



**SHUSWAP INDIAN BAND
DEVELOPMENT AND BUILDING DEPARTMENT**

Unit 1A Arrow Road, Invermere, BC V0A 1K0 • Tel: (250) 341-3678 • Fax: (250) 341-3683 • Email: building@kinbasket.net

Business Address:		
Business Name:		Square footage of space:
Type of business:		
Applicant's Name:		
Mailing Address:		Postal Code:
Business phone:	Home phone:	Cell phone:
Will there be work that involves any construction? (includes plumbing, electrical, sprinkler, ventilation, fire alarms, new equipment, cooking facilities, partitions, interior or exterior walls, doors or windows) <input type="checkbox"/> No <input type="checkbox"/> Yes - If yes, refer to Tenancy Change with Interior Alteration form.		
Is your business the first to occupy this space? <input type="checkbox"/> Yes <input type="checkbox"/> No - If no, what was the previous type of business (retail, office, industrial) and the business name? _____		
Is the proposed business a change of use from the previous occupancy (ie, retail to restaurant, office to retail, retail to gym, office to classroom, industrial to office, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes - If yes, describe proposed business. _____		
Will there be any selling or handling of food or any food processing? <input type="checkbox"/> No <input type="checkbox"/> Yes - If yes, give details. _____		
Will there be any chemicals, hazardous or flammable materials, or any compressed gas stored or used? (including any liquid oxygen, solvents, fertilizers) <input type="checkbox"/> No <input type="checkbox"/> Yes - If yes, list type of materials and volume. _____ _____		

TENANCY CHANGE QUESTIONNAIRE

Will anything you do or use in your space produce hazardous gases, dust or liquids?
For example, restaurants, take-out food service, any business that manufactures, refinishes furniture, repairs vehicles, welds or involves the cooking of food

No Yes - If yes, give details

Will there be any modification to the exterior of the building?

No Yes - If yes, a Building Permit may be required

Will there be modifications to exterior signage, (ie, new sign(s), larger sign(s), or new sign location)

- No Yes - If yes, a Building Permit may be required
- new sign in existing sign light boxes or on existing sign poles.
 - new freestanding sign (refer to Free Standing Signs - BPA-SFS1001)
 - new exterior wall mounted sign (refer to Facade Mounted Sign - BPA-SMS1001)
 - new canopy or awning sign (refer to Canopy or Awning Signs - BPA-SAS1001)

An interior renovation requires a Building Permit (http://www.kinbasket.net/development/dev_buildpermit.html) if the total cost of the construction is greater than \$1500 or involves electrical modification. Electrical Permits must be acquired through BC Safety as per BC Safety's (<http://www.safetyauthority.ca/>) requirements. Generally, a Development Permit is not required, unless there is a Change of Use of the space. An example of Change of Use would be the change of commercial tenant. Some interior renovations require professional involvement.

Interior renovations are generally classified into two different categories

- Tenancy Change with no building alternations
- Commercial Interior Partitioning

Tenancy Change with no building alternations would be a condition where one tenant is moving out and a different tenant is moving in. If the occupancy classification is the same as the previous tenant then the application is simply to advise the Shuswap Development and Building Department of the change and to ensure that the new occupancy is acceptable for the building's design. See occupancy classifications at http://www.kinbasket.net/development/dev_proinvolvement.html#buildingClassification

Commercial Interior Partitioning would be a condition where one tenant is moving out and another moving in with building alterations. Occupancy classification could be the same or different. Or, where an existing tenant or landlord is renovating the interior space. Alternations would be considered renovating layouts and seating in restaurants, modifying built in reception areas, lobbies, large millwork or other cosmetic alterations that may affect or re-route paths of travel to exits. Many issues arise when relocating partitions. For example; sprinkler head locations and coverage, exit sign locations, emergency lighting, travel distances to exits, occupant load, washroom loading and fire separations. Refer to http://www.kinbasket.net/development/_pdfs/BPA-CIP1001.pdf

If your interior alterations require the removal or addition of interior partitions and you are not familiar with the British Columbia Building Code, please contact the Shuswap Development and Building Department to discuss the extent of your project. Depending on the size and occupancy of your building, your alternations may require professional involvement. Professional involvement is required in most buildings where fire separations exist. The Shuswap Development and Building Department can advise you on these requirements.

Refer to http://www.kinbasket.net/development/dev_proinvolvement.html#proinvolve

I / We hereby certify that the information in this application is true and correct. I / We hereby agree to comply with the applicable regulations that govern its approval.

Applicant's Signature

Company Name

Date