

# Tenant Improvement Permits

## Full Plan Review and Fast Track Review

This brochure 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 Brochure are not met, the application may be rejected.

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*"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."*

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### Other brochures and forms related to this topic

- [Single or Shared Occupancy](#)
- [New Businesses](#)
- [Racking](#)
- [Building Envelope Design and Field Review](#)
- [Schedule "F" of the Building Bylaw \[Owner\(s\) Undertaking\]](#)
- [Consent to Construction](#)

### When is a Tenant Improvement Building Permit required?

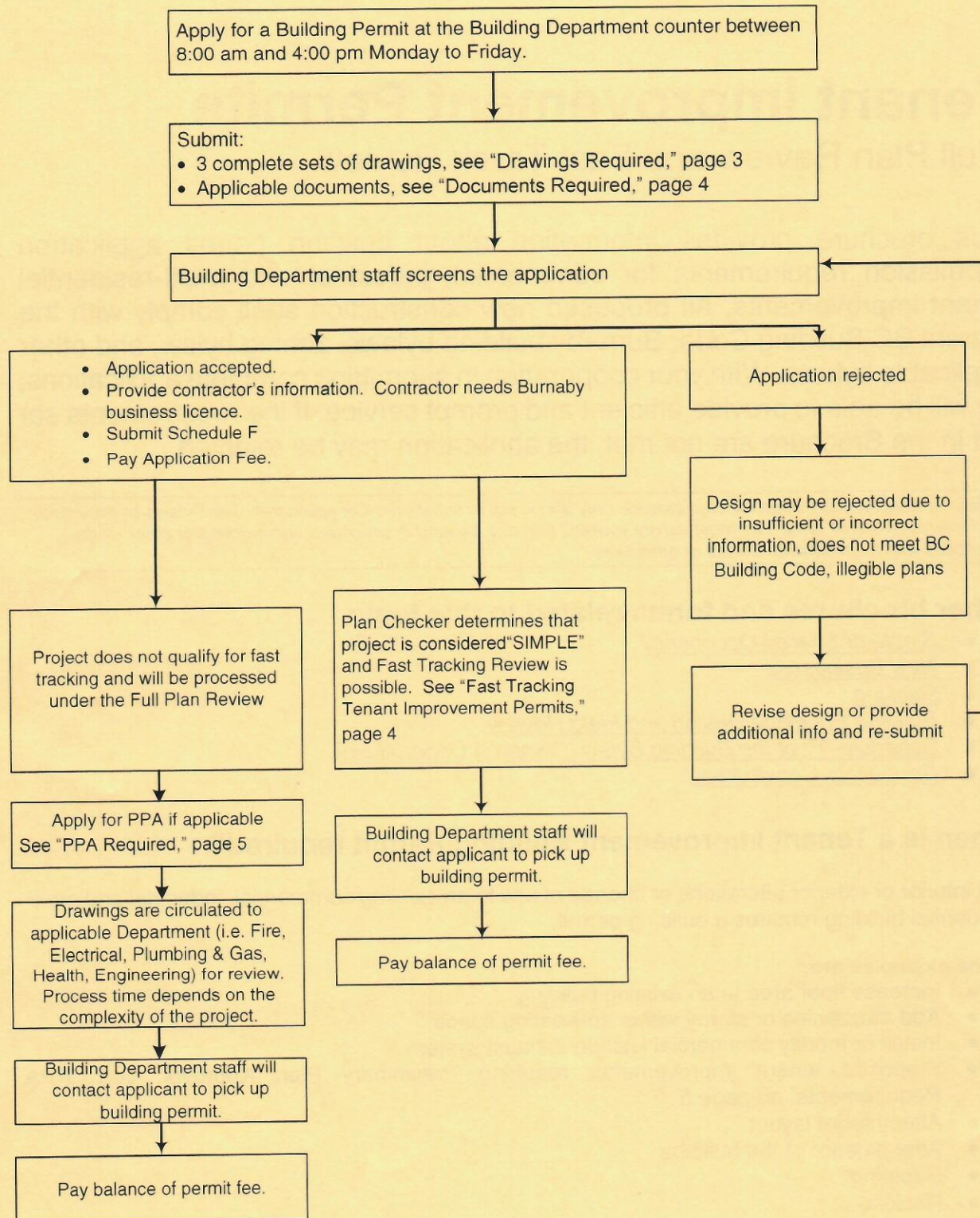
Any interior or exterior alterations or change of use to an existing commercial, industrial and multi-residential building requires a building permit.

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 "PPA Requirements" on page 5
- Alter interior layout
- Alter exterior of the building
- Repiping
- Racking
- Changing the use of a business



## Full Plan Review and Fast Track Review Process



Further information regarding application for building permit can be obtained from the Building



Department at 604-294-7130.

