

Tenant Improvement Permits

Full Plan Review and Fast Track Review

This guide provides information about building permit application submission requirements for commercial, industrial and multi-residential tenant improvements. All proposed new construction shall comply with the current BC Building Code, Burnaby building bylaws, zoning bylaw, and other applicable bylaws.

With your cooperation in submitting complete applications, we will be able to provide efficient and prompt service. If the requirements set out in the information guide are not met, the application may be rejected.

"This information is provided for convenience only and is not in substitution of applicable City Bylaws or Provincial or Federal Codes or laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws."

Other information guides and forms related to this topic:

- *Food Service Establishments*
- *Single or Shared Occupancy*
- *New Businesses*
- *Racking*
- *Building Envelope Design and Field Review*
- *Tenant Improvement Permit Application Form*
- *Schedule "F" of the Building Bylaw [Owner(s) Undertaking]*
- *Consent to Construction*
- *Agent Authorization Form*

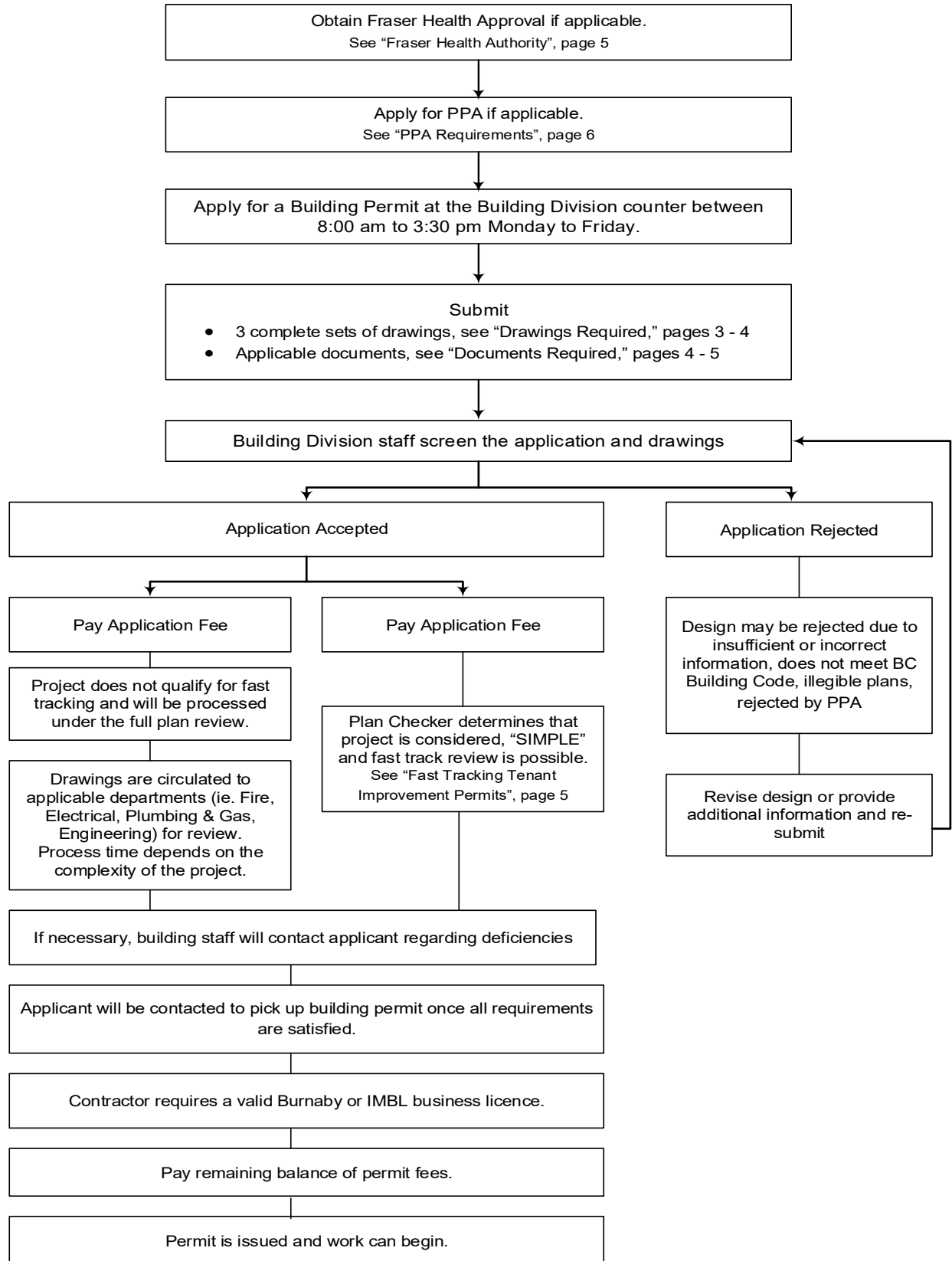
When is a Tenant Improvement Building Permit required?

