



# ***Applying for a Tenant Improvement Permit in an Industrial or Commercial Building***

Building Division

604.469.4534 • [www.portmoody.ca](http://www.portmoody.ca)



**This guide assists you in applying for a tenant improvement permit in an existing industrial or commercial building.**

This pamphlet is for general guidance only. It does not replace bylaws or other legal documents.

# What is a tenant improvement?

A tenant improvement is new construction or alteration proposed within a commercial building. For example, construction of walls, floors, stairs, installation of doors, shelving, equipment, plumbing fixtures, additional or relocated sprinkler heads, etc.

## Information at City Hall

Tenants require permission from the owner of the building to view any plans on file. We advise new tenants to check the approved plans at City Hall if available. The plans will show construction that was allowed by previous building permits. You need to submit a letter from the owner allowing you to view and make copies of the plans at City Hall. For more information, please contact 604.469.4534.

## Here’s what you need to apply

All construction must comply with the current British Columbia Building Code, Zoning Bylaw, Building and Plumbing Bylaw and other City Bylaws and regulations. A letter of authorisation is required from the owner of the building.

Two sets of plans are required. The following is a list of the information needed on the architectural drawings. **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 current B.C. Building Code.**

### Site Plan (see drawing no. A-1)

1. The site plan must be drawn to a minimum scale of 1/8" to 1'0" (or equivalent Metric scale);
2. Show the location of the building on the property;
3. Show all other buildings on the property;
4. Show the north arrow, the property lines, label the streets, and show the parking spaces;
5. Identify the location of the tenant space in the building, and;
6. Identify the parking spaces allocated for this tenant space; (Off-street parking is based on the current Zoning Bylaw).

### Floor Plan (see drawing no. A-2, A-3, A-4)

1. The floor plan must be drawn to a minimum scale of ¼" to 1'0" (or equivalent Metric scale)
2. Provide a key plan for the floor the tenant space is located on;
3. Identify the use of each tenant space on the storey the tenant space is located.
4. Floor plans are required for each floor, including mezzanines;
5. Show the overall dimension and square footages for all floors;
6. Label the use of all rooms;
7. Show the interior dimensions and square footages of all rooms;
8. Show walls separating this tenant space from adjacent tenant spaces;
9. Show washrooms and washroom fixtures. (Please note: Your plumbing contractor may need to submit plumbing isometric drawings if you are altering the drainage and/or water pipe systems;
10. Show equipment location, (i.e. tables, chairs, shelves, appliances, roof top units, etc.);

## Floor Plan Con't (see drawing no. A-2, A-3, A-4)

11. Show all existing and new partition walls;
12. Indicate the construction of the walls including the wall finish material, new and existing, (i.e., stud size, spacing and thickness of interior finish);
13. Show all doors, hallways and stairs;
14. Indicate the sizes of all doors and the direction of their swings;
15. Show stairs and indicate width of stairs;
16. Indicate width and length of hallways;
17. Show travel distance from all floor areas to an exit door or an exit stair;
18. If constructing a mezzanine, or a floor, the plans must be certified by a Structural Engineer. Two sets of original sealed and signed structural plans are required. An original sealed and signed Schedule B Letters of Assurance are required, and;
19. If constructing a mezzanine or a floor, the density calculation for the site may be required. (Density is based on the applicable zone in the current Zoning Bylaw.)

## Cross Section (see drawing no. A-5)

1. The cross section must be drawn to a minimum scale of ¼" to 1'0" (or equivalent Metric scale);
2. Show the walls separating your tenant space from adjacent tenant spaces;
3. Indicate the construction of the roof;
4. Show the mezzanine or additional floors, and indicate the construction;
5. Indicate the height above and below the mezzanine, or additional floors;
6. Show the stairs to the mezzanine or additional floors; and
7. Indicate rise, run, headroom, handrail or guard height and width of stairs.

---

## Fees

When you apply, you'll have to pay an application fee. The permit fee is based on calculated construction value within your tenant space and is payable when the permit is issued and ready for pick-up. For more information please contact the Building Department at 604.469.4534.

---

## Other Requirements

Please be aware that if you are proposing an assembly occupancy, construction requirements for the entire building may need to be upgraded. You may be required to retain the services of a Register Professional to address the architectural aspects of the Building Code requirements. Assembly occupancy means the occupancy or the use of the building, or part there of, by a gathering of persons for civic, political, travel, religious, social, educational or like purposes, or the consumption of food or drink. For example, assembly halls, churches, dance schools, day care centers, schools and restaurants.