## Drawings Required

The plans must be suitable quality for microfilming, 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	Required
Architectural Site Plan or Key Plan	3	Site Plans should include the following: <ul style="list-style-type: none"> <li>• Dimensions of site (including north arrow)</li> <li>• Location and dimension of all buildings on the site</li> <li>• Street names and location, as well as location and width of any lanes</li> <li>• Legal Description (Lot number, Block number, District Lot number, Plan number)</li> <li>• Street address, floor number and tenant suite number</li> <li>• Indicate area to be developed and adjoining tenants, including occupancy</li> </ul>	*Scale 1/16" = 1'0" (1:200)  (See page 6 for sample drawing)	
Architectural Floor Plans	3	Floor Plans should include the following: <ul style="list-style-type: none"> <li>• Dimensions and area calculations for all floor areas including mezzanines. Fully dimension each floor including mezzanines and second storeys and area calculation</li> <li>• Location of exits, stairs and corridors including travel distance measurements for all areas</li> <li>• Location and size of door and window openings</li> <li>• Indicate location of any common washroom space</li> <li>• Dimension and detail of washrooms for persons with disabilities (if applicable)</li> <li>• Existing and proposed walls with new wall schedule</li> <li>• Indicate the fire-resistance rating of any new &amp; existing fire separations</li> <li>• Specify fire-resistance rating and construction of wall, floor and/or ceiling assemblies adjacent to other tenants</li> <li>• All outside dimensions of tenant space</li> <li>• Indicate total area of tenant space (total square metres or square feet)</li> <li>• Indicate corridor widths</li> <li>• Indicate exiting for new tenant space and all other tenant spaces on the floor where construction or alterations will occur</li> <li>• Room names</li> <li>• Indicate all exit signs, emergency lights and fire alarm pull stations</li> <li>• Furniture layout</li> </ul>	*Scale 1/8" = 1'0" (1:100) Of affected area(s)  (See page 7 for sample drawing)	
Architectural Construction Details	3	Construction details should include: <ul style="list-style-type: none"> <li>• Indicate wall structure (written description or cross sections). Listed assemblies required for fire-rated walls and floors. Provide copies of Canadian listed assemblies.</li> <li>• Reflected ceiling plan</li> <li>• 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)</li> <li>• Fire stopping details for service penetrations of fire separations. Provide copies of Canadian listed assemblies.</li> </ul>	*Scale 1/2" = 1'0" (1:50)	
Structural	3	<ul style="list-style-type: none"> <li>• Signed/Sealed drawings complete with Schedule B</li> </ul>	If there are structural work such as: structural alterations, mezzanine or 2 <sup>nd</sup> floor additions, and racking systems (see	



			racking brochure)	
Electrical	3	<ul style="list-style-type: none"> <li>Provide complete drawings of the affected area.</li> <li>Provide the following information on the electrical drawings:               <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>A drawing and or detail demonstrating that the electrical installation shall comply with AANSI/ASHRAE/IESNA 90.1-2010, Energy Standard for Buildings for lighting and receptacle control.</li> <li>ASHRAE Lighting Compliance Documentation Form completed by an electrical engineer, a licensed electrical contractor or a designer.</li> </ol> </li> </ul>	If applicable	
Mechanical/ Plumbing	3	<ul style="list-style-type: none"> <li>Signed/Sealed drawings complete with Schedule B may be required</li> </ul>		

## Documents Required

Document	Copies Required	Details	Notes	Required
Fire Suppression at Sprinkler Permit Stage	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>Apply for sprinkler permit after the building permit has been issued.</p>	See <a href="#">Fire Sprinkler Permits Brochure</a>	
Application form	1	Copies available from the Building Dept. or City of Burnaby website	<a href="http://www.city.burnaby.bc.ca">www.city.burnaby.bc.ca</a>	
Schedule F and/or consent to Schedule F (and authorization form if applicable)	1	Copies available from the Building Dept. or City of Burnaby website		
Consent to Construction	1	Strata to acknowledge the improvements in strata units.		
Alternate Solutions Accepted by City Building Official	1	Required when deviating from the current BC Building Code	e.g. magnetic locking devices (see <a href="#">Alternate Solution Brochure</a> )	

## Fast Tracking Tenant Improvement Permits

### Who 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.

### Who Does Not Qualify



Applications for tenant improvement permits that do not qualify for fast tracking, but not limited to the following:

- require Preliminary Plan Approval (PPA) unless the building permit application is made following the issuance of PPA
- magnetic locking devices
- schools, restaurants, social clubs, night clubs or similar assembly-type occupancies
- change in 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
- require approval from the Fraser Health Region (i.e. food service establishment)
- require other approvals such as Engineering Department or Fire Department
- building reclassification
- alternative solutions

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

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

## **Subtrades**

Subtrade permits (electrical, plumbing, gas and sprinkler) shall be obtained by a certified trade contractor, licenced in the City of Burnaby, 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](#) brochure from the Building Department.

