
BUILDING DIVISION

This guide has been prepared to provide convenient information only. It is neither a bylaw nor legal document. Should there be any discrepancy between this guide and the relevant City bylaws and/or applicable codes, the text of the bylaws and codes shall be the legal authority. Additional information may be required during the processing of your Building Permit.

GUIDE FOR A TENANT IMPROVEMENT APPLICATION

Definition

In this Guide, *Tenant Improvement* means any changes within a space in a building including structural and non-structural. Tenant Improvements are required to ensure proper access to non exit site lines to path of travel for the second exit.

It is the owner's/tenant's obligation to ensure existing infrastructure was done with previous permits. Any work not previously permitted must be addressed through this Tenant Improvement permit.

Building Permit is *not* required when:

- Painting
- New Floors

Building Permit is required when:

- Change of use
- Adding/Removing load bearing or non-load bearing walls, curtains and/or partitions
- Change in path of travel
- Finishing unfinished space
- Amending the current floor plan

It is recommended to contact the building department if you have further questions about proposed tenant improvements.

BUILDING PERMIT APPLICATION SUBMISSION

- Building Permit Application Form
- Three sets of dimensioned plans drawn to scale, size, legibility and format of the specifications and drawings of the Building or Structure showing all aspects of the proposed work.
- Please see attached example of code analysis to assist your designer with the proper code requirements for your drawings.

- Drawings are to be “signed & sealed by a Registered Professional” as required by the attached code analysis list which include:
 - Architectural
 - Structural - Engineered
 - Mechanical - Engineered
 - Plumbing
 - Electrical – if the electrical drawings include a fire alarm system, electrical drawings are to be engineered.
 - Fire Suppression System (sprinkler) if applicable - Engineered
 - Fire Suppression System (Kitchen suppression system to NFPA 96) - Engineered
- ✓ Floor Plan showing the following:
 - Present layout
 - Proposed layout with room uses, equipment and racking layout
 - Key plans indicating the building and adjacent tenant uses; include occupancies of surrounding units
- ✓ Elevations as required
- Owner’s Undertaking
- Agent Appointment (if applicable)
- Schedule A’s and B’s as required
- Certificate of Insurance(s) from Registered Professional(s)
- Copy of a title search made within 30 days of the date of the application
- Copies of all legal documents identified on the title search such as right of ways, easements and covenants (not required if you are located in a mall)
- Copy of Corporate Summary is required if:
 - Agent is a company name or under a Corporate Number
 - Property Owner is a company name or under a Corporate Number

FEES:

Building Permit fees are based on the value of construction. A \$512.50 non-refundable deposit fee will be collected with your application. Once the deposit is paid, your application will then be assigned a permit number and placed in the queue for the Official Review.

NOTE:

If you require existing floor plans, applicants can retrieve them from the Building Division. We require a non-refundable \$30.75 research fee payable by cash, cheque, or debit only (this fee is separate from your building permit fees). Once we receive payment, we can email the drawings to you. Please be aware that our records go back about 30 to 40 years so if your building is older, we may not have records.

NOTE:

Sign permits are separate from tenant improvements. There may be development permit requirements for your sign. Ensure you check with our Planning Department for development permit requirements for your sign.

NOTE:

It is strongly recommended to obtain approval of your drawings from the Health Department before applying for your building permit for clarity in the design you are proposing. It’s also to ensure all plumbing and layouts are acceptable prior to applying for your permit so there’s no changes later in the permit process.



TENANT IMPROVEMENT CHECKLIST

Please submit all information at once. Each application must include this form and all accompanying documentation to be accepted. This form can also be found at www.mission.ca/tenant-improvement.

It is the owner's/tenant's obligation to ensure existing infrastructure was done with previous permits. Any work not previously permitted must be addressed through this Tenant Improvement permit.