## Other Requirements Continued

Fraser Health Authority's approval is required where food or personal services are provided (hair dressing and tanning salons are examples of personal services). We suggest you obtain approval prior to building permit application.

### **Fraser Health Authority**

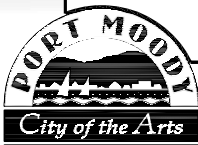
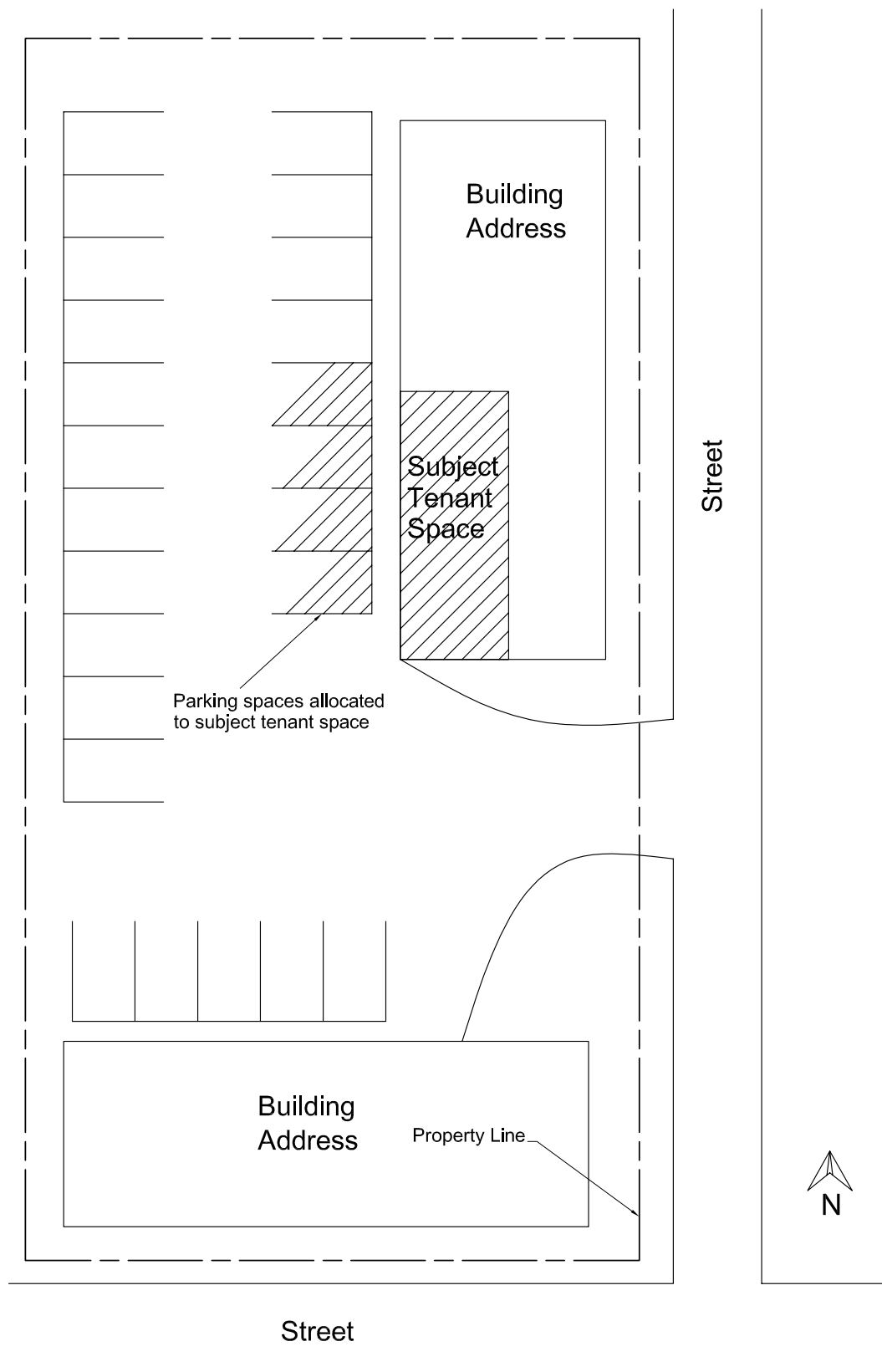
#300 – 205 Newport Drive  
Port Moody V3H 5C9  
604.949.7700

Please contact the building department for additional information with regard to spray booths, kitchen cooking ventilation and fire suppression equipment, dust collection systems, and caretakers' suites.

