

Bulletin: Shell Building

Requirements



Bulletin # 25-10
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Summary

To inform applicants, designers, consultants, and staff about the requirements for a "Shell Building".

Purpose

A "Shell Building" is a building that is complete on the exterior but remains incomplete on the interior. The interior is not fully code compliant and cannot be occupied until additional work is completed to support occupancy.

Application Requirements

1. The Building Code Analysis must clearly indicate that this is a "Shell Building" and that the interior will require the completion of additional building permit(s) prior to any occupancy.
2. The drawings are required to show an incomplete interior (if the interior is complete, then it is not a shell building). Examples include: no washroom or washroom rough in only, no demising walls, no interior/tenant walls. Washrooms must be provided on the base building for floors above slab on grade.
3. The exterior building envelope must be complete and an energy report or detailed energy efficiency analysis is required.
4. Each individual suite that is included with the original shell building must meet all exterior accessibility requirements (ie: power door operators, ramps, guards, etc.) prior to the shell building permit completion.
 - a. Creating a new suite by adding demising walls is considered a building renovation permit or an amendment to the base building if the building permit is still open.
 - b. A Tenant Improvement Permit may be issued once the proposed suite Occupancy Group (D, E, A2, etc.) is established and must meet all exterior and interior accessibility requirements (i.e.: power door operators, ramps, guards, etc.). A tenant improvement permit is the space between the existing walls.
5. The interior of a shell building is required to include Code compliant: slab on grade*, emergency lighting, exit signage, fire suppression, fire alarm, etc.

* Slab on grade completion for a Part 3 Shell Building may be deferred only if Owner requests Provisional Occupancy to provide additional time to layout plumbing before slab install (to avoid waste and cutting of new slab), provided the Owner and professional consultant team are still involved and sign-off on the full building slab (this is base building requirement). A Provisional Occupancy phasing plan will be required from an Architect in this case (as per *Guide to the Letters of Assurance in the BC Building Code* from Building and safety Standards Branch).
6. Proposed civic address and unit numbers to be referred to addressing@kelowna.ca for review prior to BP application.

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

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.

Building and Permitting
1435 Water Street
Kelowna, BC V1Y 1J4
TEL 250-469-8960
FAX 250-862-3314
developmentsservicesinfo@kelowna.ca