



This checklist provides the basic requirements to complete a Tenant Improvement Building Permit Application for Commercial or Industrial uses as defined in the British Columbia Building Code. Depending on the nature and complexity of the application, additional requirements may be requested after an internal review.

Building Permit Checklist – Tenant & Landlord Improvement

Please provide clear, legible, and precise information. **The Permit Intake Process will not begin until receipt of a complete application and payment of applicable fees, incomplete applications will not be accepted.** Please note, zoning specifies the regulations and permitted uses for properties within those designations. **ALL Builders/Contractors to have current City of Revelstoke Business Licence or an Intercommunity Business License.**

Project Address:

Proposed Use(s):

OFFICE USE ONLY Proposed Occupant Load:

Accepted	Submitted	Required Documents:	
<input type="radio"/>	<input type="radio"/>	Completed and Signed Building Permit Application Package	Please include construction value of project. For current application fees refer to City of Revelstoke Fees and Charges Bylaw.
<input type="radio"/>	<input type="radio"/>	Development Permit (DP) or Variance (DVP) Approvals	Please confirm your application complies with Zoning and does not require a DP, or any variances. If Planning applications required, permits may be processed concurrently; however, a building permit will not be accepted until these other permits have been applied for and subsequently will not be issued until the DVP and/or DP are approved and issued.
<input type="radio"/>	<input type="radio"/>	Appointment of Agent Form	If a third party is representing the owner of the property for building permits, a signed and completed appointment of agent form is required.
<input type="radio"/>	<input type="radio"/>	Plumbing Permit	All permit applications where works include Plumbing, or Fire Sprinklers. New, alterations, additions, or repairs.
<input type="radio"/>	<input type="radio"/>	Site Disclosure Statement	Rezoning, Development Permits, Subdivision, and Building Permits (where soil disturbance is likely to occur) are triggers for a Site Disclosure Statement. Properties with current, or a history of, specified industrial and commercial uses are required to submit the Site Disclosure Statement.

PROFESSIONAL DOCUMENTS AND DRAWINGS:

Letters of Assurance (LOA)

- Schedule B is required from a registered professional when one has been retained or if during the plan review it is determined by the Building Officials.
- All Letters of Assurance require a copy of Certificate of Insurance from each Professional.

<input type="radio"/>	<input type="radio"/>	Schedule A – Co-ordinating Registered Professional
<input type="radio"/>	<input type="radio"/>	Schedule B – Architectural (Required for buildings exceeding 600m2 on a single floor or containing an Assembly Occupancy) <input type="checkbox"/> Sealed drawings from Professional
<input type="radio"/>	<input type="radio"/>	Schedule B – Structural – component(s) only
<input type="radio"/>	<input type="radio"/>	Schedule B – Structural <input type="checkbox"/> Sealed drawings from Professional

<input type="radio"/>	<input type="radio"/>	Schedule B – Mechanical (Required for buildings exceeding 600m2 on a single floor, kitchen exhaust system for grease-laden vapours, dust collection systems, or Spray painting facilities) <input type="checkbox"/> Sealed Drawings from Professional
<input type="radio"/>	<input type="radio"/>	Schedule B – Plumbing (Required for buildings exceeding 600m2 on a single floor or containing an Assembly Occupancy) <input type="checkbox"/> Sealed Drawings from Professional
<input type="radio"/>	<input type="radio"/>	Schedule B – Fire Suppression System (Required for buildings exceeding 600m2 on a single floor or containing an Assembly Occupancy) <input type="checkbox"/> Sealed Drawings from Professional
<input type="radio"/>	<input type="radio"/>	Schedule B – Electrical (Required for buildings exceeding 600m2 on a single floor or containing an Assembly Occupancy) <input type="checkbox"/> Sealed Drawings from Professional

DRAWINGS:

REQUIREMENTS FOR ALL DRAWINGS: (Digital Submission only)

- PDF copy of each plan is required with permit application
- Provide metric scaled plans
- All plans must be full dimensioned
- Include North arrow for all plans
- Include Civic Address
- Include Geodetic Elevation of lowest floor & natural ground elevation

