



Commercial Tenant Improvement Building Permit INFORMATION HANDOUT

District of North Vancouver
Building Department – 355 W Queens Rd, North Vancouver, BC V7N 4N5
Questions about this form phone: 604-990-2480 or email:
PlanCheckQuestionNSF@dnv.org

PURPOSE

This bulletin provides general information to owners, designers and contractors, on the building permit requirements for commercial, industrial, and multi-residential tenant improvements. It is a convenience document that addresses common issues. Not all requirements are applicable to every project and other requirements may arise.

WHEN IS A TENANT IMPROVEMENT PERMIT REQUIRED?

Any new construction, interior and exterior alteration, addition to a structure, temporary building/structures, accessory buildings more than 100sf.ft (10sq.m) and change of use to an existing building in the District.

- ❖ Alter the interior (remove, renovate, repair or build interior wall, partition, or floor assemblies)
- ❖ Alter the exterior façade of the existing building
- ❖ Alter/add a mezzanine or a storey within an existing building
- ❖ Re-piping
- ❖ Add floor area to an existing building
- ❖ Change the use or occupancy of a tenant space (e.g. office to restaurant)
- ❖ Alter/install commercial kitchen exhaust system
- ❖ Alter/install racking, walk-in cooler, spray booth
- ❖ Alter/install a shed, gazebo, or patio structure more than 600mm above grade
- ❖ Upgrade/install fire alarm systems
- ❖ Alter fire sprinkler systems
- ❖ Voluntary seismic upgrades
- ❖ Any other works building officials deem necessary

GENERAL

1. Contact Business License to confirm permitted uses and required off-street parking. Phone 604 990 2480.
2. Exterior work (changes to doors, windows, landscaping, paving, building finishes etc.) in a Development Permit Area requires a development permit. Phone 604 990 2480.
3. Contact Engineering Development for upgrade requirements related to service connections and sidewalk upgrades. Phone 604 990 2450.
4. Contact Transportation Engineering for a Highway Use Permit. Phone 604 990 2450.
5. Review the District of North Vancouver's Bylaw 8271, Sections 12.28 to 12.34 for fire sprinkler requirements. Changes in use or occupancy or significant alterations may require the building to be sprinklered.
6. Alternative Solution reports and DNV "Application of Alternative Solution" forms are to be signed by a registered professional/ building code consultant and submitted to the District through the Coordinating Registered Professional's office.
7. District of North Vancouver and Metro Vancouver Development Cost Charges may be applicable.
8. An architect is required for most tenant improvements under the Architect's Act, including mezzanine additions. An architect is not required for projects that are only mechanical, electrical or structural.

OTHER REQUIREMENTS

1. Contact **Vancouver Coastal Health (VCH)** if the business involves a childcare facility, food handling, or personal service establishments (refer to the Vancouver Coastal Health Approval list attached) prior to applying for a building permit application. Contact VCH at 604 983 6800 to determine their submission requirements. Once approval by VCH has been granted, submit to the District of North Vancouver 1 original set of drawings stamped and approved by VCH.
2. Contact **Metro Vancouver Information Centre** for information and assistance on grease interceptor requirements. Phone 604 432 6200.
3. For permitting procedures regarding hazardous materials, e-mail: building@dnv.org



Commercial Tenant Improvement Building Permit SUBMISSION REQUIREMENTS

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The following is general information on requirements for tenant improvement building permit applications. To apply for a tenant improvement permit or for questions about permit submission requirements, please contact building@dnv.org, or a Customer Service Clerk at 604 990 2480.

FORMS, SCHEDULES AND DOCUMENT				Staff Use
Documents	Copies	Details	Notes	Accepted
Building Permit Application	Digital or 1 paper copy	Mandatory , must be ink-signed by both owner and witness, dated and addressed.	dnv.org web page	
Strata Approval	Digital or 1 paper copy	If applicable, may be required from strata council for tenant improvements in a strata titled building.		
Construction Fire Safety Plan	Digital or 1 paper copy	If required for submission, a demo/construction fire safety plan per BC Fire Code section 5.6 may be required for our review in addition to be on site at all times.	Submit digitally to firesafetyplans@dnv.org	
Appendix X	Digital or 1 paper copy	If applicable, all works must comply with additional BC Fire Code requirements.	Request Appendix X form from building@dnv.org	
Development Permit	Digital or 1 paper copy	If applicable, exterior works in Development Permit Area (DPA) may require pre-building permit approvals from planning or environment.	For more info visit www.dnv.org/dpa	
Schedule A**	Digital or 1 paper copy	If applicable, confirmation of commitment by owner and Coordinating Registered Professional. All documents must be original, ink-signed/sealed.	Refer to BCBC Div. C Subsection 2.2.7, AIBC, or EGBC for guidelines.	
Schedule B**	Digital or 1 paper copy	If applicable, documents the specific BCBC items within each discipline for which a registered professional of record will be undertaking design, field review and functional testing. All documents must be original, ink-signed/sealed.	Refer to BCBC Div. C Subsection 2.2.7, AIBC, or EGBC for guidelines.	
Confirmation of Professional Liability Insurance	Digital or 1 paper copy	If applicable, this District form must be filled out and ink-signed/sealed with an accompanying active insurance certificate, for every required schedule A and/or B.	MRL BLD 120	
Request for Alternative Solution	Digital or 1 paper copy	If applicable, this District form is to be signed by a registered professional and building code consultant and submitted to the District through the Coordinating Registered Professional's office	dnv.org web page	
VCH Approval	Digital or 1 paper copy	If applicable, submit signed review and stamped drawings from Vancouver Coastal Health		

