

Bulletin: Tenant Improvement

Application Requirements



Bulletin # 10-03

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This guide has been prepared to provide convenient information only. It is neither a bylaw nor a legal document.

If any contradiction between this guide and the relevant Municipal Bylaws and/or applicable codes is found, such bylaw and/or codes shall be the legal authority.

What is a tenant improvement?

A tenant improvement is new construction, alterations, or demolition proposed within a building. For example, construction of walls, stairs, installation of doors, shelving, equipment, washroom fixtures, etc. or demolition thereof, would be considered a tenant improvement.

How do I obtain a building permit?

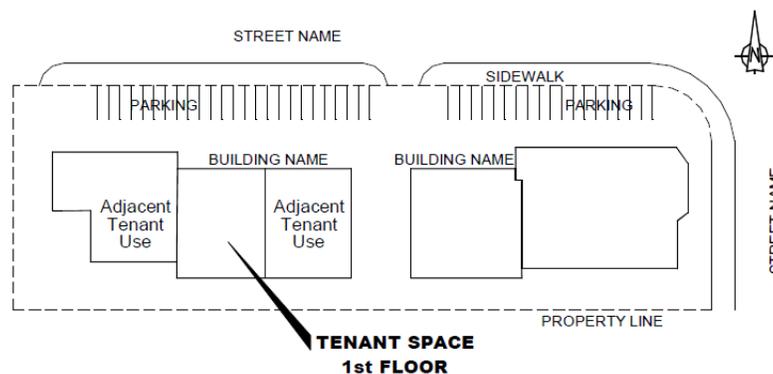
Apply in person or by representative to the Building & Permitting Branch at the City of Kelowna, 1435 Water Street, Kelowna British Columbia. Building permit applications must be complete when submitted to enable plan checking to begin. The required permits must be obtained before the start of any construction activity including interior demolition.

What do I need to obtain a permit?

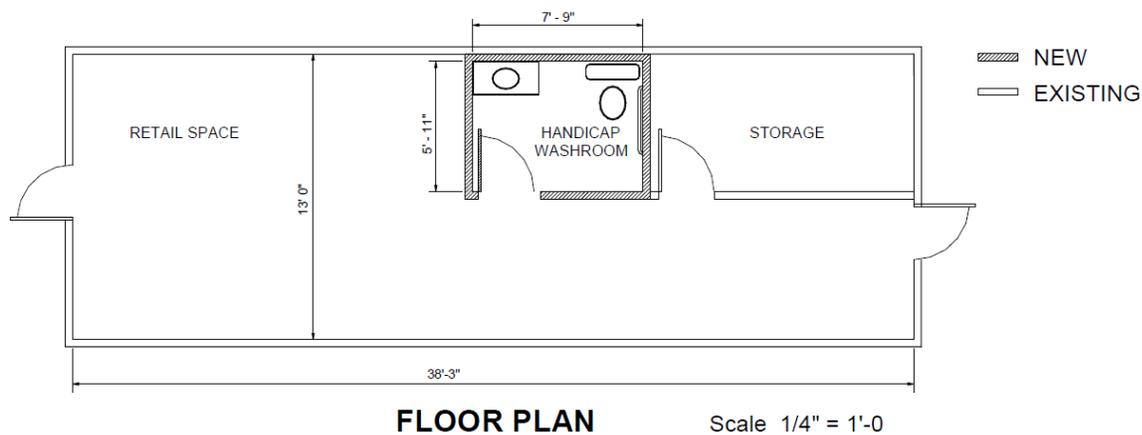
Note: If you are unable to provide the following information, you should engage the services of a professional designer or a registered professional familiar with the requirements of the British Columbia Building Code and all other City of Kelowna Bylaws.

Checklist:

- Building Permit Application Form
- Owner's Authorization Form signed by the property owner(s)
- Two (2) copies of a dimensioned key plan showing the location of the proposed improvements on your property including:
 - The location of the building on the property,
 - The other buildings on the property,
 - Identify the use of each adjacent tenant space
 - Identify the location of the tenant space in the building.



- Two (2) copies of dimensioned architectural construction drawings at a scale of $\frac{1}{4}'' = 1'-0''$ clearly marked and showing the layout and dimensions of all proposed construction including:
 - All new beam sizes and lengths, door and window openings with sizes,
 - Floor plan of mezzanines (if applicable),
 - Overall dimensions for all floors,
 - Use of all rooms,
 - Interior dimensions of all rooms,
 - Walls separating this tenant space from adjacent tenant space,
 - Washroom and kitchen fixtures (toilets, sinks, dishwasher, washing machines, etc),
 - Existing and new partition walls,
 - Construction of all walls (stud size, spacing, thickness of interior finish, fire rating of walls; including the wall finish material for new and existing walls.
 - Doors, hallways and stairs; including size and direction of door swing,
 - Travel distance from all floor areas to exit door(s) or exit stair(s); and,
 - Occupant load, number of washrooms required for male, female, and handicap accessible (if applicable).



Other possible requirements:

- Two (2) copies of Engineered sealed Mechanical (HVAC) drawings complete with Schedules B, D, and certificate of insurance
- Two (2) copies of Engineered sealed Structural drawings complete with Schedules B, D, and certificate of insurance are required from an engineer for all BCBC Part 4 structural components used in the new alteration (i.e. Mezzanines, new beams, concrete block lintels, load bearing changes, over height demising walls, etc).
- Two (2) copies of drawings are required when there are any changes to the plumbing, HVAC and fire suppression systems. These drawings should indicate the number of fixture units, the size of all piping and venting, connections to existing services and specifications on fixtures. Engineered sealed drawings complete with Schedules B, D, and certificate of insurance may be required based on the complexity and size of the project.
- Interior Health Authority approval is required prior to final inspection where food services or public pools or hot tubs are present. It is recommended you obtain approval prior to building permit application to avoid replan check fees for any revisions.

An application fee of \$175 is to be submitted with all building permit applications. The balance of the building permit fees are to be paid prior to issuance of the permit. Building permit fees are based on the total value of construction as per Schedule A of the City of Kelowna Building Bylaw.