# Drawing No. A-1 - Site Plan

DRAWING PRODUCED BY DEVELOPMENT SERVICES

CITY OF PORT MOODY 100 Newport Drive, P.O. Box 36, Port Moody, B.C., V3H 3E1 Canada Tel (604) 469-4500 Fax (604) 469-4550

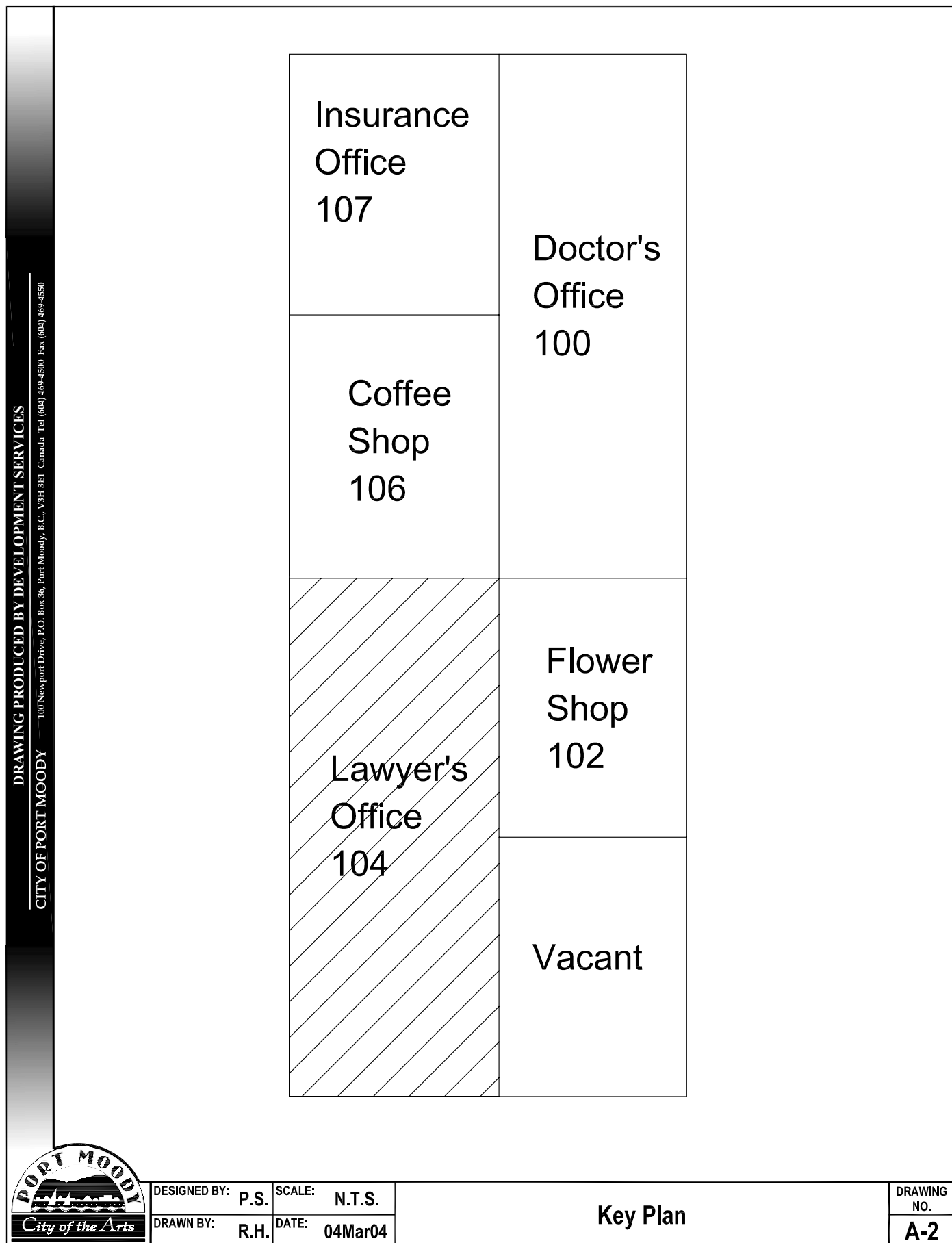


DESIGNED BY:	P.S.	SCALE:	N.T.S.
DRAWN BY:	R.H.	DATE:	04Mar04