**BCBC 2018 Professional Design and Review applies to buildings within the scope of Part 3 and Part 9 designed with common egress systems and firewalls, and structural components not within scope of Part 9, geotechnical conditions not within scope of Part 9, sprinkler systems, standpipe and hose systems NFPA 14.

All digital submissions must be sealed with a Notarius digital seal, and have an image of the professional seal, signature, date and practice number for professional engineers. Refer to AIBC Bulletin 60 and EGBC guidelines

DRAWINGS AS NEEDED - Drawings must be legible and submitted on sheets no smaller than 11 inches x 17 inches with a maximum size of 24 inches x 36 inches.				Staff Use
Drawings	Copies	Details	Notes	Accepted
Site or Key Plan	Digital or 2 paper copies	Show entire building on lot, property lines, parking layout, street names, north arrow, location of tenant space within building, adjacent tenants (side, above and below), and any existing firewall.	Scale 1/8" = 1'-0" (1:100)	
Architectural floor plan	Digital or 2 paper copies	Draftsman quality (double line drawings), showing locations of the following: exits, stairs, and corridors including travel distance measurements. For all areas include: <ul style="list-style-type: none"> Window and door sizes; door and hardware schedule Use of all rooms Dimension and detail washrooms Existing and proposed wall with new wall schedule; specify fire resistance rating and construction of wall, floor and ceiling assemblies adjacent to other tenants Specify exit signs, emergency lighting, and fire alarm devices, if applicable Accessibility 	Refer to Special Conditions (next page) for restaurants	
Architectural Elevation	Digital or 2 paper copies	Required for all new and existing buildings where exterior work is contemplated: <ul style="list-style-type: none"> Exterior details of construction and finish materials Specify all window and door openings Provide spatial separation calculations (percentage of openings and fire resistance rating) Exit protection, if applicable 		
Architectural Cross Section	Digital or 2 paper copies	<ul style="list-style-type: none"> Section view of the building showing new construction for partition walls, demising walls, floor, ceiling and roof assemblies Specify clear height of rooms and at stairs 		
Architectural Details	Digital or 2 paper copies	<ul style="list-style-type: none"> Construction details of stair (dimension rise, run, width and include number of risers & runs), guard, and handrail Building envelope details, wall construction Fire-resistance rating details of required fire separations; specify ULC standards or other Canadian tested assemblies Fire stop details for service penetrations of fire separations e.g. piping, electrical wiring, etc. 	Scale 1/2" = 1'-0" minimum (1:25)	
Architectural Roof Plan	Digital or 2 paper copies	Indicate all roof top mechanical units, dimensions, setbacks from roof edges, skylights, accessible decks, guardrails, planters, landscape, standpipe		
Architectural Reflected Ceiling Plan	Digital or 2 paper copies	Indicate lighting fixtures, HVAC, bulkheads, ceiling heights, emergency lighting, exit signs, etc.		
Structural Plan	Digital or 2 paper copies	Indicate all structural changes, awning, racking (over 8'-6" high), approved anchor bolts, penetrations, approved fire stops, and adequate support for fans, lighting, suspended/solid ceiling, hot water tanks, ductwork, mechanical units, etc. Specify climatic data (Refer to DNV Climatic Data)	Ink-signed/sealed documents by an engineer with a Schedule B.	

