

Checklist



Tenant Improvement

Planning and Development Department
Building Permits Division
604 927-3441

Form Revised March 2017

Permits Checklist Number: 17-001

Building Permit Applications for Tenant Improvements

| | | |
|--------------------------------|------------|------|
| Subject Address: | | |
| Applicant: | | |
| Applicant Contact Information: | Telephone: | Fax: |
| Contact Person: | | |
| Contact person Information: | Telephone: | Fax: |
| Screening date: | | |
| Screening by: | | |
| Permit Application Number: | | |
| Date entered: | | |

Your submission has been reviewed for completeness of documentation and, unless otherwise indicated below, (a permit application will be accepted) (plan review will be scheduled) once the missing information is provided:

| |
|-----------------|
| COMMENTS |
| |

Building Permit Applications for Tenant Improvements (continued)

| ITEM | INCLUDED | MISSING | NOT APPLICABLE | COMMENTS |
|---|----------|---------|----------------|----------|
| Check AMANDA for RC or GW folders | | | | |
| Appointed Agent Form | | | | |
| Title search | | | | |
| Value of construction on info fields. If value of construction exceeds \$100,000 open Amanda process for Engineering and Public Works Damage Deposit | | | | |
| Verify Use and Parking. Inform Applicant that a formal check will be occur | | | | |
| Three sets of site plans showing the location of proposed improvement including parking layout | | | | |
| Key plan indicating relationship of work to adjacent tenancies | | | | |
| 3 sets of architectural construction drawings at 1/8" to 1'-0" scale or greater (showing layout and dimensions of proposed work). | | | | |
| Large alterations (i.e., assembly occupancies or construction value in excess of \$100K) require sealed architectural drawings and Schedule B1/B2 Letters of Assurance (complete with full legal description) | | | | |
| 2 sets of sealed structural drawings and Schedule B Letters of Assurance (complete with full legal description) | | | | |
| 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 r. 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 Occupance Classification has changed) | | | | |

Building Permit Applications for Tenant Improvements (continued)

| ITEM | INCLUDED | MISSING | NOT APPLICABLE | COMMENTS |
|--|----------|---------|----------------|----------|
| Required exits (including door sizes, travel distance, etc.) | | | | |
| 3 sets 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 | | | | |

Please Note: The screening system is a means of assisting the proponent in ensuring that all drawings and documents will be available when the permit application is made. This screening does not constitute a plan review, nor does it constitute an endorsement of the quality or content of the submission. Further comments/requirements may be addressed to the applicant once the plan review is undertaken. The proponent is solely responsible for the completeness and correctness of any permit application, the supporting documentation and for compliance of the proposed work with all applicable bylaws, codes and regulations. Maximum size of drawings for submission is 30" x 42".

Office Use Only

- ✓ Check permitted use in Zoning Bylaw. Consult with Development Planning if questions arise.
- ✓ Check additional GFA. Calculate additional DCC's if applicable (>\$150,000 construction value)
- ✓ Check parking requirement. Consult with Development Planning if questions arise.