

# Bulletin: Building Permit

## Tenant Improvement



Bulletin # 05-01

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Created: Feb 22, 2005

### Background

A tenant improvement refers to modifications made within a recently constructed or existing commercial or industrial facility, designed to accommodate a new business or to support adaptations required by an existing business. A tenant improvement is not the creation of a new unit, this would be a renovation to the base building.

All TIs proposed within Part 3 designated buildings require a professional *Architect of Record* to provide the design and building schedules, as per BC Building Code.

*This information is provided for your convenience only and it should be clearly understood that you must satisfy all applicable Zoning Regulations and ensure that the premises conforms to the B.C. Building Code and all Bylaws/Regulations of the City of Kelowna.*

#### Part 3 designated buildings include:

- Group A - Assembly occupancies
- Group B - Care, treatment or detention occupancies
- Group F - Division 1, high-hazard industrial occupancies,

Buildings that exceed 600 m<sup>2</sup> in building footprint area, or exceeding 3-storeys in building height, and used for major occupancies classified as:

- Group C - Residential occupancies
- Group D - Business and personal services occupancies
- Group E - Mercantile occupancies
- Group F - Divisions 2 and 3, medium- and low-hazard industrial occupancies.

Minor changes may occur without an architect when the scope does not affect the following:

- Fire separations - Minor penetrations by plumbing, HVAC, or electrical work do not require an architect if designed by the appropriate registered professional
- Exiting / egress, accessible path of travel are not affected negatively
- Life safety systems
- Accessibility – this includes power door operators
- The occupancy is not changing

Additional items that do not require an architect

- Roofing replacement, maintenance, or repair, provided there is no substantial change to the roof assembly (no added insulation and same roofing type)
- New or altered interior doors that are not in a fire separation and do not affect access to exit/exiting
- Interior partitions that do not affect fire separations or exiting/egress

\*These items are at the discretion of the building official\*

#### Building and Permitting

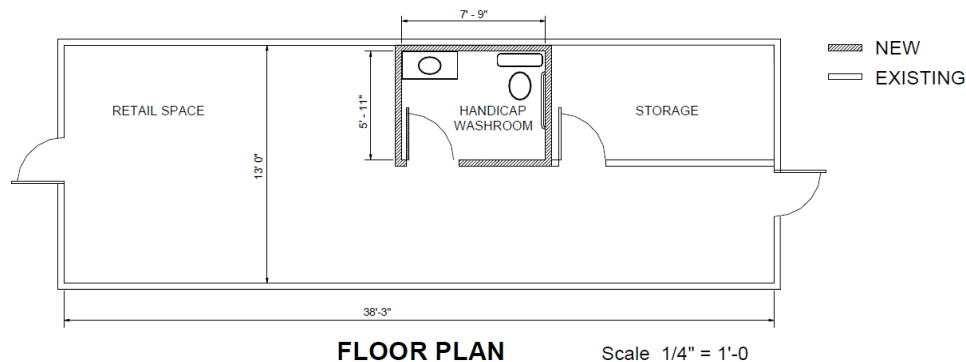
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### Requirements

- Building Permit Application Form
- Owner's Authorization Form signed by the property Owner(s)
- Strata/Owner's approval letter noting review of the proposed plans
- BCBC professional schedules (if applicable)
- Two (2) copies of dimensioned architectural construction drawings at a scale of  $\frac{1}{4}'' = 1'-0''$  clearly marked and showing the site plan, location of tenant space in the building, layout and dimensions of all proposed construction including with a detailed code analysis:
  - Overall dimensions for all floor areas, including labeled use of each room
  - Suite separation walls from adjacent tenant spaces;
  - Washroom and kitchen fixtures (toilets, sinks, dishwasher, washing machines, etc);
  - Wall construction assemblies (stud size, spacing, thickness of interior finish, fire rating) including the wall finish material for new and existing walls;
  - Doors, hallways, and stairs; including size, type, and direction of door swing;
  - Travel distance from all floor areas to exit door(s) or exit stair(s);
  - Occupant load, number of washrooms required for male, female, and handicap accessible - if applicable.



### Other Possible Requirements:

- Two (2) copies of sealed Mechanical, structural or electrical engineer drawings complete with Schedules 'B', 'D', and Certificate of Insurance
- Interior Health Authority approval is required prior to final inspection where food services, public pools, or hot tubs are present.
- Zoning Bylaw 12375 establishes maximum floor areas allowed for commercial uses in industrial zones. If the tenant improvement is retail, food primary, liquor primary, or alcohol production, please contact the planning department ([planninginfo@kelowna.ca](mailto:planninginfo@kelowna.ca)) for approval prior to applying for a building permit.
- Proposals or any change in civic address or unit numbers is to be referred to [addressing@kelowna.ca](mailto:addressing@kelowna.ca) for review prior to BP application.