

This checklist is being provide for tenant permit applications for spaces that have just been constructed and never occupied.

REQUIRED DOCUMENTATION (2 original sets)	Required	Not Required
Schedule A & CRP (for work with more than 2 registered professional are engaged)		
ARCHITECTURAL DRAWINGS		
Drawings signed & sealed by a Professional accompanied by a sealed Letter of Assurance (<i>Schedule B</i>) and a Certificate of Insurance		
BC Code Analysis Review		
Site Plan (<i>Scale=1:100 or 1/8"=1'-0"</i>)		
<ul style="list-style-type: none"> ○ North Arrow, Property lines, Street Name, Street Address, parking spaces ○ Location of the Building on the property ○ Tenant space location in the Building ○ Identify the parking space allocated for this tenant space 		
Code compliance Floor Plans for floor being modified (<i>Scale=1:50 or 1/4"=1'-0"</i>)		
<ul style="list-style-type: none"> ○ Key Plan for the floor the tenant space is located on ○ Identify adjacent tenants ○ Show the overall dimension and floor areas for each floor ○ Existing & Proposed Floor Plan <ul style="list-style-type: none"> ▪ Label the use of all rooms ▪ Interior dimensions and areas of all rooms ▪ Location & dimension of doors, hallways and stairs ▪ Direction of the door swings ▪ Indicate the construction of the wall assemblies ▪ Fire rated assembly locations & fire stopping details ▪ Travel distance from all floor areas to an exit door or an exit stair ▪ Furniture, Equipment layout ▪ Plumbing fixtures ▪ Washroom locations incl. Handicapped Accessible 		
Elevation Drawings (<i>Scale=1:50 or 1/4"=1'-0"</i>) (<i>only when exterior work is being proposed</i>)		
Cross Section Drawings including all construction details (<i>Scale=1:50 or 1/4"=1'-0"</i>)		
<ul style="list-style-type: none"> ○ Show the walls separating the proposed tenant space from adjacent tenant space ○ Indicate the construction of the roof ○ Show the mezzanine or additional floors, and indicate the construction ○ Indicate the height above and below the mezzanine, or additional floors ○ Show the stairs to the mezzanine or additional floors ○ Indicate rise, run, headroom, handrail & guard height and width of stairs 		
Other _____		
STRUCTURAL DRAWINGS		
Drawings signed & sealed by a Professional accompanied by a sealed Letter of Assurance (<i>Schedule B</i>) and a Certificate of Insurance		
Foundation Plan		
Framing Plans (Floor, Walls & Mezzanine)		
Detail Plans to include (i.e. Bulkheads, drops, seismic restraint of walls, etc.)		
Seismic restraint for suspended assemblies and racking over 2.4m		
Other _____ (i.e. roof plan for new RTU's, suspended slab x-ray, etc.)		

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MECHANICAL DRAWINGS		
Drawings signed & sealed by a Professional accompanied by a sealed Letter of Assurance (<i>Schedule B</i>) and a Certificate of Insurance		
New rooftop units (Structural Engineer sign-off required for support assembly)		
Ducting for mechanical systems (HVAC)		
NFPA 96 hood design		
Other _____		
ELECTRICAL DRAWINGS		
Drawings signed & sealed by a Professional accompanied by a sealed Letter of Assurance (<i>Schedule B</i>) and a Certificate of Insurance		
Exit Signage		
Emergency Lighting		
Pull Station and tie to annunciator panel		
Reflected Ceiling Plan		
Design data load calculations for the service & One line Schematic Plan		
Other _____		
PLUMBING DRAWINGS		
Drawings signed & sealed by a Professional accompanied by a sealed Letter of Assurance (<i>Schedule B</i>) and a Certificate of Insurance		
Plumbing layout Schematic Detail		
Other _____		
FIRE SUPPRESSION SYSTEM		
Drawings signed & sealed by a Professional accompanied by a sealed Letter of Assurance (<i>Schedule B</i>) and a Certificate of Insurance		
Sprinkler Design Plans		
Other _____		

Note: Not all information contained in this checklist may be required for all permit applications. Please confirm with a city plan checker 2 prior to permit application when all the information above is not intended to be provided.

Submitted drawings are to be minimum 11" x 17" and maximum 24" x 36" sheet size. Drawings larger than 24" x 36" will not be accepted at time of application or anytime thereafter.