Property Address: _____ **Contractor's Business License #:** _____

Zone: _____ **Plumber's Business License #:** _____

Applicant to fill out completely prior to submission. **Plumber's Trade Qualification #:** _____

1. ADMINISTRATIVE ITEMS	Yes	N/A	OFFICE USE	
			Accepted	Not Accepted
a. Have you supplied Owner's Undertaking? Owner's Undertaking Form ? ➤ NOTE: All permits require this form; this form states that the owner is aware of the changes performed on the property.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
b. If you are not the owner but the applicant acting on behalf of the owner, have you provided a completed Agent Appointment Form ? (ie: Contractor, builder, family member not on title) ➤ NOTE: If Agent is a Company Name or under a Corporate Number , you need to provide a BC Online Corporate Summary dated within 30 days? You can call 604-775-5525 to obtain a copy of the Corporate Summary or we can provide one for \$59.50 (this fee will be added to your building permit fees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Have you provided a Certificate of Title (also known as a Title Search) (ltsa.ca) dated within 30 days? ➤ NOTE: If the owner is a Company Name or under a Corporate Number you need to provide a BC Online Corporate Summary dated within 30 days? You can call 604-775-5525 to obtain a copy of the Corporate Summary.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
➤ Upon reviewing your Certificate of Title (also known as a Title Search) did you notice any registered documents such as covenants, easements, rights of way, Building Scheme or any other court decided document NOT including mortgage, priority agreements or assignment of rent)? Not required if you are in a strip mall. ➤ If YES , please provide complete copies (all pages) of the covenants, easements, rights of way, building schemes and any other court decided documents NOT including mortgage, priority agreements or assignment of rent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>➤ You can obtain these documents from ltsa.ca or from a notary or lawyer and they do not need to be dated within 30 days.</p>				
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			OFFICE USE	
2. PROVINCIAL REQUIREMENTS	Yes	N/A	Accepted	Not Accepted
<p>➤ a. Does your business involve the sale of liquor or cannabis?</p> <p style="padding-left: 20px;">If Yes, have you received approval from the Liquor and Cannabis Regulation Branch?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>➤ b. Does your business require other agency approvals (ex. Technical Safety BC)?</p> <p style="padding-left: 20px;">If Yes, have you received approval from the other agencies?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>➤ <input type="checkbox"/> If Yes, have you received approval from the other agencies?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. PLANNING COMPLIANCE	Yes	N/A	Accepted	Not Accepted
<p>a. Have you filled out and attached the Planning Compliance form? Please complete both pages of the form attached. (including Fire Interface Development Permit if applicable)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. SERVICING COMPLIANCE	Yes	N/A	Accepted	Not Accepted
<p>a. If you require discharge of special wastes in your building for your tenant improvement as defined by the Sewer Bylaw you will require a Special Wastewater Discharge permit through the City of Mission's Engineering Department.</p> <p>➤ If Yes, have you contacted the City of Mission's Engineering Department at 604-820-3736</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. BUILDING AND SITE COMPLIANCE	Yes	N/A	Accepted	Not Accepted
<p>a. Have you provided 3 sets of drawings that follow the examples of the code analysis? It is strongly recommended to obtain approval of your drawings from the Health Department before applying for your building permit: (Refer to the Guide)</p>				
<p>i) Architectural Plans?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>ii) Floor Plans? (Present layout and proposed layout)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>iii) Elevations? (As Required)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>iv) Mechanical?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>v) Plumbing?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>vi) Electrical? (if you are including a fire alarm system the electrical drawings are to be engineered)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

vii)	Fire Suppression System (Sprinklers to NFPA13)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
viii)	Key plans (Indicating the building, adjacent tenant uses and occupancies of surrounding units)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

			OFFICE USE	
5. BUILDING AND SITE COMPLIANCE - continued	Yes	N/A	Accepted	Not Accepted
b. Does your building comply with BC Building Code 9.36 or Part 10 either prescriptive or ASHRAE90.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Does your building have "T" Bar ceilings and other equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes , have you provided a signed and sealed Schedule B for seismic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Does your business have a racking system and storage greater than 8 ft in height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes , have you provided Engineered drawings and a Schedule B will be required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Are you adding a mezzanine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes , have you provided structural plans and other disciplines as needed with a signed and sealed Schedule B ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. If your project requires a Structural Engineer, have you provided 3 sets of Sealed Structural Drawings with a Schedule B per the BC Building Code ? (As required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Your project may require sprinklers. Please refer to the attached Fire Sprinkler Bylaw 5679-2017) to determine if this is applicable to your application. ➤ If applicable , have you provided 3 sets of Sprinkler Drawing with calculations accompanied by a Schedule B sealed by Fire Suppression Engineer ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I affirm and certify that all the information and answers to questions herein are complete, true and correct to the best of my knowledge and belief. I understand that any misrepresentation, falsification, or omission of any facts called for in the application may render this application void and will be cause the application to be returned, when discovered.