Site Plan

DRAWING NO.
A-1

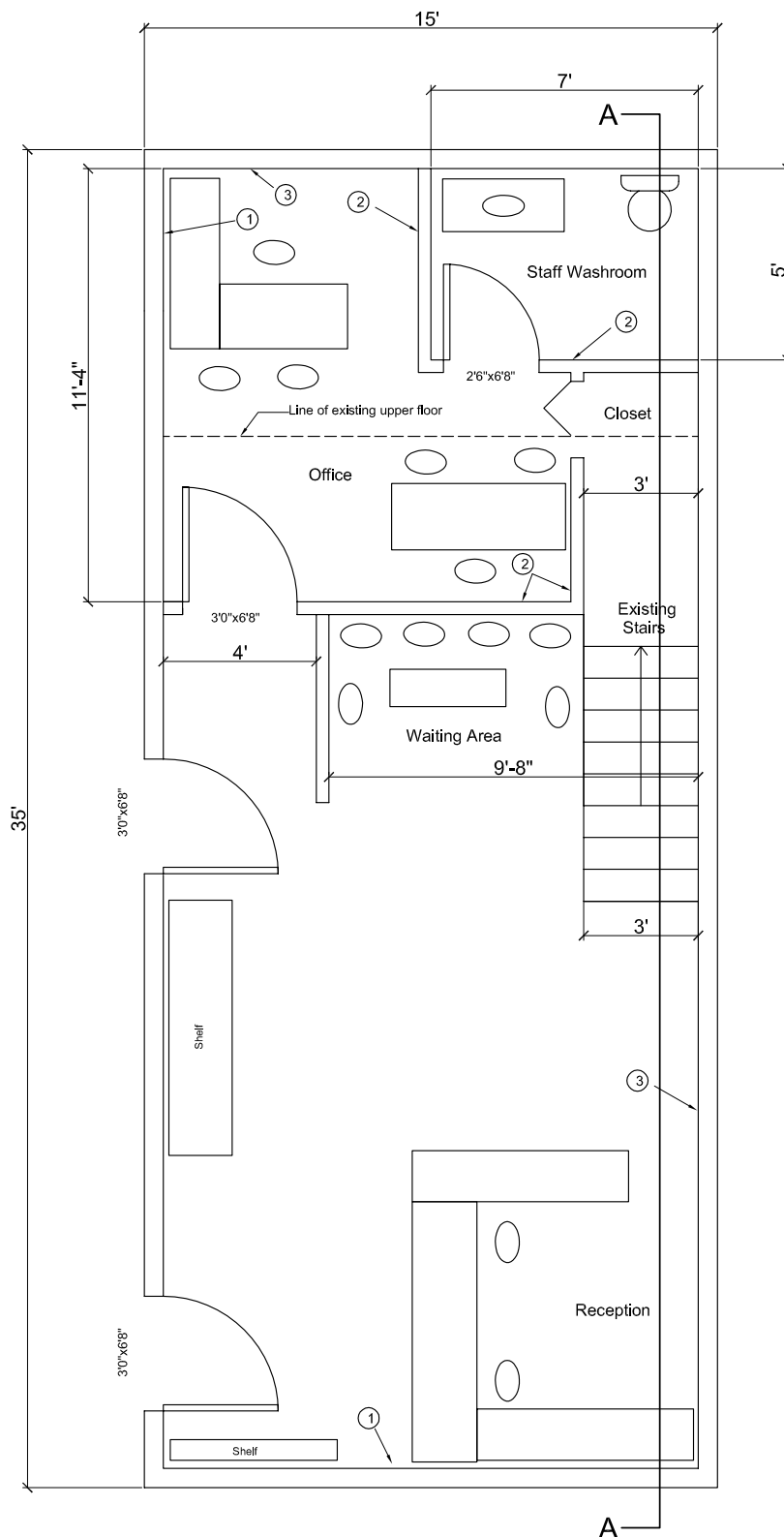
# Drawing No. A-2 - Key Plan



# Drawing No. A-3 - Main Floor Plan

DRAWING PRODUCED BY DEVELOPMENT SERVICES

CITY OF PORT MOODY 100 Newport Drive, P.O. Box 36, Port Moody, B.C., V3H 3E1 Canada Tel (604) 469-4500 Fax (604) 469-4550



