

WHAT IS A TENANT IMPROVEMENT

A Tenant Improvement (TI) is an alteration proposed within a newly created or existing commercial or industrial building to fit out the space for a new business or to accommodate changes for an existing business.

A TI permit is typically required when new construction or alterations are taking place within or to the exterior of a tenant space. Construction requiring a permit may be both structural or non-structural in nature or may include changes to walls, windows, stairs, mezzanines, doors, mechanical equipment, rough plumbing systems, washrooms, fire alarm or fire suppression systems.

A TI permit may also be required when a change of use (occupancy type) occurs within a pre-existing tenant space. Even in the absence of any tenant driven modifications to the space, alterations to the space may be needed to comply with BC Building Code requirements for the new occupancy type. Common examples would include conversion from office to retail space, retail to assembly (restaurant) space, as well as residential to office space

WHAT INFORMATION IS REQUIRED FOR A TENANT IMPROVEMENT (TI) PERMIT

The following information is required to be submitted in digital format for Tenant Improvement Permits. Please be advised that not all the listed items will be required for all Tenant Improvement Permit applications. If you are unsure of which items are required for a project, please contact a member of the Building Services Team for further information and guidance.

- **Completed Building Permit Application.**
- **Owner's Undertaking form.**
- **Fire Department Checklist completed and signed by Fire Prevention Officer.**
- **Site Plan, required for new fit outs and if parking requirements will change (change of use) or if exterior work is included in scope.** * Minimum scale of 1/8" to 1'0" (or equivalent Metric)
- **Architectural Drawings (Floor plans, cross sections & details)** *minimum scale of ¼" to 1'0" (or equivalent Metric).
- **Engineer's Drawings (requirements outlined below).** * Minimum scale of ¼" to 1'0" (or equivalent Metric)
- **Hazardous Materials Survey (buildings built prior to 1990).**

INFORMATION REQUIRED ON SUBMITTED DRAWINGS

The following is a list of the information needed on the architectural drawings. **If you are unfamiliar with the following, it is recommended to engage the services of a professional designer or a registered professional familiar with the requirements of the current B.C. Building Code and City Bylaws.**

Site Plans

Shall Include:

- Location of the building on the property and any other buildings on the property.
- North arrow, the property lines, label streets, and show the parking spaces.
- Location of the tenant space in the building.
- Parking spaces allocated for this tenant space; (Refer to Zoning Bylaw for requirements).

Floor Plans

Shall Include:

- Identify the use of each space adjacent to the tenant space being constructed in multi-tenant buildings.
- Include construction/fire separation rating of all walls separating this tenant space from adjacent spaces.

- Show the overall dimension and square footages for all floors.
- Label the use of all rooms and areas & include interior dimensions of rooms, halls, doors, stairs etc.
- Indicate existing, new & to be demolished interior walls or floors.
- Washroom locations and fixtures. Accessible washrooms to be provided with dimensions/design elements.
- Measurements indicating travel distance from furthest floor areas to an exit.

Cross Section

Shall Include:

- Construction of walls separating your tenant space from adjacent tenant spaces.
- Construction of the roof, ceiling, mezzanines and floors.
- Dimensions of room, ceiling and mezzanine heights.
- Stair heights, rise, run, headroom, and handrail or guard heights.

REGISTERED PROFESSIONALS

At times registered professionals are required, through legislation or because of the complexity of a project, to design and review alterations to buildings.

- An architect will be required when there is construction affecting any of the following: building major occupancy type, the building's structural integrity, fire separations, the building's enclosure, exiting, energy utilization or access to the building for persons with disabilities.
- A structural engineer will be required when any load bearing or structural components of the building are being modified.
- A mechanical engineer will be required for, other than minor alterations to the suite, HVAC system, commercial cooking ventilation systems, some plumbing systems, and fire suppression systems new or involving the relocation, deletion or addition of more than five fixed sprinkler heads or alterations involving any number of flex head sprinkler connections.
- An electrical engineer will be required when there are changes to the buildings base electrical services (Part 3 Buildings) or for other than minor alterations of a fire alarm system.
- A registered professional could be required for geotechnical aspects for bearing, fill, etc. when related to new foundations because of structural changes.

