

**DEVELOPMENT SERVICES - Enquiry Centre**

Please note that applications requiring Health approval are reviewed for compliance with provincial Health regulations at the Vancouver Coastal Health offices located at #1200 - 601 West Broadway. In order to avoid subsequent changes to permit drawings, we strongly advise applicants to meet with Health prior to permit submission. Please contact Vancouver Coastal Health for more information at 604 675 3800.

If you have any questions regarding the information requested on this form, please call 604-873-7611 or 604-873-7613.

<b>Project Address:</b>	<b>BU/DB Number:</b>
-------------------------	----------------------

Drawings Required - Required scale 1/4" = 1'0" (1:50) unless otherwise specified in Notes, or if plans exceed standard A2 paper (2'x3') at the above-noted scale, then plans at 1/8" = 1'0" (1:100) scale may be acceptable.				Staff Use Only	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
Architectural Site Plan	2	Site Plans should include the following: <ul style="list-style-type: none"> <li>▪ Dimensions of site (including north arrow)</li> <li>▪ Location and dimension of all buildings on the site</li> <li>▪ Street names and location, as well as location and width of any lanes</li> <li>▪ Legal Description (Lot number, Block number, District Lot number, Plan number)</li> <li>▪ Street address, floor number and tenant suite number</li> <li>▪ Indicate area to be developed and adjoining tenants, including occupancy</li> </ul>	* Scale 1/16" = 1'0" (1:200)		
Architectural Floor Plans	2	Floor Plans should include the following: <ul style="list-style-type: none"> <li>▪ All outside dimensions of tenant space</li> <li>▪ Indicate total area of tenant space (total square metres or square feet)</li> <li>▪ Dimensions and uses of all rooms and areas</li> <li>▪ Indicate all door sizes and corridor widths</li> <li>▪ Indicate exiting for new tenant space and all other tenant spaces on the floor where construction or alterations will occur</li> <li>▪ Seating and counter layout for retail - limited food service - maximum 16 seats</li> <li>▪ Indicate location of any common washroom space</li> </ul>	(of affected area/s)		
Architectural Elevations	2	Elevations should include the following: <ul style="list-style-type: none"> <li>▪ Exterior cladding</li> <li>▪ Dimensions of exterior guards/details where applicable</li> <li>▪ Indicate all window/door opening</li> <li>▪ Indicate proposed work</li> </ul>	(if exterior changes being made, including windows and doors) Development permit or M/A may be required  (highlight/x-hatch)		

## Tenant Improvement for T.I.P.S Buildings and Field Review Applications cont'd

Drawings Required - Required scale 1/4" = 1'0" (1:50) unless otherwise specified in Notes, or if using 1/4" = 1'0" scale (1:50) for plans will require you to provide plans exceeding standard A2 paper (2'x3'), then plans at 1/8" = 1'0" (1:100) scale may be acceptable.				Staff Use Only	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
Architectural Construction Details	2	<p>Construction details should include:</p> <ul style="list-style-type: none"> <li>▪ Indicate wall structure (written description or cross sections)</li> <li>▪ Reflected ceiling plan</li> <li>▪ Sprinkler layout indicating existing and proposed installations</li> <li>▪ Details of air conditioning or heating units and duct work (include 2 copies of roof plan and elevation plans that show location and dimensions of units) (B1/B2 Letters of Assurance required)</li> <li>▪ Indicate the fire resistance rating of any required fire separations, new &amp; existing</li> <li>▪ Fire stopping details for service penetrations of fire separations</li> <li>▪ Indicate all exit signs, emergency lights and fire alarm pull stations</li> </ul>			
Structural	2		(if structural work taking place)		

Documents Required					
Document	Copies Required	Details	Notes	Copies Attached	Accepted
Application form/fees	1				
Owner's (Tenant Improvement) Undertaking Letter	1		Form letter available. All letters/documents must be originals with original signatures. No photocopy/fax/email copies will be accepted.		
Lessee's (Tenant Improvement) Undertaking Letter	1		Form letter available. All letters/documents must be originals with original signatures. No photocopy/fax/email copies will be accepted.		
Strata Letter	1		On strata letterhead indicating knowledge and acceptance of proposal. All letters/documents must be originals with original signatures. No photocopy/fax/email copies will be accepted.		
Equivalency Accepted by City Building Official	1		(for magnetic locking devices)		

## Tenant Improvement for T.I.P.S Buildings and Field Review Applications cont'd

Documents Required Continued				Staff Use Only	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
<b>Letters of Assurance</b> - *Professionals must sign & seal all individual pages of the Letters of Assurance					
Schedule A	1	Confirmation of Commitment by Owner and Coordinating Registered Professional	Will be required when more than one professional is involved in the proposal and provides signed/sealed plans and B1/B2 letters		
Schedule B1/B2	1	Architectural	(may be required regarding accessibility and when roof membrane is cut for HVAC or rooftop mechanical equipment)		
Schedule B1/B2	1	Structural	(if any structural work taking place, including installation of any rooftop mechanical equipment)		
Schedule B1/B2	1	Mechanical	(if HVAC and rooftop units)		
<b>Additional Information &amp; Clearances</b>					
<ul style="list-style-type: none"> <li>▪ Sprinkler contractor's name and Business License Account number</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Environment Health approval is required for facilities listed on Page 3, as well as uses similar to those listed, as determined by City staff</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Environment Protection approval is required for facilities listed on Page 3, as well as uses similar to those listed, as determined by City staff</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Zoning &amp; Development By-law Clearance</li> </ul>			(if exterior changes being made or if changing the use of the space)		
<b>General Information - The following types of applications will NOT be considered for the T.I.P.S. or Field Review application process:</b>					
<ul style="list-style-type: none"> <li>▪ Applications for assembly occupancies that increase occupant load, impact exiting, or include work to kitchens and/or bathrooms;</li> <li>▪ Applications involving change in major occupancy (other than small tenant spaces 600m2 or less changing from 'D' to 'E' or 'E' to 'D' occupancies);</li> <li>▪ Applications for balcony enclosures;</li> <li>▪ Applications for most exterior alterations (Except for the following which MAY be acceptable for the field review process: minor repair work such as deck repair/resurfacing, stair repairs, cornice repairs, or small changes to store fronts);</li> <li>▪ Applications for floor area additions, including mezzanines;</li> <li>▪ Applications including interconnecting floors, upgrading existing systems, fire alarms, sprinkler systems, or seismic upgrading;</li> <li>▪ Applications for Certified Professional Project buildings prior to building occupancy;</li> <li>▪ Applications where the value of the work of the current proposal, added to the value of work done in the last 2 years, exceeds 25% of the assessed building value.</li> </ul>					
<b>General Requirements</b>					
<ul style="list-style-type: none"> <li>▪ Building permit application fees must be submitted at the time of application. Payment may be made by cheque, cash, VISA, Mastercard, American Express or Bank debit card, however, due to fluctuating interest rates, cheques can not be accepted from out of country financial institutions</li> <li>▪ Two sets of plans are required. <b>NO PENCIL</b> drawings, free hand drawings, sketches or notations are acceptable</li> <li>▪ Separate permits are required for each floor, even if occupied by the same tenant</li> <li>▪ If the building has a sprinkler system, a special inspection will be required at the time of building application submission. (For a maximum of 20 sprinkler heads)</li> </ul>					

## Tenant Improvement for T.I.P.S Buildings and Field Review Applications cont'd

### Environment Health Approval Required For:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>▪ Assembly Hall</li> <li>▪ Bakery</li> <li>▪ Barber Shop</li> <li>▪ Beauty Salon</li> <li>▪ Billiard Hall</li> <li>▪ Bottling Plant</li> <li>▪ Body Rub Parlour</li> <li>▪ Bowling Alley/Ancillary Coffee Shop etc.</li> <li>▪ Cabaret/Night Club</li> <li>▪ Caterer</li> <li>▪ Commercial Bldg with Swimming Pool, Whirl Pool, Hot Tub or Spa</li> <li>▪ Commissary</li> <li>▪ Community College</li> <li>▪ Dairy Products Manufacturing</li> <li>▪ Delicatessen</li> <li>▪ Drinking Establishment</li> </ul> | <ul style="list-style-type: none"> <li>▪ Fish Processing / Plant</li> <li>▪ Fish Wholesale</li> <li>▪ Food Establishment (Limited service snack bar)</li> <li>▪ Food Wholesale / Retail / Manufacturing</li> <li>▪ Frozen Food Locker</li> <li>▪ Frozen Processing Plant</li> <li>▪ Funeral Parlour</li> <li>▪ Grain Elevator</li> <li>▪ Health Spa</li> <li>▪ Hospital</li> <li>▪ Hospital Food Service</li> <li>▪ Ice Manufacturing</li> <li>▪ Laboratory (Medical/Dental)</li> <li>▪ Laundry</li> <li>▪ Lunchroom</li> <li>▪ Marina</li> </ul> | <ul style="list-style-type: none"> <li>▪ Massage Parlour</li> <li>▪ Neighbourhood Grocery Store</li> <li>▪ Neighbourhood Pub</li> <li>▪ Personal Service Establishments</li> <li>▪ Restaurant (Full Service)</li> <li>▪ Restaurant (Take-out/Drive in)</li> <li>▪ School - Public or Private</li> <li>▪ Skin Care Salon (Electrolysis)</li> <li>▪ Skin Care Salon (Esthetician)</li> <li>▪ Steam Bath</li> <li>▪ Supermarket</li> <li>▪ Swimming Pool (Public)</li> <li>▪ Tanning Salon</li> <li>▪ Tattoo Parlour</li> <li>▪ Theatre</li> <li>▪ Warehouse - Food</li> </ul> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Environmental Health Approval can be obtained at the Vancouver Coastal Health offices located at #1200 - 601 West Broadway. Please contact Vancouver Coastal Health for more information at 604 675 3800.

### Environmental Protection Approval Required For:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Chemical Industries</b></p> <ul style="list-style-type: none"> <li>▪ Chemical Processing and/or Suppliers</li> <li>▪ Paint &amp; Coating Manufacturers</li> <li>▪ Pharmaceutical Firms</li> <li>▪ Service Stations (Gas stations)</li> </ul> <p><b>Laboratories</b></p> <ul style="list-style-type: none"> <li>▪ Dental Office (X-rays)</li> <li>▪ Dental &amp; Medical Labs</li> <li>▪ Analytical Testing</li> <li>▪ Plastic / Rubber Products Manufacturing</li> </ul> <p><b>Service Industries</b></p> <ul style="list-style-type: none"> <li>▪ Commercial laundries</li> <li>▪ Dry Cleaners</li> <li>▪ Motor Vehicle Servicing - Repair &amp; Sales</li> <li>▪ Photo Finishers</li> <li>▪ Printers / Lithographers</li> <li>▪ Pest Control</li> <li>▪ Restaurants</li> </ul> | <p><b>Food &amp; Beverage Industries</b></p> <ul style="list-style-type: none"> <li>▪ Commissaries</li> <li>▪ Slaughterhouses</li> <li>▪ Meat / Fish / Poultry Packing Plants</li> <li>▪ Breweries</li> <li>▪ Dairies</li> <li>▪ Soft Drink Bottling Plants</li> </ul> <p><b>Metal Industries</b></p> <ul style="list-style-type: none"> <li>▪ Welding Shops</li> <li>▪ Sheet Metal Shops</li> <li>▪ Steel Fabricators and Foundries</li> <li>▪ Automotive Equipment Manufacturing</li> <li>▪ Marine Repairs / Equipment Manufacturing</li> <li>▪ Miscellaneous Metal Products Mfg.</li> </ul> <p><b>Textile Industries</b></p> <ul style="list-style-type: none"> <li>▪ Canvas &amp; Synthetic Products Mfg.</li> <li>▪ Tanneries / Leather Products Mfg.</li> </ul> | <p><b>Institutions</b></p> <ul style="list-style-type: none"> <li>▪ Schools / Community Colleges / Hospitals</li> </ul> <p><b>Miscellaneous Industries</b></p> <ul style="list-style-type: none"> <li>▪ Electrical Products Manufacturing / Repair</li> <li>▪ Jewellery Manufacturing</li> <li>▪ Concrete and Stone Manufacturing</li> <li>▪ Recycling Plants</li> <li>▪ Junk Yards</li> </ul> <p><b>Wood and Wood Products</b></p> <ul style="list-style-type: none"> <li>▪ Furniture Manufacturing</li> <li>▪ Material Manufacturing</li> <li>▪ Wood Products Manufacturing</li> </ul> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Environmental Protection Approval can be obtained at Suite #301 - 456 West Broadway Avenue. For information, please call 604-871-6540.