Site Plan

<input type="radio"/>	<input type="radio"/>	<p>Confirm zoning setbacks, heights, etc.:</p> <ul style="list-style-type: none"> • Zoning Compliance Summary • Building Code Compliance summary • All heights and setbacks on site plans to be in both metric and imperial. Including projections & posts/ columns • Identify all buildings locations on the property and the proposed setbacks from the existing structure • From the proposed structure to the property lines. • From existing structures to the property lines • Parking plan (locations and width of proposed or existing access points to the property, driveways, maneuvering aisles and parking layouts) 	<ul style="list-style-type: none"> • Bike Parking Area • Covenants, easements, and rights-of-ways • Label streets • Label unit numbers • Show all parking spaces • Location of window wells and air conditioning equipment. • Natural and finished grades. • Existing Natural and proposed grades • Proposed lot coverage • Impervious surface area • Landscaping Features
-----------------------	-----------------------	---	---

Floor Plans

<input type="radio"/>	<input type="radio"/>	<p>Show the following:</p> <ul style="list-style-type: none"> • North arrow on all floor plans. • All plans to be fully dimensioned in metric. • Label all rooms • Interior room sizes (can affect accessibility for persons with disabilities, and travel distance, etc.) • Washroom, fixtures and backflow preventers <ul style="list-style-type: none"> ○ If any new fixtures are being installed or altered, a plumbing permit is required. • Show width of hallways/ corridors • Show location and dimensions of stairs (ensure stairs confirm with BCBC) • Show handrail and guardrail details • Size & Location of window/ door openings • Show the location of the accessible washroom • Indicate Travel Distance on plans 	<ul style="list-style-type: none"> • Construction of all Wall assemblies incl. fire separations between suites. <ul style="list-style-type: none"> ○ Detail all wall assemblies – especially between adjacent units (fire separations & party walls) • Identify the use (occupancy) of the subject unit and surrounding units: <ul style="list-style-type: none"> ○ In most cases only the occupancies of the units beside, above and below are required. ○ For Complex or Assembly occupancies all uses of the units on the same floor need to be identified. ○ Fire separations, washroom requirements and many other Building Code issues are determined by the units use and the use of the surrounding units.
-----------------------	-----------------------	---	--

Elevations:

<input type="radio"/>	<input type="radio"/>	<p>Show the following:</p> <ul style="list-style-type: none"> • Natural and finished grades. • Storey Elevations related to building grades. • Exterior Cladding, roof finishes. • Indicate all window & door openings. 	<ul style="list-style-type: none"> • Spatial separation percentage. • Fire protection provision as per BCBC 9.10 for assemblies <1.2m from lines of limiting distance • Roof drainage.
-----------------------	-----------------------	---	--

Cross Section		
<input type="radio"/>	<input type="radio"/>	<p>Show the following:</p> <ul style="list-style-type: none"> • Foundations, wall, floor, roof, ceiling assemblies. • Stair dimensions, height of guards, handrails. • Provide mezzanine and/or floor construction details • Fire-resistance rating and location of fire separations (Show the uses of units above and below) • Effective Insulation Values.
Site Drainage/ Servicing Plan		
<input type="radio"/>	<input type="radio"/>	<p>Show the following:</p> <ul style="list-style-type: none"> • Civic Address, Lot No, Plan No, North arrow, correct scale and scale bar • Lot dimensions with actual proposed building footprint with roof slopes shown • Location of existing utilities and drainage courses • Driveway surface materials location, dimensions, and grading arrows • Elevation of garage floor • Grading arrows showing direction and % grade • Location of proposed soak away pit • Existing and proposed ground elevations at all property corners, building corners, culvert inverts, edge of asphalt/back of curb, ditch centre line and road centre line • Existing and proposed sanitary services including inspection chamber location • Proposed sanitary invert elevation at building • Existing and proposed water services including shutoff location

Permit Submission (Office Use)		
Screened by:	Date:	<input type="radio"/> Insufficient information for application as noted – Re-submit <input type="radio"/> Accepted for Application
Comments:		