Name of Applicant (please print)

Signature

Date

OFFICE USE ONLY

Application Accepted for Official Review

Return to Applicant

Signature of Plan Reviewer

Date

Additional Comments:

OFFICE USE
ONLY
COMMENTS:

OFFICE USE
ONLY
COMMENTS:

OFFICE USE
ONLY
COMMENTS:

DETAILED CODE ANALYSIS

To assist in processing your application, the designer(s) provide this department with a detailed code analysis of your building.

The following is an "EXAMPLE ONLY" of some of the sections of the BC Building Code this analysis should address. Please expand on this information to fully explain your proposal.

- Use of the unit and the surrounding units.
- Building Area, existing and proposed,
- Construction requirement under 3.2.2
- Type of construction permitted and used,
- Fire separation ratings from 3.2.2.,
- Separation of suites for 3.1 and 3.3,
- Firefighting provisions,
- Fire alarms
- Fire sprinklers and standpipes,
- High rise requirements,
- Exiting requirements,
- Occupant load calculations,
- Washroom requirements both required and provided,
- Physically disabled accessibility requirements.
- Compliance to Part 10 or ASHRAE90.1 or NECB
- Special requirements for hazardous substances.



PERMIT #: _____

ROLL #: _____

DATE RECEIVED: _____

DATE APPROVED: _____

BUILDING PERMIT APPLICATION

Please Print

INSPECTION SERVICES DEPARTMENT

Site Address: _____

Legal Description: _____

Value of Construction: _____

PERMIT TYPE

- SINGLE FAMILY DWELLING
- MANUFACTURED / MOBILE HOME
- TWO FAMILY DWELLING
- MULTI-RESIDENTIAL
- COMMERCIAL
- INDUSTRIAL
- INSTITUTIONAL

DESCRIPTION

- NEW CONSTRUCTION
- ADDITION
- ALTERATION / RENO
- TENANT IMPROVEMENTS
- SECONDARY SUITE
- DEMOLITION
- SPECIAL INSPECTION

- OTHER: _____
- ACCESSORY BUILDING
- SIGN
- GARAGE / CARPORT
- WOODSTOVE
- SPRINKLER
- SERVICES

BRIEF DESCRIPTION OF PROJECT: _____

Business Name: _____ Business Licence # (if applicable) _____

APPLICANT

NAME: _____

ADDRESS: _____
HOUSE/STREET CITY PROVINCE POSTAL CODE

PHONE: _____ E-MAIL: _____ FAX: _____

PROPERTY

NAME: _____

OWNER

ADDRESS: _____
HOUSE/STREET CITY PROVINCE POSTAL CODE

PHONE: _____ E-MAIL: _____ FAX: _____

BUILDER

NAME: _____

ADDRESS: _____
HOUSE/STREET CITY PROVINCE POSTAL CODE

PHONE: _____ E-MAIL: _____ FAX: _____

I HEREBY CONFIRM THAT THE INFORMATION SUPPLIED IN SUPPORT OF THIS APPLICATION IS TRUE AND CORRECT: _____

OWNER OR AGENT SIGNATURE

OFFICE USE
ONLY
COMMENTS:

District of Mission Building Bylaw 3590-2003

OWNER'S UNDERTAKING

Re: **Property Address:** _____

Legal Description: _____

Permit #: _____

This line to be completed by the District of Mission

This undertaking is given by the undersigned, as the *owner* of the property described above, with the intention that it be binding on the *owner* and that the District of Mission will rely on same.

