

# Downtown Eastside Temporary Occupancy Permit Pilot (DTES TOPP)

## Information Guide



The DTES Temporary Occupancy Permit Pilot (DTES TOPP) helps activate empty storefronts in the Downtown Eastside through a simplified permitting process for temporary occupancy up to 24 months.

<https://vancouver.ca/TOPP>

## Pilot

The pilot targets six land use types defined in the Zoning and Development By-law

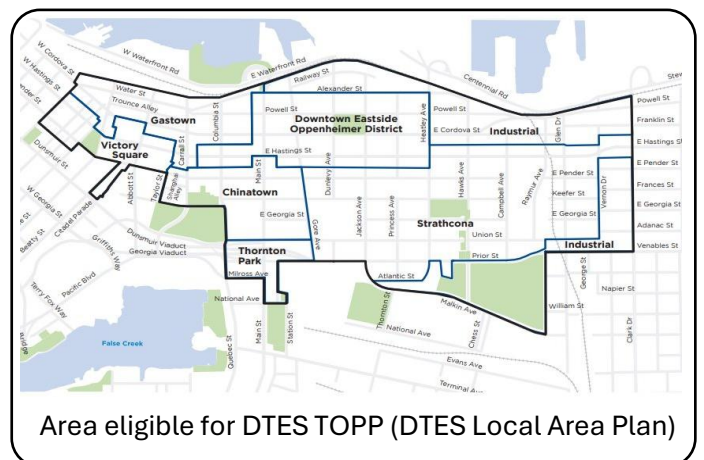
- Artist studio (Class A)
- Barber shop or beauty salon
- Beauty and wellness center
- General office
- Health care office
- Retail store

These six uses are:

- Exempt from development permit requirement when changing between the six uses
- Eligible for simplified building requirements to obtain temporary occupancy (24 months)
- Special inspections are offered free of charge to identify any work and permits needed for temporary occupancy
- To stay beyond 24 months requires a permanent occupancy permit and completion of any associated upgrades.

## Criteria

- Space is located within the Downtown Eastside Local Area Plan areas
- The proposed use is one of the six land uses and is permitted in the zoning district schedule
- The proposed space is a single suite with an area less than 300 m<sup>2</sup>
- Suite is located on the ground floor facing the street



Not sure how to find a vacant storefront? Connect with a local [Business Improvement Area \(BIA\)](#) in the DTES: [Chinatown BIA](#), [Gastown BIA](#), [Hastings Crossing BIA](#) and [Strathcona BIA](#)

# DTES TOPP: Building & Fire Safety Requirements for Temporary Occupancy

The following criteria may not be directly applicable in all circumstances. On assessment of the actual conditions in the field, the district building inspector may establish alternative requirements for achieving temporary occupancy.

## Location

- Suite is located at ground level
- Suite floor construction is
  - concrete supported by solid ground without suspended slab, **OR**
  - wood frame floor in good condition suitable to the intended use, **OR**
  - a registered professional has confirmed floor area is suitable for intended occupancy, and designed to a minimum specified uniformly distributed live load of 4.8 kPa
- Suite original use was one of the following major occupancies as defined in the Vancouver Building By-law
  - D - Business and personal services; E - Mercantile; F2 or F3 - Low or Medium hazard industrial; for pilot last use is limited to Artist Studio Class A.

## Egress

- Means of egress directly to the exterior at the adjacent ground level
- Exits comply with size, travel distance, and number, as applicable to the intended occupancy

Exception: Not less than one exit where occupant load does not exceed 60 persons, **OR** not less than two exits where occupant load does not exceed 250 persons
- Exit signs over or adjacent to exits and in common paths of travel (where the occupant load exceeds 60 persons)

## Emergency Lighting

- In common paths of egress travel to the exits and inside washrooms

Exception: Immediately outside the entrance door and visible under the closed toilet room door (in the case of a single toilet room)

## Fire/Life Safety Systems

- 1-hour Fire Resistance for existing suite separations where use is consistent with existing major occupancy
- Improved fire separation may be required for certain adjacent occupancies
- Fire alarm system is provided
- If there is an existing sprinkler system, it must be maintained to Fire By-law standards
- Portable fire extinguishers at main entrance and at each egress door from the suite

## No Hazardous Uses

- No hazardous processes
- No hazardous materials or dangerous goods (exceeding those permitted for incidental use)
- Limited cooking equipment for reheat or occasional (low intensity) use may be permitted. This should be discussed with the inspector on site.

## Washrooms

- Access to washrooms is provided. The district building inspector will assess on site.