DRAWINGS AS NEEDED - Drawings must be legible and submitted on sheets no smaller than 11 inches x 17 inches with a maximum size of 24 inches x 36 inches.				Staff Use
Drawings	Copies	Details	Notes	Accepted
Electrical Plan	Digital or 2 paper copies	<ul style="list-style-type: none"> Identify the location of the electrical panel, exit signs, emergency lightings, etc. Include electrical load calculations, if increasing loads Fire alarm system upgrade, a registered professional is required to submit signed and sealed original drawings with a Schedule B 	Ink-signed/sealed by an engineer with a Schedule B for works involving: dental office, medical clinic, veterinary clinic, other related work.	
Electrical specification	Digital or 2 paper copies	<ul style="list-style-type: none"> For compliance with the electrical energy saving requirements of ASHRAE 90.1, NECB or the STEP Code, whichever is applicable. 	Ink-signed/sealed by an engineer	
Mechanical Plumbing Plan	Digital or 2 paper copies	Plumbing Plan: Specify piping layout of all fixtures, drain, vents, and water supply drawn and sized to the current BC Plumbing Code	Refer to Special Conditions (below) for grease traps and curbless showers.	
Mechanical HVAC Plan	Digital or 2 paper copies	HVAC plan: <ul style="list-style-type: none"> Specify mechanical ventilation system New mechanical equipment Commercial kitchen exhaust system for grease laden vapors: specify kitchen exhaust hood, duct work, makeup air, and hood fire suppression system Dust collection system Spray painting facility 	Signed and sealed by an engineer complete with a Schedule B for commercial cooking, dust collector, HVAC condenser, nail salon, spray booth, veterinary clinics, etc.	
Fire Suppression	Digital or 2 paper copies	<ul style="list-style-type: none"> Sprinkler drawings if altering an existing system or adding a new system. The sprinkler permit submission requires both plans and hydraulic calculations 	Altering or adding 6 or more sprinkler heads requires an engineer complete with a Schedule B	
SPECIAL CONDITIONS				
Restaurants	1	Include on architectural floor plans: <ul style="list-style-type: none"> Seating layout Washroom layout and provision for persons with disabilities Cooking equipment list Details of commercial exhaust hood and suppression system (per NFPA 96) Identify garbage area, storage area, and slop sink 	Submissions for commercial cooking kitchens require a submission in accordance with NFPA 96.	
Grease Traps		Metro Vancouver requires grease traps for food or beverage (coffee) establishments. A mechanical engineer is required for the design	For more info visit Metro Vancouver	
Curbless Showers		Contact the plumbing inspector for requirements. Phone 604 990 2252		
Parking		Additional parking may be applicable for additions and other new floor areas		
Additional Building Upgrades		Projects involving major additions or significant structural work may require upgrades to the remainder of the existing building, in accordance with the current edition of the BCBC.	Refer to Schedule B to Construction Bylaw 8271, 2017	
REQUIRED DIGITAL SUBMISSION				

ADDITIONAL INFORMATION & CLEARANCES	
Building Permit Fee	Building permit fee is based on the value of construction. At application, 50% of the building permit fee is paid. At permit issuance, the customer will pay the remaining balance of the permit fee, plus any other fees and securities, as are predetermined. Fees may be paid by cheque, cash, debit or credit card
Value of Construction	Cost of installation, including labour (contractor's fees / mark ups), material, and professional consultant fees; excludes land cost
Security Deposit	Security deposits may be paid by cheque, cash, debit, or Letter of Credit (no credit cards)
Development Permits, Exterior Alterations	Development Permits may be required for exterior works to a building or site located in Development Permit Areas. For more info email: planning@dnv.ca
Development Permits, Soil, Tree and Aquatic Permits	Development permits, soil, tree and aquatic permits may be required when any of these are affected on/near the property. For more info visit www.dnv.org/dpa . Tree permit is required for tree removal. Trees retained near construction work must be protected with hard fencing, extending to the tree drip line. Request or download form
Environment and Soil Permits	Fill out a soil permit questionnaire to confirm whether a soil or tree permit is required, and whether tree protection is required. Download form here
Development Cost Charges (DCCs)	DCCs may be levied on the increased floor areas to an existing building. For applicable rates and info visit DNV DCC (or search "how development funds services and amenities" at dnv.org) and Metro GVS&DD (or search "Development Cost Charges" at metrovancover.org).
Construction Bylaw	Projects involving major additions or significant structural work may require upgrades to the remainder of the existing building in accordance with Schedule B to Construction Bylaw 8271, 2017
Building Permit	Construction must commence within <u>six months</u> of building permit issuance and the project must be completed within two years
Sub-trade Permits	Sub-trade permits are taken out after the building permit is issued. These include: drainage, electrical, gas, and plumbing permits. The person doing the work must take out the permit, and if a contractor is doing the work, a valid business license for the current year must be in place with the District
Engineering upgrade requirements	<p>Required service upgrades as part of a tenant improvement permit are determined based on the value of the work of the Building Permit (BP), the proposed use or occupancy of tenant space, and the age and condition of current site services. A water meter and chamber installed to current DNV standards may be required regardless of the BP value (Waterworks Regulation Bylaw 2279).</p> <p>All building permits of value greater than \$150,000 will require new sewer (sanitary) service connections if the existing connections are 30 years old or older (Sewer Bylaw 6656). In addition, the following service upgrades will be required if the value of the works exceeds the following thresholds:</p> <ul style="list-style-type: none"> the replacement of any cracked/broken curbs and gutters and driveway crossing(s) if the BP value exceeds \$200,000 (Fees and Charges Bylaw 6481) new water service connection if the existing connection(s) is 20 years old or older and the BP value exceeds \$300,000 (Waterworks Regulation Bylaw 2279). <p>Civil design drawings and specifications prepared by a Professional Engineer (P.Eng.) will be required before issuing a BP. The applicant is responsible for all costs associated with the design and construction of service upgrades.</p>

