

Planning Preliminary Review

REQUIRED

SUBMITTED

- The Zoning Bylaw regulates what type of business is permitted within the City; the proposed use and available parking should be discussed with Planning staff prior to proceeding with a building permit application

Building Permit Administrative Requirements

- Building Permit Application (complete)
- Application Fee
- Appointment of Agent form (if applicant is not the owner of the property)

Business Details (indicate on site plan)

- Business name and type of business
- Business license number and status (existing businesses moving to a new location or new businesses must contact Business Licensing)
- Type of business previously located in suite
- Indicate if proposed use involves flammable material, dust or chemical emissions

Site Plan or Key Plan

- Dimensions of site, including a north arrow and street names.
- Building dimensions and location on lot, including vehicle access and number of parking stalls
- Building area and number of floors
- Street address, floor and tenant suite number (current key plan of building with unit numbers)
- Indicate area to be developed and adjoining tenant occupancies
- Exiting for the tenant space and all other suites on the floor where the construction/alterations will occur

Floor Plans (to scale ¼"=1'0 or 1:50)

- Existing and proposed construction
- All outside dimensions of tenant space and total area in square meters or feet
- Dimension and use of all rooms and areas
- Interior partitions, including height of partitions
- All door sizes, direction of door swing and corridor widths
- All plumbing fixtures; identify as new or existing
- Seating, tables, and other millwork

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Construction Details	Required	Submitted
• Wall structure (cross-sections or written description)	<input type="checkbox"/>	<input type="checkbox"/>
• Fire resistance rating and the tested listed assemblies of any required fire separations, new and existing	<input type="checkbox"/>	<input type="checkbox"/>
• Fire stopping / blocking details for all service penetrations of fire separation	<input type="checkbox"/>	<input type="checkbox"/>
• Structural changes	<input type="checkbox"/>	<input type="checkbox"/>
• All exit sign, emergency lighting and fire alarm pull station locations	<input type="checkbox"/>	<input type="checkbox"/>
• Washrooms, doors and ramp designs meeting the accessibility requirements (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>

Additional Items:

• Health approval (VIHA) stamped on floor plan, for pools, spa, tattoo, body piercing, food and beverage services	<input type="checkbox"/>	<input type="checkbox"/>
• Structural drawings and Letter of Assurance (Schedule B) – for structural changes within Part 3 Buildings or where a change of occupancy triggers the requirement for seismic upgrading	<input type="checkbox"/>	<input type="checkbox"/>
• Sprinkler layout indicating existing and proposed installations; sprinkler contractor’s name and business license number (A Mechanical Engineer’s design and review will be required where more than 8 heads are added or 20 heads relocated)	<input type="checkbox"/>	<input type="checkbox"/>
• Isometric Plumbing drawings for plumbing changes, including name & phone number of plumber	<input type="checkbox"/>	<input type="checkbox"/>
• Plumber’s Declaration Form	<input type="checkbox"/>	<input type="checkbox"/>

Review Process:

1. Applicant meets with Staff to determine if the use is permitted and if any other regulations or processes need to be considered.
2. Applicant and Building Inspector meet to review application.
3. Building Inspector reviews the site.
4. Building Inspector reviews plans and indicates any required changes to the drawings to ensure the proposed construction meets local bylaws and BC Building Code standards.
 - The applicant is responsible to have drawings revised to reflect the required changes. Building Permits are issued with the condition that the construction is to be done as per the approved drawings.
 - The permit holder must call the Building Inspector to schedule inspections at the intervals noted on the inspection card enclosed with the permit package. The approved drawings must be on site for all inspections.

OFFICE USE ONLY:

Date Received:

Permit No.: