Show travel distance from the floor area to exit(s)
- _____ _____ Show location of seats, tables, furniture and equipment
- _____ _____ Provide materials finish schedule for walls, floors and ceiling
- _____ _____ Show location of the electrical panel
- _____ _____ Show location of emergency lighting and exit signage
- _____ _____ Show washrooms and fixtures and identify male/female/accessible
- _____ _____ Show location and size of the grease interceptor, hot water tank, size of drains, waste ad water piping
- _____ _____ Show location of mechanical ventilation equipment and ducting
- _____ _____ Provide equipment schedule
- _____ _____ Provide specifications for firestop systems for walls, floors, ceiling

CROSS SECTIONS at 1/4" = 1'-0" scale

- _____ _____ Show interior partition walls, demising walls, floor, and ceiling construction
- _____ _____ Show the clear height of rooms and at stairs
- _____ _____ Provide stair, handrail and guardrail construction details
- _____ _____ Interior details on construction and finish materials
- _____ _____ Exterior details on construction and finishing materials
- _____ _____ Provide spatial separation calculation

CONSTRUCTION DETAILS at 1/4" = 1'-0" scale

- _____ _____ Floor, ceiling, roof and wall assembly details
- _____ _____ Fire separation assembly, If applicable

STRUCTURAL 1/4" = 1'-0" scale

- _____ _____ Design path must be clearly stated & design loads must be noted
- _____ _____ Floor, roof plans, and construction details

Office Use Only:

BLD#: _____