Any interior or exterior alterations or change of use to an existing commercial, industrial and multi-residential building requires a building permit.

Some examples are:

- Increase floor area to an existing building
- Add mezzanine or storey within an existing space
- Install or modify commercial kitchen exhaust system
- Proposed tenant improvements requiring Preliminary Plan Approval, see "PP Requirements" on page 6
- Alterations to interior layout
- Alterations to exterior of the building
- Repiping
- Racking
- Changing the use of a business
- Spray Booth
- Alterations to Fire Alarm

Full Plan Review and Fast Track Review Process



Further information regarding applications for building permits can be obtained from the Building Division at 604-294-7130.

Drawings Required

The plans must be suitable quality for scanning, double line drawings, except site/key plans. The drawings should be submitted on sheets no larger than 24 inches by 36 inches (600 x 1000 mm) and no smaller than 11 inches by 17 inches (300 x 600 mm). Dimensions can be in imperial or metric but must be consistent throughout.

Document	Copies Required	Details	Notes
Architectural Site Plan or Key Plan	3	<p>Site Plans should include the following:</p> <ul style="list-style-type: none"> • Dimensions of site (including north arrow) • Location and dimension of all buildings on the site • Street names and location, as well as location and width of any lanes • Legal Description (Lot number, Block number, District Lot number, Plan number) • Street address, floor number and tenant suite number • Indicate area to be developed and adjoining tenants, including occupancy • Signed and Sealed drawings with Schedule B may be required depending on scope of work. 	Minimum Scale 1/16" = 1'0"
Architectural Floor Plans	3	<p>Floor Plans should include the following:</p> <ul style="list-style-type: none"> • Dimensions and area calculations for all floor areas including mezzanines. Fully dimension each floor including mezzanines and second storeys and area calculation • Location of exits, stairs and corridors including travel distance measurements for all areas • Location and size of door and window openings • Indicate location of any common washroom space • Dimension and detail of washrooms for persons with disabilities (if applicable) • Existing and proposed walls with new wall schedule • Indicate the fire-resistance rating of any new & existing fire separations • Specify fire-resistance rating and construction of wall, floor and/or ceiling assemblies adjacent to other tenants • All outside dimensions of tenant space • Indicate total area of tenant space (total square meters or square feet) • Indicate corridor widths • Indicate exiting for new tenant space and all other tenant spaces on the floor where construction or alterations will occur • Room names • Indicate all exit signs, emergency lights and fire alarm pull stations • Furniture layout • Signed and Sealed drawings with Schedule B may be required depending on scope of work. 	Minimum Scale 1/8" = 1'0"
Architectural Construction Details	3	<p>Construction details should include:</p> <ul style="list-style-type: none"> • Indicate wall structure (written description or cross sections). Listed assemblies required for fire-rated walls and floors. Provide copies of Canadian listed assemblies. • Reflected ceiling plan • Details of air conditioning or heating units and duct work (include 3 copies of roof plan and elevation plans that show location and dimensions of units) • Fire stopping details for service penetrations of fire separations. Provide copies of Canadian listed assemblies. 	Minimum Scale 1/2" = 1'0"

Structural	3	<ul style="list-style-type: none"> Signed and Sealed drawings with Schedule B. 	If there are structural work such as: structural alterations, mezzanine or 2 nd floor additions, and racking systems (see racking information guide)
Electrical	3	<ul style="list-style-type: none"> Provide complete drawings of the affected area. Provide the following information on the electrical drawings: <ol style="list-style-type: none"> A detailed load calculation showing both usage and space requirements and all other connected loads including all mechanical loads done by an electrical engineer or a licensed electrical contractor. A one-line drawing of the Main Electrical Service to the premises including the proposed or existing distribution to the tenant spaces and sub-service characteristics. A drawing and or detail demonstrating that the electrical installation shall comply with AANSI/ASHRAE/IESNA 90.1, Energy Standard for Buildings for lighting and receptacle control. ASHRAE Lighting Compliance Documentation Form completed by an electrical engineer, a licensed electrical contractor or a designer. Signed and Sealed drawings with Schedule B may be required depending on scope of work. 	If applicable
Mechanical/ Plumbing	3	<ul style="list-style-type: none"> Signed and Sealed drawings with Schedule B may be required depending on scope of work. 	If applicable

*A Schedule A is required if multiple Registered Professionals are submitting Schedule B's.

