



Tenant Improvement Checklist

Date: _____

Applicant: _____ Tel: _____

Address: _____ Tenant Occupant: _____

Please provide items checked:

Three (3) sets of the following drawings:

Architectural, including;

- Site plan, identify your suite and identify adjacent suites. Also indicate parking.
- Proposed Floor Plan, 1/4" = 1'-0" include all dimensions, demising walls, furniture layout
- Existing Floor Plan, 1/4" = 1'-0" include all dimensions
- Cross-section including all construction details

Structural

Mechanical

Electrical including:

- Exit lighting
- Emergency lighting
- Pull station and tie to annunciator panel
- Reflected lighting plan
- Electrical schematic and load calculation, electrical panel location

Plumbing including:

- Washrooms, hand basins and all other plumbing fixtures
- Plumbing layout schematic detail.

Letter of supervision, Building Code schedule B plus certificates of insurance:

- Architectural
- Structural
- Mechanical
- Plumbing
- Fire Suppression
- Electrical
- Coordinating Professional, (Schedule A)

Verified contract price

Building Code Analysis

Health Department Approval

Occupant Load signage, contact Fire Department for sign & copy to B.P. Plans

New Tenant to apply for a business licence

Tenant Improvement Building application form

Please call for a Building Permit application appointment or review with a Building Official at the Building Dept counter. Please be advised permit **will not** be processed until all required items are provided. For more information, please call the Building Department at 604-467-7311.