ALTERATIONS THAT MAY BE EXEMPT FROM REQUIRING A BUILDING PERMIT

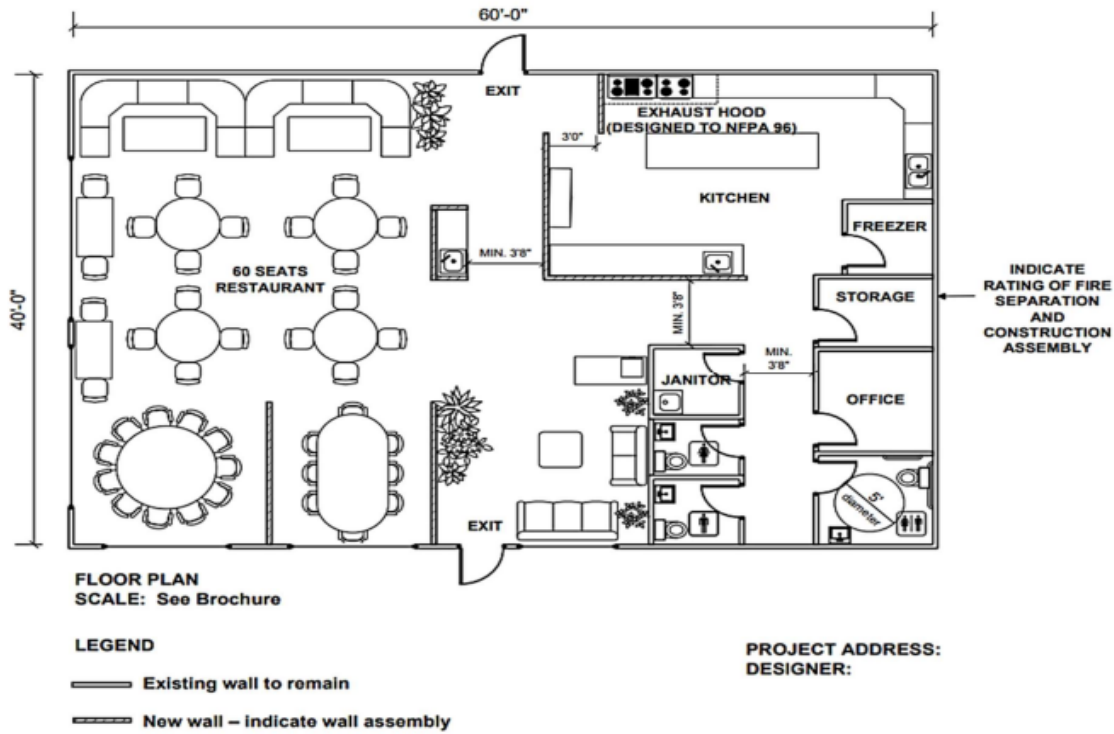
Not all Tenant Improvements require a building permit. Some examples of this would be cosmetic upgrades such as painting, changing counters or cabinets, or replacing existing plumbing fixtures with no alterations to the plumbing system. It would be advised to discuss your plans with a member of the Building Services Team prior to starting any alterations to determine whether a building permit is required or not.