## Wall Schedule

- ① Existing exterior wall  
5/8" gypsum,  
6 mil poly,  
insulation,  
2x6 @ 16" o.c.,  
3/4" plywood,  
building paper,  
siding.
- ② New partition wall  
2x4 @ 16" o.c.,  
1/2" gypsum each side.
- ③ Existing wall  
2x4 @ 16" o.c.,  
5/8" type X gypsum each side.  
1 hr. Fire Resistance Rating



DESIGNED BY:	P.S.	SCALE:	N.T.S.
DRAWN BY:	R.H.	DATE:	04Mar04

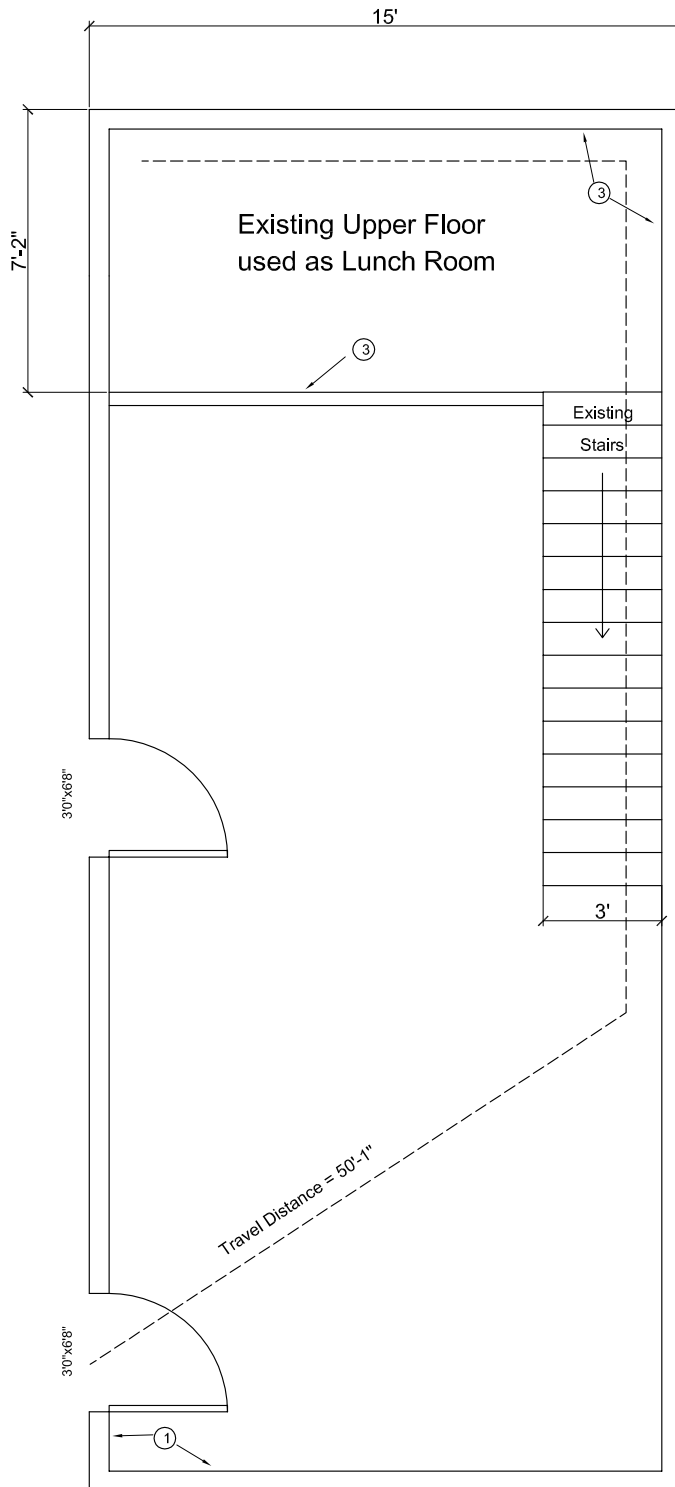
## Main Floor Plan

DRAWING NO.
<b>A-3</b>

# Drawing No. A-4 - Second Floor Plan

DRAWING PRODUCED BY DEVELOPMENT SERVICES

CITY OF PORT MOODY 100 Newport Drive, P.O. Box 36, Port Moody, B.C., V3H 3E1 Canada Tel (604) 469-4500 Fax (604) 469-4550



## Wall Schedule

- ① Existing exterior wall  
5/8" gypsum,  
6 mil poly,  
insulation,  
2x6 @ 16" o.c.,  
3/4" plywood,  
building paper,  
siding.
- ② New partition wall  
2x4 @ 16" o.c.,  
1/2" gypsum each side.
- ③ Existing wall  
2x4 @ 16" o.c.,  
5/8" type X gypsum each side.  
1 hr. Fire Resistance Rating

## Second Floor Plan

DRAWING  
NO.

