

TENANT IMPROVEMENTS: BUILDING PERMIT APPLICATION REQUIREMENTS

What is a Tenant Improvement?

Tenant improvements refer to the alterations to a commercial retail unit or industrial unit to suit the operational needs of an existing tenant, incoming tenant, or accommodate a change of occupancy (use) from the previous tenant.

What are Examples of a Tenant Improvement?

Tenant Improvements include, but are not limited to:

- Constructing, removing, or altering interior walls/partition walls, stairs, ceilings, and/or washrooms;
- Installing plumbing, sprinklers, and other mechanical fixtures;
- Altering the use of a tenant space or a space within a building;
- Creating additional floor space; and/or,
- Finishing a previously unfinished space.

All tenant improvements require a [building permit](#). Major structural changes, such as building additions or foundational alterations, would require a separate building permit. If plumbing installation is taking place, a plumbing permit may also be required.

Do I Have to Hire a Registered Professional for a Building Permit for Tenant Improvements?

A registered professional (Architect or Engineer) is required* when the:

- Building area is greater than 600 square metres;
- Building is three (3) storeys in height or taller;
- Building contains an assembly occupancy (e.g., gym, church, restaurant, theatre)
- Building contains an institutional occupancy (e.g., hospital, care facility)

**Note that these requirements refer to the overall building as opposed to just the unit.*



If an applicant is making changes to an existing building's sprinkler system, an Engineer is required when:

- Adding more than eight (8) sprinkler heads; and/or,
- Relocating more than 20 heads.

If adding fewer than 8 heads or relocating less than 20 heads, a qualified sprinkler installer is sufficient. **If changes are being made to the original sprinkler system's design, revised hydraulic calculations are required.**

What Information is Required for a Building Permit for Tenant Improvements?

All applicants must fill out a Building Permit Application. The checklist below summarizes the typical information required for a building permit for tenant improvements.

Checklist

- ☐ Standard Building Permit Application Form (Completed)
- ☐ Agent Authorization Form (if acting on behalf of the Owner)
- ☐ [Letters of Assurance](#) - Schedule B (if any registered professional is involved)
- ☐ **Two (2)** sets of plans, which include:
 - ☐ **Site Plan** which shows the following measurements in Metric (Imperial is acceptable for code details):
 - ☐ Dimensions of site, including a north arrow, street names, location, street address, floor and tenant suite number;
 - ☐ Building dimensions and location on lot, including vehicle access and parking stalls;
 - ☐ Building area and number of floors, indicating what unit is to be developed and adjoining tenant occupancies;
 - ☐ Where the property is served by an on-site wastewater treatment system, show the location of tanks; and,
 - ☐ Any additional specifications as directed by the Building Official.



- ☐ **Floor Plan(s)** showing: use of rooms; location of all plumbing fixtures; locations, size, and swing of doors; location and size of all windows; location of all sectional details, decks, supported roof, porch; dimensions of all interior partitions; dimension of all outside tenant space; seating, tables, and other millwork
- ☐ **Sectional details** including: cross-sections of building taken at sufficient locations to adequately illustrate all structural details; finishes; cross-section of stairs, ramps, etc.
- ☐ ***If Exterior Alterations are Proposed – Elevations:*** sides, back, and front showing height of proposed building or structure
- ☐ **Two (2)** sets of any specialized plans (ex- structural, mechanical, electrical)
- ☐ Payment of appropriate fee(s) as indicated in the most recent version of the [Building Bylaw](#) and [Fees Bylaw](#), which is amended from time to time (Note: the fee is based on the value of construction, which is influenced by the gross floor area of the construction.)

Other possible requirements, which may include:

- ☐ Where the property is serviced by an on-site waste water treatment system, a “Certification and Registration by On-site Wastewater Practitioner” is required if the proposed works are for additional wastewater-producing living areas
- ☐ Hazardous Material Form for renovations/additions or demolitions of buildings constructed prior to 1990
- ☐ Sprinkler layout indicating existing and proposed installations
- ☐ Island Health approval stamped on floor plan for pools, spas, and tattoo, body piercing, food, and beverage services
- ☐ Island Health approval letter for daycares detailing the number and age of children permitted

There may be site-specific requirements not listed in the checklist; please refer to the requirements outlined in the British Columbia Building Code and all other Village of Cumberland Bylaws.



Additional Considerations

The Zoning Bylaw regulates the type of businesses that are permitted in the Village, as well as the conditions for operating specific types of businesses. If an applicant is proposing a change of occupancy (use) from the previous tenant, the applicants should contact the Village's Development Services department to discuss the proposed use and parking requirements prior to proceeding with a Building Permit application.

All exterior business signage must comply with Zoning Bylaw regulations. In some [Development Permit Areas](#), a Development Permit may be required for signage or Building Permit issuance.

Prior to opening, all businesses are required to obtain a [business licence](#).

Questions?

For general inquiries related to building permits and Village building and development bylaws, please contact planning@cumberland.ca or (250) 336-2291.

Completed applications can be submitted to the Village Office during regular office hours, Monday to Friday, 9:00am to 4:00pm.

More information on building and plumbing permits is available on the [Village website](#).

This guide is not a legal document. Any contradiction, dispute or difference between the contents of this brochure and applicable Village bylaws, plans, policies or guidelines will be resolved by reference to the bylaws or other official documents.

