

The following checklist is required to be completed by the applicant and included with the tenant improvement building permit application package:

Applicable	N/A	Provided	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Permit application and checklist completed and signed by the applicant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three sets of key plans indicating the building and adjacent tenant uses
			Three sets of floor plans for the tenant improvement scope of work. Floor plans to include:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Present layout
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Proposed layout with room uses and equipment and racking layout
			Three sets of construction drawings (as applicable, based on scale of work):
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Architectural
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Structural
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Mechanical
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Plumbing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Electrical
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Fire Suppression System (sprinkler)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Fire Suppression System (kitchen suppression system to NFPA 96)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed applicable Schedules A, B – signed and sealed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed <i>Owner's Undertaking Form</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed <i>Agent Appointment Form</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A letter from the strata authorizing the work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compliance with <i>BC Building Code</i> Part 10 either prescriptive or ASHRAE90.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule B for seismic restraint for "T" bar ceilings and other equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans and Schedule B for racking systems greater than 8' in height
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans and Schedule B for mezzanines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equivalency Reports, including schedules
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor's Business Licence (Plumber's Business Licence and TQ#)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Health Department Approval (facilities for food, personal services, recreation, and sewage disposal system)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provincial Liquor and Cannabis Regulation Branch approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other agency approvals

Please note that it is the sole responsibility of the applicant to ensure that they have reviewed the project requirements, prior to submitting the building permit application. Thereby submitting all applicable related documentation as noted in the above referenced checklist as it relates to their application. A completed application submission will enable an expedient issuance of a building permit. Your application for a building permit will be processed and may be distributed to various municipal departments for review. Responses and requirements will be relayed to you as they are available so revisions can be undertaken, re submissions made, and approvals granted as quickly as possible.

Name _____ Signature _____ Date _____