

Commercial Tenant Improvement BUILDING PERMIT APPLICATION CHECKLIST

Address: _____

Included	Not included
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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](#)
- Consultant(s) Schedule
- Consultant(s) Confirmation of Liability Insurance
- Consultant(s) Proof of Liability Insurance
- [Electrical Load Calculation](#)
- Strata Approval Letter (If Building is Stratified)
- Vancouver Coastal Health Construction Permit Letter/ Stamped Plans - 2 sets, if applicable
- 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 permit issuance.

(4 Copies of Architectural Drawings)

SITE PLAN at 1/8" = 1'-0" scale - 4 Copies

- 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

PLAN SETS at 1:50 metric or 1/4" = 1'-0" scale

- Architectural – 5 sets
- Structural - 2 sets
- Electrical – 5 sets
- Plumbing, Mechanical and Sprinkler – 5 sets
- Kitchen Fire Suppression and Exhaust Hood Drawings – 5 sets
- Traffic Management Plan – 4 sets
- Fire Safety Plan (BCFC, Division B, Section 5.6.1.3.)

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 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

All plans and information submitted must be legible and suitable quality for scanning. Minimum size 11" x 17" sheets are required (24" x 36" preferred). Blueprint paper, vellum or graph paper will not be accepted. Drawings in colour ink or in pencil will not be accepted. Drawings should not be laminated. Reversed plans are not acceptable.

Office Use Only:

PAM #: _____

BLD#: _____