



SHUSWAP INDIAN BAND
DEVELOPMENT AND BUILDING DEPARTMENT

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COMMERCIAL INTERIOR PARTITIONING/TENANT IMPROVEMENT

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, **our staff have been instructed to accept only complete applications which include plans prepared to professional drafting standards.** We are currently unable to accept digital applications. Thank you for your cooperation.

Project Name: _____

Project Address: _____

Legal Description: _____

Contact's Name: _____

Contact's Phone: _____

Representing: _____

What is Commercial Interior Partitioning/Tenant Improvement

A tenant improvement is new construction or alteration proposed within a building. For example construction of walls, stairs, installation of doors, shelving, equipment, washroom fixtures etc.

Note: 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 BC Building Code.

Office use	Applicant to complete	
		1. Site Information
<input type="checkbox"/>	<input type="checkbox"/>	Provide a completed Tenancy Change Questionnaire (provide link)
<input type="checkbox"/>	<input type="checkbox"/>	Proposed use of the premise _____
<input type="checkbox"/>	<input type="checkbox"/>	Previous use of premise (if applicable) _____
<input type="checkbox"/>	<input type="checkbox"/>	Landlord's contact information: (if applicable) Name: _____ Contact: _____ Address: _____ _____ Postal: _____ Phone: _____
<input type="checkbox"/>	<input type="checkbox"/>	Provide Letter of Authorization from the Landlord: (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Purpose of construction? (check one of the following) <input type="checkbox"/> First tenants in space <input type="checkbox"/> Existing tenants <input type="checkbox"/> New tenants <input type="checkbox"/> No tenants (leasehold improvements)

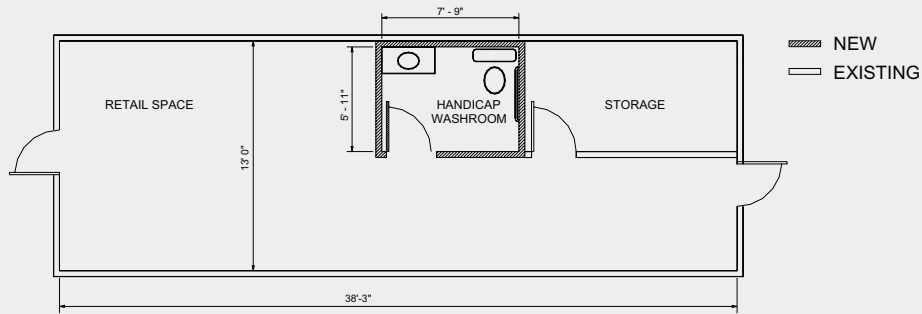
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<input type="checkbox"/>	<input type="checkbox"/>	2. Fire Protection?
		Building is fully sprinklered? <input type="checkbox"/> Yes <input type="checkbox"/> No
		Sprinklers will be altered? <input type="checkbox"/> Yes <input type="checkbox"/> No
		Is the building equipped with a fire alarm? <input type="checkbox"/> Yes <input type="checkbox"/> No
		Fire Alarm will be altered? <input type="checkbox"/> Yes <input type="checkbox"/> No
		Stand Pipe and Hose System? <input type="checkbox"/> Yes <input type="checkbox"/> No
		Municipal water supply? <input type="checkbox"/> Yes <input type="checkbox"/> No
		3. Site Plan
		Sample site plan:
		<p>The diagram is a site plan for a building on the 1st floor. It shows a rectangular building footprint with a dashed line representing the 'PROPERTY LINE'. The building is divided into several sections: two 'Adjacent Tenant Use' areas on the left, a central 'BUILDING NAME' area, and another 'BUILDING NAME' area on the right. There are 'PARKING' areas on both the top and right sides, and a 'SIDEWALK' along the top edge. The plan is bounded by 'STREET NAME' on the top and right. A north arrow is located in the upper right corner. A callout line points to a specific area within the building labeled 'TENANT SPACE 1st FLOOR'.</p>
<input type="checkbox"/>	<input type="checkbox"/>	Attach four (4) copies of Site Plan / Key Plan
<input type="checkbox"/>	<input type="checkbox"/>	Scale (metric preferred scale of 1:100 or 1:200)
<input type="checkbox"/>	<input type="checkbox"/>	North arrow
<input type="checkbox"/>	<input type="checkbox"/>	Business address
<input type="checkbox"/>	<input type="checkbox"/>	Property lines and adjacent city streets and lanes
<input type="checkbox"/>	<input type="checkbox"/>	Outline of all buildings on the site and the tenant location (including all tenants) within the buildings
<input type="checkbox"/>	<input type="checkbox"/>	Identify the use of each adjacent tenant space on the storey in which the tenant space is located
<input type="checkbox"/>	<input type="checkbox"/>	Layout of parking areas showing the number of stalls
<input type="checkbox"/>	<input type="checkbox"/>	Location of driveway accesses
<input type="checkbox"/>	<input type="checkbox"/>	Location of any outside storage
<input type="checkbox"/>	<input type="checkbox"/>	If the proposed use is Automotive Sales - all parking stalls, intended to be used for displaying vehicles, must be highlighted.
<input type="checkbox"/>	<input type="checkbox"/>	Area of business (sq m2 or sq.ft.)
<input type="checkbox"/>	<input type="checkbox"/>	Area of construction (sq m2 or sq.ft.)
<input type="checkbox"/>	<input type="checkbox"/>	If Restaurant, identify seating capacity.
<input type="checkbox"/>	<input type="checkbox"/>	If Restaurant with Drinking Establishment or Drinking Establishment, identify seating capacity of drinking establishment.

