



**CP APPLICATION  
PROCESS FOR A  
TENANT IMPROVEMENT**

- Submission Requirements**
1. Fill out the CP Building Permit Application Form (<http://vancouver.ca/home-property-development/application-forms-and-checklists.aspx>)
  2. Use detail to complete the area for Project Description
    - a) Interior alterations; exterior alterations; change of use or addition
    - b) Use(s)
    - c) Any Development Permit issues, e.g., changes to the exterior, kitchen exhaust discharge, interior obstructions of exterior glazing.
  3. 11" x 17" floor plans and elevations of the project (PDF format only for email submissions)[Sentence 2.2.2.3(1) of Division C, VBBL] to include
    - a) Addresses
    - b) Elevations of any exterior changes, including and exhaust discharges, air intakes, etc.

**TI PROJECTS**

Email application package to:  
[cp.process@vancouver.ca](mailto:cp.process@vancouver.ca)

- Addressing/ECO CLEARANCES:**
- 1) Verifies Address
  - 2) Check zoning
  - 3) Assigns BU number

CP receives email of building Permit # and contact information of the Plan Checker assigned to their project.

- CP continues along regular CP process, e.g.:
- 1) CP arranges intake meeting with the assigned staff
    - Discuss code compliance drawings
    - Document requirements
    - Pay fees
  - 2) CP contacts various departments for clearances

**Receives Issued Permit**