



Tenant Improvement Process

No.: INFO-13
Date: 2002-10-18
Revised: 2021-02-16

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; ie 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 (ie. 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:

- Attached is a package including an application for a business licence. This information is also available on the City's website, www.city.richmond.bc.ca.
- 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:

- Application form (see attached). This information is also available on the City’s website, www.city.richmond.bc.ca.
- 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.
- Plans/information to be submitted 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, & 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 604-276-4285
- Plumbing 604-276-4285
- Structural/Sprinklers/Cooking Equipment..... 604-276-4285

Commercial/Industrial Business (Premises in Richmond only)

Liquor Licence? Yes No If yes, type? Food Primary Liquor Primary With Endorsement

No. Seats (Restaurants & liquor establishments): _____ **No. Merchandise Machines:** _____

No. Amusement Machines: _____

Describe any Structural Changes to Business Premises: Proposed Completed None

Sharing Premises With: _____

Floor Area (In sq. ft.): **Retail:** _____ **Wholesale:** _____

Office: _____ **Warehouse:** _____

Outside: _____

NOTE: Zoning Bylaw No. 8500 – On-Site Vehicle Parking – Part A, Section 7.1.1 requires that sufficient parking is available for commercial/industrial businesses.

Do you have the sufficient parking: Yes No

A new sign or alterations to an existing sign requires a permit.

Has the required sign permit been applied for? Yes No

Richmond Representative for Business: _____

Title: _____ **Tel.:** _____

Emergency Contact Name: _____ **Tel.:** _____

After Hours Number

OWNERSHIP INFORMATION (All to complete. Additional owners can be submitted on separate paper.)

Name: _____ **Title/Position:** _____
First Last

Home Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Tel.: _____ **Cell:** _____ **Email:** _____

I hereby make application for a business licence in accordance with the above-stated information and declare that the statements are true and correct. I agree, if granted a licence, to comply with all relevant bylaws now in force or which may come into force in the City of Richmond.

Name: _____ **Title:** _____

Signature: _____ **Date:** _____

*Note: This application will not be processed **without the application fee**. In order to receive the fee amount, please contact the Licence Department. Business Licences are public records and are available for inspection on request at City Hall. The City also makes business licence information available in various additional publications on the City website and/or in hard-copy format. If you **do not wish** your business information to be made available in any additional publications, a **request in writing to decline publication** must be received by the Licence Inspector. All information gathered for business licencing purposes is managed in accordance with the Freedom of Information and Protection of Privacy Act.*

Office Use Only:		
Folder Type: _____	Sub Type: _____	Fee: _____
Folder Type: _____	Sub Type: _____	Fee: _____
Received by: _____		Date: _____
Approved by Chief Licence Inspector: _____		Date: _____



Section I BC Fire Code Regulations may apply to your business if you store, or handle any of the following **Hazardous Materials:** (Check all applicable boxes.) **Note:** A permit, in accordance with the City Fire Prevention Bylaw, may be required for such storage or handling.

- 1. **Explosives** (e.g., black powder, distress flares, fireworks, blasting agents, etc. in any quantity).
- 2. **Compressed Gas Cylinders** (e.g., acetylene, argon, oxygen, chlorine, propane, etc., in any quantity).
- 3. **Flammable Liquids** (e.g., gasoline, turpentine, acetone, solvents, etc. exceeding 1 litre quantity).
- 4. **Combustible liquids** (e.g., motor oil, some solvents, etc. exceeding 150 litres quantity).
- 5. **Flammable Solids** (e.g., sulphur, carbon, calcium carbide, etc. exceeding 50 kg quantity).
- 6. **Oxidizers** (e.g., sodium nitrate, ammonium nitrate, peroxides, etc. exceeding 100 kg or 100 litre quantity).
- 7. **Poisonous Materials** (e.g., pesticides, herbicides, fumigants, cyanides, etc., in any quantity).
- 8. **Radioactive Material** (e.g., cobalt, cesium, molybdenum, etc., in any quantity).
- 9. **Corrosive Material** (e.g., acids, caustic soda, potassium hydroxide, etc. exceeding 100 kg or 100 litre quantity).
- 10. **Miscellaneous Dangerous Goods** (as defined in Transportation of Dangerous Goods Regulations).
- 11. **Aerosols Having A Flammable Base Product** (e.g., paints, cleaners, insecticides, etc. exceeding 1 pallet load).

