

## 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 2+ R.P.](#)

[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 and Stamped Plans - electronic

Metro Vancouver Grease Interceptor Letter, if applicable

[Supplementary Dwelling Unit Information Form](#)

[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 - show piping layout size

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

- 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 and water piping
- Show location of mechanical ventilation equipment and ducting
- Provide equipment schedule
- Provide specifications for firestop systems for walls, floors, ceiling

- 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

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

Site address  
Location in the building - suite number / room number / floor level / area clearly identified  
NFPA Standard the building is designed under  
Indicate which devices are to be added, removed or altered

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

Please leave a blank box in the titleblock on each page of the drawings for City stamps.

BLD#: