

**Certified Professional Program: Tenant Improvement Development Review Confirmation Letter**

Name of TI CP: \_\_\_\_\_ Date: \_\_\_\_\_

Base Building Project Address: \_\_\_\_\_

Tenant Space Specific Address: \_\_\_\_\_

Applicant for Post Occupancy TI: \_\_\_\_\_

Base Building Permit #: \_\_\_\_\_ TI Permit #: \_\_\_\_\_

Base Building Development Permit(s) #: \_\_\_\_\_ (Include Minor Amendments)

**Ensure the following items have been considered and are clearly indicated on this submission:**

Y	N	N/A	
			Are Development Permit conditions adhered to and are any alterations shown clearly on the plans? (Tenant improvement work on occasion does not match base building permit drawings filed by Addressing clerks.)
			Does the TI involve a change in permitted use? (For example a change from retail to restaurant can have parking, loading and mechanical system implications.)
			Is the storefront glazing blocked by shelving, or other fixtures/furnishings, window film, coverings, etc.?
			Are commercial units being combined or subdivided? (Applications that involve consolidation or subdivision of commercial units must be first reviewed by an Enquiry Centre Officer as they tend to be problematic for maintaining internal access to parking/loading/bicycle/garbage.)
			Is the internal access to parking, loading and garbage storage areas affected/altered (for subject and adjacent tenant spaces)?
			Are any exterior alterations to building form or materials, including rooftop mechanical units and/or new louvers, grilles, vents, etc. are clearly shown on the architectural elevation/roof plans?
			Are any changes to the parking, loading, bicycle parking, garbage storage areas, underground residential storage rooms/lockers clearly shown?
			Are changes to horizontal angle of daylight, in-suite storage/laundry, hall closets, enclosed balconies in residential units are clearly shown?
			Are landscaping changes clearly shown on the architectural site plan?
			Does the TI involve more than one floor in the building? (Tenant improvement work on multiple floors must identify the main lobby/reception area for Addressing. Separate BU or DB applications may be required for each floor unless these floors are interconnected. Multiple permits may be required in order to accommodate staged permits under the CP Program.)
			Is a common amenity room being converted into another use? (A separate Development Permit application may be required.)
			Are Conversions of common amenity rooms into other uses requiring a separate Development Permit Application?
			Is a vestibule required at the entrance to the commercial retail unit for compliance with the Energy By-Law?

*I (CRP for the Tenant Improvement), \_\_\_\_\_, hereby confirm that I am aware of the conditions of the Development Permit relevant to the proposed scope of the Tenant Improvement Building Permit, and that the drawings submitted substantially comply with the Development Permit conditions.*

Signed by: \_\_\_\_\_  
CRP/Architect of Record

Date: \_\_\_\_\_

Firm: \_\_\_\_\_

Phone #: \_\_\_\_\_



As submitted by: \_\_\_\_\_  
Certified Professional

Date: \_\_\_\_\_



**Internal Use Only:**

Date Sent \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Comments: