New Westminster

511 Royal Avenue
New Westminster BC
V3L 1H9

604 521 3711
info@newwestcity.ca
newwestcity.ca

Tenant Improvement Permit Application Package

The purpose of this guideline is to assist the applicant through the Tenant Improvement Building Permit Process. This guide will provide the customer with information on the City's requirements for permits and inspections. At any time during the course of the process please feel free to call staff for assistance or clarification.

What approvals are required?

1. **Business License:**
   - Confirms proposed use is in compliance with the City's Zoning Bylaw
   - Ensures compliance with the City's Business License Bylaw

2. **Fraser Health Approval:**
   - The following uses will require approval from Fraser Health Authority, Environmental Health Officer
     - All food premises where food or drink is handled, prepared, stored or served
     - Personal Service Facilities such as: Hair Salons, Tanning Salons, Tattoo parlours, Spa facilities (nails, estheticians, skin care)
     - any business that provides a service to or on the body of another person
   - Schools and day care facilities

3. **Building Permits are required when you wish to:**
   - change the use or occupancy of a tenant space;
   - repair, renovate or add to an existing building;
   - remove, relocate, alter or construct interior walls;
   - complete a previously unfinished area in an existing tenant space;
   - alter or upgrade an existing fire alarm system
   - install a new fire alarm system

4. **Plumbing/Sprinkler Permits are required when you wish to:**
   - install new plumbing fixtures
   - install, replace or alter water, drain, waste and vent lines
   - alter an existing fire sprinkler system;
   - install a new fire sprinkler head and/or system
   - Note: A Building Permit is also required whenever a Plumbing Permit is required

If you are unsure whether the work you are performing requires a permit,
Please contact the Building Department for more information.

Contact the Building Department at
604-527-4580 or email inspections@newwestcity.ca

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Processing of Building/Plumbing/Sprinkler Permit Applications:

Processing of a permit application for compliance with the bylaws of the City is dependent on:

- volume of applications currently in progress;
- the complexity of the project;
- the ***accuracy*** of the application;
- if a development variance permit *or rezoning* is required
- the compliance of the plans with the applicable zoning and other bylaws including the current edition of the building code;

Issuance of a Building, Plumbing or Sprinkler Permit:

A Permit will be issued following the acceptance of plans showing compliance with City Bylaws and other applicable enactments and the payment of the appropriate permit fees. Please note that contractors are required to have valid trade qualification identification for sub-trade permits and a current Business License with the City.

NOTE: *No excavation, shoring, erection, alteration, enlargement, repair, removal, move or demolition of any building or structure, part thereof, shall be commenced or undertaken without a permit being first obtained from the Building Department. A double permit fee shall apply if the work has commenced without obtaining a Building Permit.*

Inspections:

- inspections must be requested by the owner or his agent;
- all work being inspected must be complete and ready prior to inspection;
- work must not proceed past any of the stages listed without prior clearance;
- the street address and permit card must be posted in a visible location on the site;
- the approved permit plans and all prior inspection notices, including plumbing notices, are to be available on site for all inspections.

No person shall use or occupy or cause or permit to be caused or occupied any building or part thereof until he has received an Accepted FINAL Building Inspection from the Building Official.

RELATED SERVICES

Planning Department
511 Royal Avenue
New Westminster, BC V3L 1H9
604-527-4532

Health Department
Unit 218 – 610 Sixth Street
New Westminster, BC V3L 1C2
604-777-6740

Tree Protection & Regulation Bylaw
511 Royal Avenue
New Westminster, BC V3L 1H9
604-636-4318

Natural Gas & Electrical Inspections
Technical Safety BC
contact@technicalsafetybc.ca
1-866-566-7233

Land Registrations, Easements, Rights-of-Way
BC Land Title and Survey Authority
#500 - 11 8th Street
New Westminster, B.C. V3L 5B3
604-630-9630

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TENANT IMPROVEMENT APPLICATION CHECKLIST

Project Address: _____

Proposed Work: ☐ New ☐ Alteration ☐ Repair

☐ Commercial ☐ Industrial ☐ Other _____

All plans and information submitted must be of an appropriate scale with sufficient detail to establish compliance with the building code and the bylaws of the city. The plans are to be **legible** and of **suitable quality** for archival storage. **If you are unable to draw appropriate plans, then you must obtain the services of a qualified person.** Drawings will be accepted in either metric or imperial, but all documentation must be consistent throughout in one standard only.

REQUIRED DOCUMENTATION	Required	Submitted
Permit Application Form	✓	
Letter of Authorization (*Signed by every person on Title*)	✓	
Letter of Authorization Strata Council *(For Strata units only)*	✓	
Title Search *(no older than 48h old – obtain from BCLTSA office)*	✓	

EXISTING BUILDING INFORMATION	Yes	No
How many storeys high is the building?		
Is the building sprinklered?		
Is there a fire alarm system?		
Will there be alterations or additions to the sprinkler system?		
Any alterations to the plumbing system?		
Is there a grease interceptor existing?		
Any changes to the mechanical system?		
Is food handling involved in the use?		
Storage of Dangerous goods?		
Storage / Use of combustible or flammable liquids, gases, etc?		

Note: Any plumbing and/or electrical work must be completed by a trades qualified professional. An owner/tenant is not permitted to do their own work. Appropriate permits are required.

If you are unsure whether the work you are performing requires a permit,
Please contact the Building Department for more information.