Documents Required

Document	Copies Required	Details	Notes
Application Form	1	Tenant Improvement Application Form must be completed by the Tenant/Lessee or Agent.	Available from the Building Div. or City of Burnaby website. www.burnaby.ca (See Who Can Apply Information Guide)
Schedule "F" Owners Undertaking	1	The Schedule "F" must be signed by all Landtitle Owners or by the Tenant/Lessee	
Consent to Construction	1	<ol style="list-style-type: none"> The Consent to Construction may be required, and must be signed by the Strata or Property Manager to confirm the Tenant/Lessee has the authority to undertake the construction. A Consent to Construction form may also be required, signed by the Strata Unit Landtitle Owner. 	
Agent Authorization Form	1	The agent authorization form must be signed by the same person(s) that signed the Schedule "F" and completed by the authorized agent acting on behalf of the Lessee/Tenant to apply for the building permit.	
Alternate Solutions Accepted by City Building Official (if applicable)	1	Required when deviating from the current BC Building Code	e.g. magnetic locking devices (See Alternate Solution Information Guide)
Fraser Health Authority memo/cover page and approved stamped plans (if applicable)	1	Required at time of application.	e.g. Personal Services, Child Care Facilities, Food Services (See Fraser Health Authority page 5)
Fire Suppression at Sprinkler Permit Stage (if applicable)	3	<p>Submit Signed/Sealed sprinkler drawings if altering an existing system or adding a new system c/w Schedule B and hydraulic calculation.</p> <p>Sprinkler permit can be applied for during the building permit review.</p>	e.g. Restaurants (See Fire Sprinkler Permits Information Guide)

Fast Tracking Tenant Improvement Permits, What Qualifies?

This program applies only to buildings that are in substantial compliance with the British Columbia Building Code.

Applications for tenant improvements will be reviewed by a plan checker to determine its eligibility for fast tracking. Only simple and straight forward applications will be considered.

Fast Tracking Tenant Improvement Permits, What Does Not Qualify?

Applications for permits in buildings that are not in substantial compliance with the Building Code will not qualify for fast tracking.

Example of applications for tenant improvement permits that do not qualify for fast tracking, include but are not limited to the following:

- requiring Preliminary Plan Approval (PPA) unless the building permit application is made following the issuance of PPA; See page 6
- magnetic locking devices;
- schools, restaurants, social clubs, night clubs or similar assembly-type occupancies;
- change of major occupancy;
- most exterior alterations (including balcony enclosures);
- floor area additions, including mezzanines or additional storey;
- interconnected floors, upgrading existing exiting system, fire alarms, sprinkler systems or seismic upgrading;
- structural or complex changes that require letters of assurance from registered professionals;
- requiring approval from the Fraser Health Authority; See below
- requiring other approvals such as Engineering Department or Fire Department;
- building reclassification;
- alternative solutions

Applications that do not qualify for the fast tracking program must be processed through the regular plan checking review.

Fraser Health Authority Approval

Fraser Health Authority Approval is required prior to the building permit application for the following:

- Food Service Establishments;
- Personal Service Establishments (such as but not limited to salons, esthetics, tattoo, laser, tanning studios, massage, ,manicure/pedicure, skin care, body modification, lash extensions, etc.);
- Recreational water facilities (swimming pool and hot tubs);
- Child Care Facilities

Applicant to provide memo/cover sheet and one set of stamped plans from Fraser Health Authority at the time of the building permit application.

Any alterations made to stamped plans from Fraser Health Authority may require a new approval.

For more information, contact the Fraser Health Authority at 604-918-7683

Subtrades

Subtrades permits (electrical, plumbing, gas and sprinkler) shall be obtained by a certified trade contractor, licensed in the City of Burnaby or with an Inter-Municipal Licence, after the building permit is issued as required.

Electrical information such as load calculation and single line diagram showing the size and type of service equipment, grounding, over current devices, feeders, branch circuits, distribution panels and electrical room layout may be required. Depending on the extent of new plumbing work proposed, information regarding size of water pipes, plumbing vent termination and sanitary tie-ins may also be required.

For information concerning submission requirements for sprinkler permits, please obtain a copy of the Fire Sprinkler Permit Information Guide from the Building Division.

For information concerning any Subtrades, permits contact 604-294-7130.

Preliminary Plan Approval (PPA) Requirements

Preliminary Plan Approval from the Planning Department may be required before a building permit can be obtained. The following are some examples:

- changing the use of a business (e.g. from an office to a school);
- changing floor area use (e.g. increased office area in a previous warehouse space);
- adding seats to a restaurant;
- exterior modifications to a building;
- mezzanine or second floor addition;
- increasing floor area in an existing space;
- karaoke business;
- Increase to occupant load;
- Change of use within existing space

Requirements for PPA should be confirmed with the Planning Department prior to signing a lease or beginning building alterations. If a PPA is required, a building permit will not be issued until PPA is finalised. Further information regarding application for PPA can be obtained from the Planning Department at 604-294-7400 or Planning@Burnaby.ca.

Note: A building permit must be applied for within 90 days of PPA approval.