

Tenant Improvement Permit Information Commercial and Industrial Buildings

Apply for a Business License. The Business Licence application will be forwarded to the Planning Division to determine if the use is permitted under the regulations contained within the City of North Vancouver Zoning Bylaw. If the business is not considered a permitted use, the approval process will not proceed further for the business at the specified location indicated on the application.

Contact a Planning Technician to confirm permitted uses, regulations for the size, shape and siting of the building and structures and required off-street parking. Phone: 604.990.4220

Contact a Development Technician for location and sizes of existing water, sanitary and storm piping, and for traffic management requirements during construction. Phone: 604.990.4220

Contact a Metro Vancouver Municipal Sewage Control Officer to determine grease interceptor size for sinks. Phone: 604.432.6200

Confirm with the Lonsdale Energy Corporation (LEC) if the building is connected to its district heating system. The space heating and domestic hot water systems in connected buildings must be heated by the LEC system. Provide electronic copies of plans for review. Contact Ivan Tang: ITang@LonsdaleEnergy.ca Ph: 604.982.3968

Contact Vancouver Coastal Health if the business involves food handling or personal services. Submit floor plans for review at 132 West Esplanade Avenue, 5th floor, North Vancouver. Phone: 604.983.6800

Review the City of North Vancouver's Construction Regulation Bylaw No. 7390, 2003 Part 10 Building Sprinklers and Fire Limits Areas. Changes in use or occupancy or significant alterations may require that the building be sprinklered.

At the time of application, a building permit application fee will be applicable. Please refer to Schedule "A" of the [Construction Regulation Bylaw](#) for fee amounts.

Prior to issuance of a permit, the following fees may be applicable:

- Fire Department review fee: Please refer to section 708 of the [Fire Bylaw](#).
- [Lonsdale Energy Corporation](#) application fee.
- Building permit review fee: Please refer to Schedule "A" of the [Construction Regulation Bylaw](#).
- Completion deposit: Please refer to Schedule "A" of the [Construction Regulation Bylaw](#).
- Metro Vancouver and City of North Vancouver Development Cost Charges may be applicable for additions or a change of use or occupancy.

Building Permit Application:

Documents

- Building Permit Application *
- Building Permit Application Fee
- Building Code Data Sheet *
- Electrical Load Calculation Form
- Acknowledgment of Responsibility – Owner's Undertaking Form *
- Building Owner/Strata Approval Letter
- Consultant(s) Schedules
- Consultant(s) Confirmation of Liability Insurance Form *
- Consultant(s) Proof of Liability Insurance
- Vancouver Coastal Health Construction Permit Letter/Stamped Plans – 2 sets
- Metro Vancouver Grease Interceptor Letter

If the 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 Notice of Project for asbestos removal, clearance letter, and air clearance testing results will be required prior to permit issuance.

Site Plan - minimum scale 1:100 metric or 1/8" = 1'-0"

- legal description and civic address of the building
- show building, setbacks to property lines, North arrow, streets and lanes
- show location of parking spaces, loading bays, garbage and recycling bins

Plans - minimum scale 1:50 metric or 1/4" = 1'-0"

- 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 and Construction Site Safety During Construction Plan - 3 sets

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
- indicate 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
- provide an electrical load calculation
- show location of emergency lighting
- show location of exit signage
- show washrooms and fixtures and identify male/female/accessible
- show location and size of the grease interceptor, hot water tank
- show location and sizes of drain, waste and water piping
- show location of mechanical ventilation equipment and ducting
- provide equipment schedule
- provide specifications for firestop systems for walls, floors, ceiling

Cross Section & Elevations

- 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

For more information Phone: 604.982.3911

Separate permits and approvals are required for exterior signage, outdoor dining, and occupant load determination for Liquor Control & Licensing Branch.