For information concerning any subtrade 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

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.

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

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LANE

SHOW PROPERTY DIMENSIONS 150'0"

STREET

PARKING

SHOW PROPERTY DIMENSIONS 100'0"

PROPOSED NEW  
RESTAURANT  
(2400 SQ. FT)

EXISTING  
RETAIL

EXISTING  
RETAIL

EXISTING  
HAIR SALON

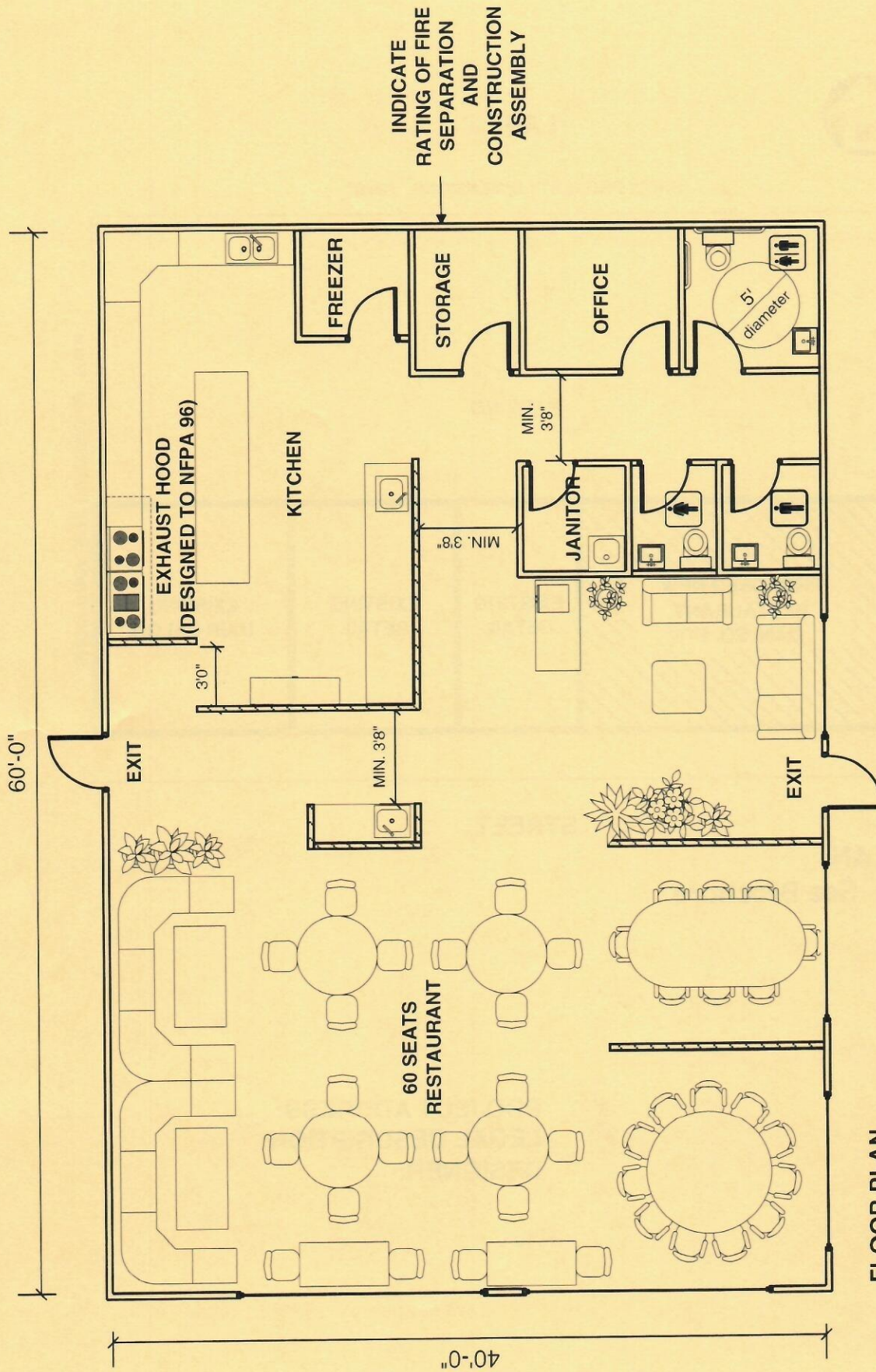
STREET

**SITE PLAN**

**SCALE: See Brochure**

**PROJECT ADDRESS:**  
**LEGAL DESCRIPTION:**  
**DESIGNER:**





**FLOOR PLAN**  
**SCALE: See Brochure**

**LEGEND**

— Existing wall to remain

▤ New wall – indicate wall assembly

**PROJECT ADDRESS:**  
**DESIGNER:**