**A-4**

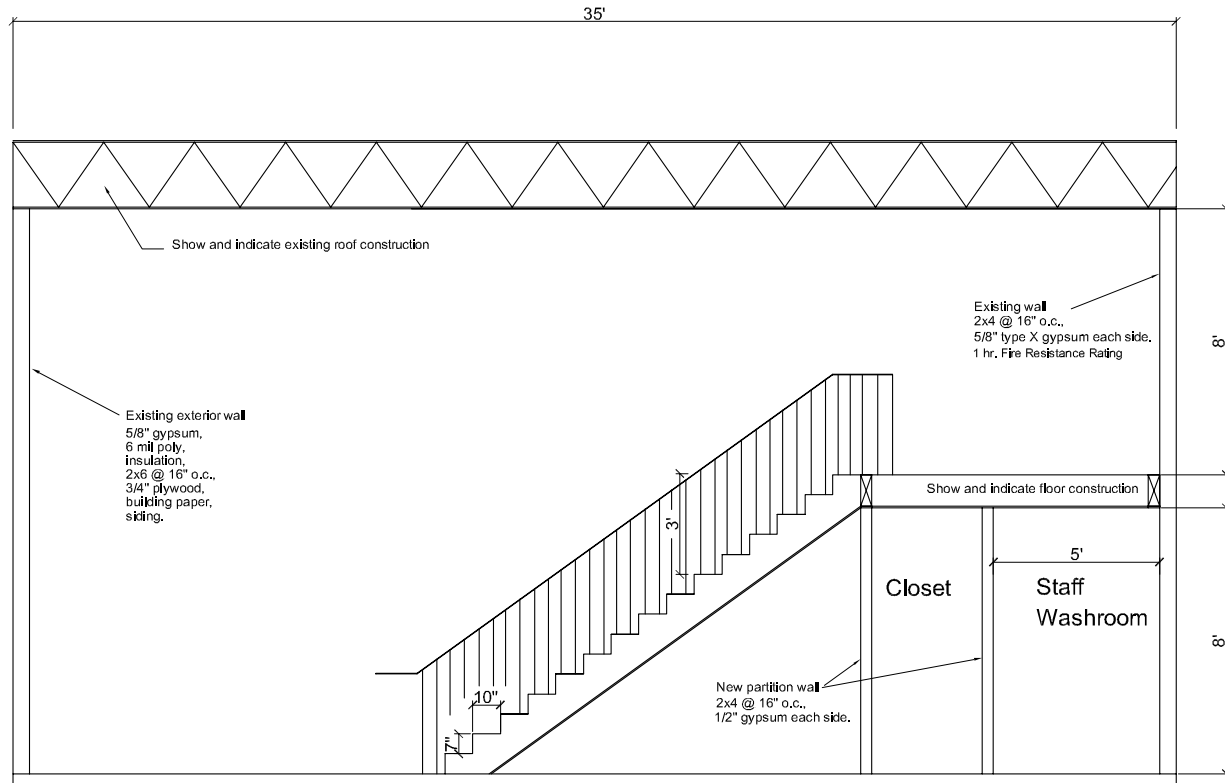
DESIGNED BY: **P.S.** SCALE: **N.T.S.**  
DRAWN BY: **R.H.** DATE: **04Mar04**



# Drawing No. A-5 - Cross Section

DRAWING PRODUCED BY DEVELOPMENT SERVICES

CITY OF PORT MOODY 100 Newport Drive, P.O. Box 36, Port Moody, B.C., V3H 3E1 Canada Tel (604) 469-4500 Fax (604) 469-4550



DESIGNED BY:	P.S.	SCALE:	N.T.S.
DRAWN BY:	R.H.	DATE:	04Mar04

**Cross Section**

DRAWING NO.
<b>A-5</b>