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Please ensure that your permit drawings meet all of the below requirements. Should the drawings not contain required information, your permit application will not be accepted

REQUIRED DRAWINGS – (3 Copies are required,)		Submitted	Not Req'd	Required
Key Plan *	Full Floor Plan showing location of tenant space			
Min. Scale:				
1:100 or 1/8"=1'-0" *(if plans exceed A2 paper, may be reduced to 1:200 or 1/16" = 1'-0")*				
Suite Floor Plan	Existing space layout with room uses identified			
Min. Scale:	Proposed demolition work			
1:50 or 1/4"=1'-0"	Proposed space layout with room uses identified (fully dimensioned) Include door sizes, window locations, fixture layouts, location of electrical panel & smoke detectors			
Construction Details	Fire Resistance Rated walls			
Min. Scale:	Interior Partition walls			
1:20 or 1/2" = 1'-0"	Floor / Ceiling details			
	Firestopping Details			
	Materials Specification Sheet *(listed firestopping product)*			

STRUCTURAL ENGINEERING CHECK		Submitted	Not Req'd	Required
Engineering Required? ☐ Yes ☐ No ☐ Unsure– Contact Building Department for further information **Designed Under?** ☐ Part 3 ☐ Part 4 ☐ Part 9				
Signed / Sealed Structural Drawings – 2 copies				
Schedule B signed & sealed by Professional				
Schedule A , required for projects with more than 1 Professional				
Letters of Assurance	Coordinating Professional			
(provide name of professionals)	Architectural:			
	Seismic:			
	Structural:			
	Other:			
	Other:			

Notes: _____

_____

_____

**NOTE: THIS IS NOT AN EXHAUSTIVE LISTING OF ALL BYLAW AND BUILDING CODE REQUIREMENTS. ADDITIONAL INFORMATION MAY BE REQUIRED. **
**INCOMPLETE APPLICATIONS WILL BE TURNED AWAY*

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Application Form

To help expedite submission of your application, please fill out ALL fields related to your project prior to attending the Application Review counter located at the Building Division on the main floor at City Hall.

JOB/PROJECT ADDRESS (Please ensure the correct and complete addressing is provided. Compete this section carefully)

Street: _____ Number: _____

City: _____ Postal Code: _____

The person signing the application form must complete this area. It is recommended that the owner of the property applies for and picks up the Building Permit.

Applicant Name: _____

Company Name: _____

Mailing Address: _____

City: _____ **Postal Code:** _____

Email Address: _____

Phone Number: _____

Business License Number: _____

You are the following (Please Check one):

- Property Owner ☐
- Registered Professional ☐
- Agent for Owner ☐
- Agent for Tenant ☐
- Tenant ☐
- Design Professional ☐
- Contractor ☐

Check applicable boxes (tick all that are applicable)

Construct a new building ○ Single Family Dwelling ○ Commercial ○ Multi Family ○ Accessory Building ☐	Demolish ○ Single Family Dwelling ○ Commercial ○ Multi Family ○ Heritage Building ○ Accessory Building ☐	Move building from another site ☐
Alterations to the Exterior ☐	Construct partial – framing, etc ☐	Move building on the same site ☐
Alterations to the Interior ☐	Change of use ☐	Install a pool ☐
Alterations to legalize a suite ☐	Add or Add & Alter to an Existing Building ☐	Upgrade seismic ☐
Alter Hertiage Building ☐	Construct new or repair existing Retaining Wall ☐	Upgrade sprinkler ☐
Building Envelope Repair ☐	Prefabricated structure placed on site ☐	Fire Damage Repair ☐

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Project Description: _____

_____

What is the value of the work proposed? (Include cost of plans, material and labour)

$ _____

Will any of the following be altered/repaired/installed?

Plumbing ☐ Sprinkler ☐ Outside Services ☐ Hydronic Heating ☐

If you have checked any of the above boxes– please be aware that a separate application for the above services will need to be applied by contractor.

Electrical ☐ Gas ☐

If you have checked any of the above boxes– please contact Technical Safety BC for permits

COMPLETE THE FOLLOWING FOR ALL APPLICATIONS

Property Owner Name 1: _____

Property Owner Name 2: _____

Address: _____

City: _____ Postal Code: _____

Phone Number: _____ Cell: _____

Email Address: _____

Is the owner aware of this application? ☐ Yes ☐ No

Contractor/Builder's Name: _____

Business Name: _____

Address: _____

City: _____ Postal Code: _____

Phone Number: _____ Cell: _____

Email Address: _____

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As owner or owner's agent, I have verified that the information contained within this document and associated applications and plans is correct, and describes a use, a building or work, which complies with all relevant by-laws and statutes. I understand that personal information contained in this form will not be released to the public except as required by law; however all associated applications and plans will be made publicly available during the development or building application process. I acknowledge that responsibility for by-law compliance rests with the owner and the owner's employees, agents and contractors. I will indemnify and save harmless the City of New Westminster, it's officials, employees and agents all claims, liabilities and expenses of every kind, in respect to anything done or not done pursuant to this application or fact sheet or ensuing permit, including negligence and/or the failure to observe all by-laws, acts or regulations.

I understand that the Building Bylaw makes it incumbent upon the Owner to call for inspections of the work at certain stages in the work. The failure of the owner to call for such inspections is an offence under the Bylaw. The Building Official shall not be responsible for any inspection not called for or damages, direct or indirect rising from such failure.

The person signing this application form, if not the owner, acknowledges that the undersigned is an agent for the owner and that they are authorized to bind the owner who is deemed to know of and understand the contents of this form.

Signature of Applicant: _____

(By Signing, I am acknowledging the above waiver)

Print Name: _____ **Date:** _____