VANCOUVER COASTAL HEALTH APPROVAL

This information is for convenience only. Contact Vancouver Coastal Health to determine approval requirements if your business involves food handling, personal services or childcare facilities. Approval by VCH is required prior to building permit application. Submit to the District of North Vancouver one sets of stamped drawings from VCH along with your building permit submission. We do not accept building permit applications without VCH approval.

<ul style="list-style-type: none"> ❖ Assembly Hall ❖ Bakery ❖ Barber Shop ❖ Beauty Salon ❖ Billiard hall ❖ Bottling Plant ❖ Body Rub Parlor ❖ Bowling Alley / Ancillary Coffee Shop etc. ❖ Cabaret / Night Club ❖ Caterer ❖ Commercial Building with Swimming Pool, Whirl pool, Hot Tub or Spa ❖ Commissary ❖ Community College ❖ Dairy Products Manufacturing ❖ Daycare 	<ul style="list-style-type: none"> ❖ Delicatessen ❖ Drinking Establishment ❖ Fishing Processing / Plant ❖ Fish Wholesale ❖ Food Establishment (limited service snack bar) ❖ Food Wholesale / Retail / Manufacturing ❖ Frozen Food Locker ❖ Frozen Processing Plant ❖ Funeral Parlor ❖ Grain Elevator ❖ Health Spa ❖ Hospital ❖ Hospital Food Service ❖ Ice Manufacturing ❖ Laboratory (Medical/Dental) ❖ Laundry 	<ul style="list-style-type: none"> ❖ Lunchroom ❖ Marina ❖ Massage Parlor ❖ Neighborhood Grocery Store ❖ Neighborhood Pub ❖ Personal Service Establishments ❖ Restaurant (full service) ❖ Restaurant (take-out / drive in) ❖ School (public or private) ❖ Skin Care Salon (electrolysis) ❖ Skin Care Salon (esthetician) ❖ Steam Bath ❖ Supermarket ❖ Swimming Pool (public) ❖ Tanning Salon ❖ Tattoo Salon ❖ Theatre ❖ Warehouse (food)
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The following information must be complete for your building permit application to be accepted. To avoid delays in obtaining your building permit, all the required documents, plans, and other information must be submitted at the time of application.

TO BE COMPLETED BY THE APPLICANT

Name of the Business:	
Address of the Business:	
Type of Business: (i.e. retail, office, warehouse)	
Type of Products Stored, if Warehouse or Manufacturing Facility:	
Total Floor Area of Suite:	
Previous Use of Suite:	
Occupant Load: Maximum Number of People to Occupy the Tenant Area at the Busiest Time and Day of the Year:	
Number of Employees, Including Employer(s):	
Number of Parking Spaces Allocated for This Suite:	

SPECIFY ADJACENT TENANT SUITES

	Suite Number	Tenant Name	Type of Business
Side			
Side			
Rear			
Above			
Below			

MEZZANINE OR SECOND STOREY

Are you adding a Yes No **sec** Or Mezzanine? Yes No

If yes, what is the floor area?

Mezzanine calculation:

40% open mezzanine, provide floor area for room or floor space in which the mezzanine is located: _____ ft² x .40 = _____ ft² or other _____

_ ft² x .10 = _____ ft² or other _____

A structural engineer is required to take assurance for the design and field review of all mezzanines or second storey construction, and provide letters of assurance (Schedule B)

PLUMBING FACILITIES

Number of Washrooms:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	Other, specify:
Number of Toilets Provided:	Male:			Female:	
Number of Universal Toilet Room(s):					