



Tenant Improvement Process

No.: INFO-13

Date: 2002-10-18

Revised: 2023-05-09

Purpose:

To provide the applicant with information, that will assist in expediting the process of obtaining a required construction permit for a tenant improvement.

Implementation:

What Approvals do I need?

1. Business Licence:

- Confirms proposed use is in compliance with the City's Zoning Bylaw.
- Ensures compliance with the City's Business Licence Bylaw; i.e. massage parlours, internet cafés, etc.

2. Environmental Health Department:

The following uses will require the approval from Environmental Health

- All food premises where food or drink is handled, prepared, stored or served.
- Personal Service Facilities such as: barbershops, beauty salons, tanning salons, tattoo parlours, massage therapy facilities, fitness clubs or any business that provides a service to or on the body of another person.
- Schools and day care facilities.

3. Building Approvals Department:

Plumbing Permits:

- If plumbing fixtures are to be removed or new plumbing fixtures installed, plans, permits and inspections are required.

Building Permits:

- Ensures life safety, structural and health issues governed by the BC Building Code are complied with.
- A code analysis of the building may be required to be undertaken. Due to a change in building use (occupancy) this review may identify major changes required for the entire building (i.e. original building design = Industrial Use (F2), proposed use = Assembly (A2)). The **original** building design (F2) may not comply with the more stringent construction and fire safety requirements of the **proposed** use (A2) prescribed by the current BC Building Code. As a result, major building modification may be required.

What Plans/Information is Required?

1. Business Licence:

- Complete a City of Richmond's Business Licence Application online with [MyBusiness](#) or in person with the fillable pdf found on the City's website at www.richmond.ca/business-development/resources/business-licences.htm.
- Data sheet to be completed identifying all sub-trades being used on the job.

2. Environmental Health Department:

- The application for a building permit made at the Building Approvals Department will be circulated to Health Department as required. This will be co-ordinated by Building Approvals Department.

See over →

3. Building Approvals Department:

Ensure the following information is submitted as a complete package:

- [Interior Finishing, Alterations Plan Review Application](http://www.richmond.ca/business-development/building-approvals/building.htm) form (PL-25b) – available on the City’s website at www.richmond.ca/business-development/building-approvals/building.htm.
- If applicant is not the owner, written approval from the property owner, authorizing the applicant as his/her agent or approval to do the work.
- Application and plans to be submitted electronically via buildingapplications@richmond.ca or hard copy to City Hall in triplicate.

Note: All drawings to be legible, drawn to scale and be of a quality that can be reproduced, for our computer scanned records.

If you are unfamiliar with preparing drawings to the quality needed to confirm Building Code compliance, we recommend that an individual having the skills and knowledge with this type of work, be retained.

Plumbing Plans:

- Plumbing plans to include drain, vents and water piping, drawn and sized in compliance with BC Plumbing Code.

Building: Architectural Plans:

- **Key (location) Plan** – An overall floor plan, showing where the tenancy is located.
- **Floor Plan** – Show the entire space being renovated, including the following:
 - the **use** of the space/rooms including dimensions, door sizes, plumbing fixture location.
 - distinguish the new construction from the existing.
 - location of exit doors, exit signs, emergency lighting, pull stations.
 - for restaurants or other assembly occupancies include the seating/equipment layout, and indicate the proposed occupant load.
- **Section** – Provide sufficient details to clearly indicate what materials are being used.

Note: The fire-resistance rating of the walls separating tenant spaces from each tenant space must be reviewed for code compliance.

THE FOLLOWING WORK MAY REQUIRE THE INPUT OF A REGISTERED PROFESSIONAL, including submission of the appropriate Letters of Assurance and City of Richmond’s Schedules E and F:

- commercial exhaust hood and fire suppression system.
- if structural changes are being contemplated, such as an addition of a mezzanine, new openings in a structural wall etc.
- sprinkler work may require plans if 5 or more new heads are added and/or 13 or more heads are relocated.
- major changes to the heating/ventilating system that alters the layout reviewed as part of the building shell.

The information above has been developed as a guide only, it is neither a bylaw nor a legal document. If you require clarification or additional information please contact the appropriate department:

- Business Licences..... 604-276-4328
- Environmental Health..... 604-233-3150
- Building Code/Permit Application..... 604-276-4118
- Plumbing..... 604-276-4118
- Structural/Sprinklers/Cooking Equipment..... 604-276-4118