I confirm that I have applied for a *permit* pursuant to Building Bylaw 3590 –2003 and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections there under.

Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility, whether or not any work to be performed pursuant to the *permit* applied for is done by me, my *agent*, a contractor or a *registered professional* to ensure compliance with the *Building Code* and the Bylaw.

I am not in any way relying on the District of Mission or the *Building Official* of the District of Mission, to protect the *owner* or any other persons as set out in the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the District of Mission or its *Building Official*.

Owner's Information:

Name: _____

Address: _____

Telephone: _____ **Email:** _____

Contact Person: _____

Telephone: _____ **Email:** _____

Date: _____

Signature: _____



DEVELOPMENT SERVICES DEPARTMENT

AGENT APPOINTMENT

"I (We) the undersigned, being the registered owner(s) of the property located at _____

Property Address

_____ (the 'property') hereby irrevocably appoint

Property Address

_____ of _____

Name

Company

_____, _____ as the agent

Telephone

Email

for all purposes, including the granting of all undertakings, in respect of:

- an application for land development and any matters that are directly or indirectly related to the development application;
- the granting of any undertakings, in respect of an application for a building permit in accordance with the provisions of Building Bylaw 3590-2003 and any other matters that are contained directly or indirectly within the provisions of the bylaw"; and/or
- the demolition of a building(s) on the property.

Signature (registered owner)

Name (please print)

Signature (registered owner)

Name (please print)

Signature (registered owner)

Name (please print)

Dated _____

This form must be completed by the home designer or architect and submitted with the Pre-Application Submission Review Checklist when applying for a building permit.

Property Address: _____

Zone of Property: _____

1. I have checked the [zone](#) and my plans comply with the allowable:

- | | | |
|---------------------------|------------------------------|-----------------------------|
| a. Use(s) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Setbacks | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Building Height | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Lot Coverage | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered **No** to any of the above, you will be required to obtain a Development Variance Permit from Council, and **a Building Permit will not be issued until this is addressed.**

2. I am aware of, have shown, or addressed all:

- | | | |
|--|------------------------------|-----------------------------|
| a. Right-of-Ways | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Easements | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Covenants (design, no-build, etc.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

3. Do you need a **Development Permit** for any of the following?

a. **Riparian Area Protection Regulation?**

Is the building within 30 metres of a watercourse? Yes No

If **YES**, have you provided a completed [Riparian Areas Protection Regulation Assessment Report](#) that has been registered with the Province of BC? Yes No

If you answered **Yes** to the above, you will be required to obtain an Environmental Development Permit.

A Building Permit will not be issued until this is addressed.

b. **Geohazard Report?**

Does this site need a site-specific geotechnical report as listed on title? Yes No

If **YES**, have you provided a site-specific geohazard report? Yes No

([Assistance to Developers and Building Permit Applicants Undertaking Landslide Hazard Assessments](#))

Note: The Building Inspector may ask for a geotechnical report even if there isn't one registered on title, based on site conditions or where the home is placed on the lot.

If you answered **Yes** to the above, you will be required to obtain a Geohazard Development Permit.

A Building Permit will not be issued until this is addressed.

c. **Fire Interface?**

Is this building within the District of Mission's [Fire Interface Development Permit Area: Map 17 Fire Interface DP Area](#) (OCP Bylaw 5670-2017, Appendix C)? Yes No

If **YES**, have you designed your building to comply with the District of Mission's [Fire Interface Guidelines](#)? Yes No

If you answered **Yes** to the above, you will be required to obtain and address any design issues in a Fire Interface Development Permit.

A Building Permit will not be issued until this is addressed.

Name of Owner or Agent (please print)	Signature	Date
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DESIGNER MUST COMPLETE THIS PORTION

Form and Character Development Permit

Does the development address the requirements of the Form and Character Development Permit and with all restrictive covenant(s) listed on title?

If NO, please explain.

NOTE: Depending on the restrictive covenant, there may be instances where the District cannot consider modifications.

Designer's Recommendation: Approve Deny Request Modification

Name of Designer (please print)	Signature	Date
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