ADDITIONAL INFORMATION

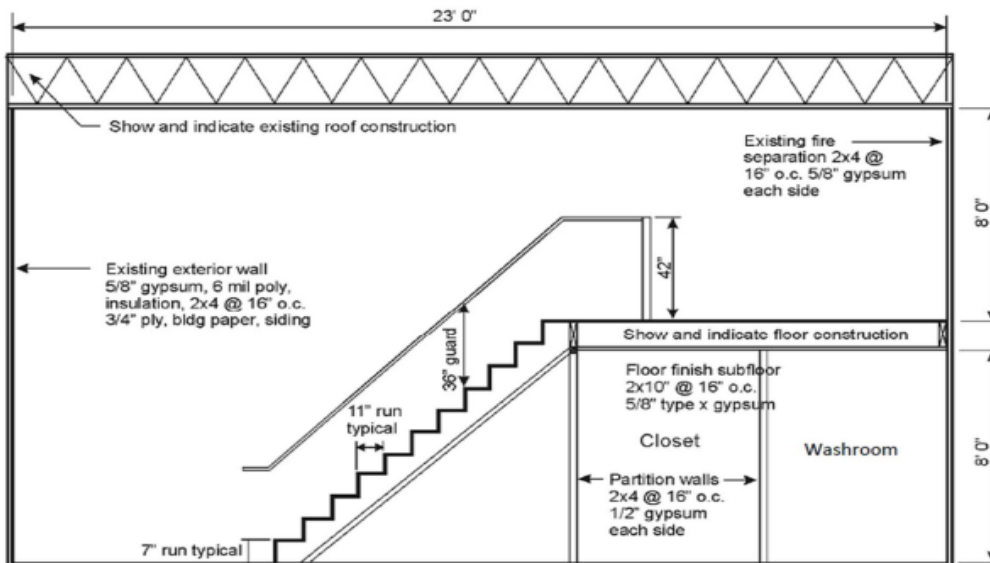
Any exterior alterations to commercial, industrial or multi-residential buildings may be subject to the City's development permit requirements in addition to the building permit. Prior to starting any exterior alteration building owners or tenants should contact the planning department at planning@campbellriver.ca to discuss what permitting may be required.

EXAMPLE DRAWINGS

Floor Plan:

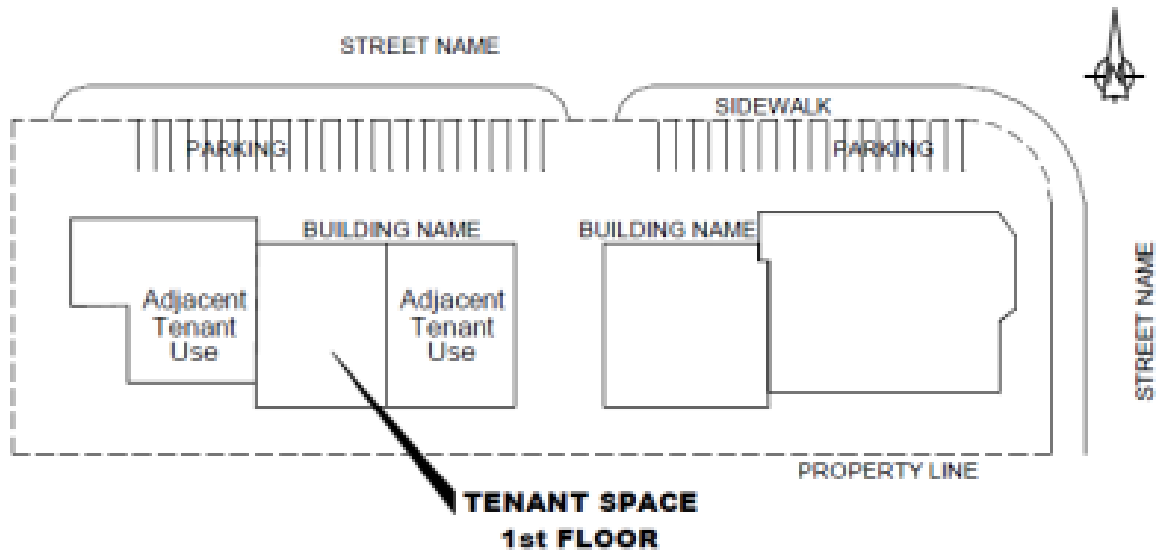


Cross Section:



Site Plan:

Identify Parking spaces for tenant use



1)

For further information contact the Building Department at building@campbellriver.ca or 250-286-5757