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4. Floor Plans

Floor plan example:



FLOOR PLAN

Scale 1/4" = 1'-0"

<input type="checkbox"/>	<input type="checkbox"/>	Four (4) copies of Floor Plans
<input type="checkbox"/>	<input type="checkbox"/>	Scale (preferred scale Imperial 1/4"=1' or Metric 1:50)
<input type="checkbox"/>	<input type="checkbox"/>	Description of the purpose of all rooms/spaces (e.g., kitchen, bathroom, internal stairways)
<input type="checkbox"/>	<input type="checkbox"/>	Dimensions of all rooms
<input type="checkbox"/>	<input type="checkbox"/>	Location of all walls, partitions, doorways, windows, and other openings
<input type="checkbox"/>	<input type="checkbox"/>	If a restaurant and/or drinking establishment is proposed, include a detailed layout of the floor plan. Include a seating plan that clearly indicates the area in which the public will have access for the consumption of food and/or beverages.
<input type="checkbox"/>	<input type="checkbox"/>	All new beam sizes
<input type="checkbox"/>	<input type="checkbox"/>	Floor plans of mezzanines
<input type="checkbox"/>	<input type="checkbox"/>	Overall dimensions for the floors
<input type="checkbox"/>	<input type="checkbox"/>	Identify use of rooms
<input type="checkbox"/>	<input type="checkbox"/>	Interior dimensions of all rooms
<input type="checkbox"/>	<input type="checkbox"/>	Wall separating tenant space from adjacent tenant spaces
<input type="checkbox"/>	<input type="checkbox"/>	Washrooms and washroom fixtures
<input type="checkbox"/>	<input type="checkbox"/>	Travel distance from all floor areas to an exit door or an exit stair
<input type="checkbox"/>	<input type="checkbox"/>	Occupant load, number of washrooms required for male, female and barrier free (if applicable).
<input type="checkbox"/>	<input type="checkbox"/>	Identify existing and new partitions (stud size, spacing and thickness of interior materials, fire separations identifying fire resistance ratings, include wall finish materials for new and existing walls, new and existing doors, door swings and door sizes, hallways and stairs.)

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		5. Project Information:
		Site drawings shall contain the following information.
<input type="checkbox"/>	<input type="checkbox"/>	Project name
<input type="checkbox"/>	<input type="checkbox"/>	Applicant's name and contact information
<input type="checkbox"/>	<input type="checkbox"/>	Municipal Address
<input type="checkbox"/>	<input type="checkbox"/>	Legal Description (lot, block, plan)
<input type="checkbox"/>	<input type="checkbox"/>	Use (use of buildings or property)
<input type="checkbox"/>	<input type="checkbox"/>	All plans submitted on same size of paper
<input type="checkbox"/>	<input type="checkbox"/>	Drawings to be clear and legible
<input type="checkbox"/>	<input type="checkbox"/>	Drawings must be contained on one page, plans should not span two pages. If this is not possible provide one over view drawing as a key plan. Reference sections of key plan to other drawings.
		6. Project Information: (in title block)
		All drawings shall contain the following information.
<input type="checkbox"/>	<input type="checkbox"/>	Project name
<input type="checkbox"/>	<input type="checkbox"/>	Municipal Address
<input type="checkbox"/>	<input type="checkbox"/>	All plans submitted on same size of paper
<input type="checkbox"/>	<input type="checkbox"/>	Drawings to be clear and legible
<input type="checkbox"/>	<input type="checkbox"/>	Page number
<input type="checkbox"/>	<input type="checkbox"/>	Scale of drawing
		7. Other Possible Requirements:
<input type="checkbox"/>	<input type="checkbox"/>	Four (4) copies of Engineered sealed Mechanical (HVAC) drawings complete with Schedules B-1, B-2 and confirmation of Insurance. Engineers must be registered in the Province of British Columbia.
<input type="checkbox"/>	<input type="checkbox"/>	Four (4) copies of Engineered sealed drawings Structural drawings complete with Schedules B-1, B-2 and confirmation of Insurance. Engineers must be registered in the Province of British Columbia.
<input type="checkbox"/>	<input type="checkbox"/>	Four (4) copies of plumbing drawings are required when there are changes to the plumbing systems and when constructing new dentist/ doctor's office, restaurants, drycleaners, hair dressers, etc. These drawings should indicate the number of fixture units, the size of all piping and venting, connections to existing services and specifications on fixtures. Engineered sealed Plumbing drawings complete with Schedules B-1, B-2 and confirmation of Insurance may be required based on the complexity and size of the project.
<input type="checkbox"/>	<input type="checkbox"/>	Interior Health Authority approval is required prior to final inspection where food services or public pools or hot tubs are present. We suggest you obtain approval prior to building permit application to ensure your design has met with Interior Health.

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		8. Letter of Authorization from Building Owner
<input type="checkbox"/>	<input type="checkbox"/>	Provide letter of Authorization from building owner, authorizing the proposed interior renovation.
		9. Building Permit Fees
<input type="checkbox"/>	<input type="checkbox"/>	Fees for Building Permit are based on the cost of construction. Refer to Building Permit Fee Schedule on our website: www.kinbasket.net/development/_pdfs/BPF1001.pdf
<input type="checkbox"/>	<input type="checkbox"/>	Make all cheques payable to Kinbasket Development Corporation.
		10. Applicant Information
<input type="checkbox"/>	<input type="checkbox"/>	Name of Applicant: _____ (Print Name)
		Company: _____
		Phone Number: _____
		Signature of Applicant: _____
		Date of Application: _____