



# CHECKLIST TENANT IMPROVEMENT BUILDING PERMIT

CITY OF COQUITLAM

Building Permits Division

3000 Guildford Way

Coquitlam, BC V3B 7N2

604-927-3441

digitalsubmission@coquitlam.ca

Permit Address: \_\_\_\_\_

Date: \_\_\_\_\_ Cost of Construction: \_\_\_\_\_

This checklist is a means to ensure all drawings and documents have been provided, so that staff will be able to review your proposal.

The following information must be complete for your building permit application to be accepted. To avoid delays in obtaining your building permit, all the required documents, plans and other information must be in order.

Three (3) sets of all required plans must be submitted. Building permit fees based on the value of construction shall be paid at the time of application.

**CHECKLIST ITEMS:**

ITEM	INCLUDED	NOT APPLICABLE	COMMENTS
Permit Application Form			
Tenant Improvement Checklist			
<a href="#">Agent Authorization Form for Permit Application and/or File Access</a> (If applicable)			
<a href="#">Current Title</a>			
Owner’s Acknowledgement Regarding Damage to City Property form			
Letters of Assurance (assembly occupancies over \$100,000) require sealed architectural drawings and Schedule B Letters of Assurance			
Schedule CP-3 (Confirmation of Tenant Improvement Compatibility) – for base building projects under the Certified Professional Program			
3 sets of architectural construction drawings at 1/8” to 1’-0” scale or greater (showing layout and dimensions of proposed work)			
2 sets of sealed structural drawings and Schedule B Letters of Assurance (complete with full legal description)			

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ITEM	INCLUDED	NOT APPLICABLE	COMMENTS
3 copies of sealed mechanical drawings and Schedule B Letters of Assurance (complete with full legal description) For all large alterations and new restaurant kitchens			
Schedule "A" (complete with full legal description) required if more than one registered professional is involved			
Show all room use (unfinished to be marked as such)			
Washroom layout and details (including handicap accessibility requirements)			
Occupant Load calculation required (if Occupancy Classification has changed)			
Required exits (including door sizes, travel distance, etc.)			
3 sets of electrical drawings (i.e. emergency lighting and exit signs, etc.)			
New and existing work area calculations			
Location of fire separations and assemblies (include details of rated assemblies)			
Cross sections through structures or detailed notes showing construction materials			
Indication of all new beam sizes (structural) and lengths, door and window openings with sizes			
3 sets of plumbing drawings			

I, the **Applicant**, certify that this application is being made with the full knowledge and consent of all Owners of the property in question.

X \_\_\_\_\_ X \_\_\_\_\_  
Applicant's Name (*please print*) Applicant's Signature

X \_\_\_\_\_ X \_\_\_\_\_  
Address Phone

X \_\_\_\_\_ X \_\_\_\_\_  
Email Date

Completed by: \_\_\_\_\_