

Bulletin: Mezzanines

Requirements



Bulletin # 20-03
Updated: August 1, 2022
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This bulletin is for informational purposes only. Please be sure to consult the relevant City of Kelowna bylaw.

Purpose

To inform applicants, designers, consultants, and staff about the requirements for a Mezzanine.

Background

Mezzanine and Second Stories are regulated separately in the British Columbia Building Code (2018).

A building permit is required for the construction of all mezzanines within the City of Kelowna, and it is recommended that a professional with previous experience in mezzanine design be engaged as the British Columbia Building Codes requirements can be complex.

Application Requirements (to include but not limited to):

All construction to adhere to the City of Kelowna Zoning bylaw 12375 and the 2018 British Columbia Building Code:

- 1 Two (2) sets of full-sized architectural drawings, printed to scale that include:**
 - Key plan
 - Main floor and proposed mezzanine dimensions and areas (MAX 40% of the main floor area)
 - Exiting including travel distance (show on plans)
 - Proposed enclosed spaces on mezzanine (MAX 10% of mezzanine may be enclosed, in such a manner to not impede line of sight between levels)
 - Construction Details and Fire Resistance Rating of assemblies (floor, load Bearing walls / columns, exits, etc)
 - Stair and Guard design and details
 - Height of main floor under mezzanine and mezzanine height (NOTE – Minimum 2.1 m allowed per code)
- 2 Building Code analysis to include:**
 - Part 3 or Part 9
 - Sprinklered or Non-Sprinklered
 - Occupancy classification
 - Required fire resistance ratings
- 3 Proposed Usage**
 - Information clearly identifying the existing and proposed use of the room(s) and space(s) including all fixtures on main level and proposed mezzanine level
- 4 Structural engineering**
 - Sealed design plans
 - Schedules B, D, and Proof of Insurance Certificate

A full plan check will be done upon receipt of a complete Building Permit application.

All mezzanines must also comply with the City of Kelowna *Tenant improvement Bulletin*.

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