Section II Modification to your building may be required if any of the following **hazardous processes or equipment** are applicable: (Check all applicable boxes.) **Note:** A Building Permit may be required to provide the necessary level of protection.

- 1. **Dust Producing Processes** (e.g., woodworking, fibreglassing, paper processing, grain storage, etc.).
- 2. **Processes Involving Flammable/Combustible Liquids** (e.g., dip tanks, quench tanks, spray painting, industrial ovens, aboveground or underground tanks, dry powder finish, flow or roll coat, etc.).
- 3. **Industrial Ventilation System** (for dusts, flammable vapours, dangerous goods, etc.).
- 4. **Laboratory** (involving use of dangerous goods, flammable or combustible liquids).

Section III The **storage, manufacture or processing** of any of the following, may affect the level of fire protection or equivalent measures required for your building: (Check all applicable boxes.)

- 1. **Pallet storage** (Indoor storage exceeding 1.2 m height AND 10 m² area total).
- 2. **Combustible fibres.** (Indoor storage exceeding 3m³ volume).
- 3. **Plastic Storage.** (Indoor storage pile exceeding 1.5 m height AND 250 m² area).
- 4. **Tire Storage** (Indoor exceeding 1.5 m height).
- 5. **Outdoor Storage** of pallets, combustible fibres, plastics, tires (within 15 m of any building or property line).

Note: Any required corrective measures may require plans, permits and inspections for occupancy approval, as may be required by City Building Bylaw.

(Please print)

Business Name: _____

Business Address: _____

Postal Code: _____ **Business Tel.:** _____

Contact Person: _____ **Contact Tel.:** _____

Email Address: _____

Please **check one** of the following:

- I declare that none of the above items are applicable, **OR**
- The information checked above is applicable and a representative of our firm will contact the Richmond Fire-Rescue Department, for further information, prior to occupancy. Contact the Richmond Fire-Rescue Department, Fire Prevention Division – 6960 Gilbert Road, Richmond, BC V7C 3V4, or by Telephone 604-278-5131 or by Fax 604-278-0547.

Signed: _____ **Date:** _____



The purpose of this guide is to assist people who wish to carry on business in the City of Richmond and therefore need to obtain a **Business Licence**.

Before You Commit to a Location

... check with the Zoning Section to see if your type of business is permitted in that location.

Before You Buy or Lease a Building

... it would be in your best interest to have a clause inserted in your option-to-purchase or lease document.

HOW & WHERE TO APPLY

Business Licence applications are made at the Business Development Counter located on the Ground Floor of City Hall. Applicants are required to:

- a) describe the nature of the proposed business;
- b) give the correct address;
- c) give the correct square feet area and number of employees;
- d) provide Provincial Government certificate of qualifications if required;
- e) provide payment of the appropriate fee; and
- f) for corporations, provide the Company Registry certificate number.

The more usual application procedures (see Example **1, 2, 3 and 4**) are outlined in this Guide. If your situation is not one of those described, or you need assistance, contact the Licence Department.

REQUIRED APPROVALS

In order to obtain a Business Licence in the City of Richmond, various approvals are required:

Zoning

Depending on the zoning of the proposed location, your business may or may not be permitted, or may only be permitted after a Development Permit is obtained. To determine whether your type of business is permitted in the proposed location, enquire with Zoning Helpdesk, or telephone 604-276-4000.

Building

To carry on any business, an occupancy approval of the proposed building is required. This may or may not require a Building Permit. We suggest that before you buy or lease any premises, you check if a special inspection by the Building Inspector for possible renovations and upgrading, etc. is required. This may require the permission of the building owner. Contact Inspections at 604-276-4000.

Fire Department

It may be necessary to obtain approval from this department before your Business Licence can be issued. Should you have any questions please call the Fire Hall at 604-278-5131.

Provincial Environmental Health Department

Depending on the business use a Health Permit and/or health inspection may be required. Inquiries can be made by contacting 604-233-3147.

DEFINITIONS OF BUSINESS CLASSES

Commercial/Industrial Premises, which means a business being carried on within a building located in a commercial or industrial area in the City of Richmond as defined in the **Zoning Bylaw**.

Non-Resident, which means a business being carried on in the City of Richmond, but with the business office located outside of Richmond.

Home Occupation, which means a business being carried on within a dwelling or accessory building located in a residential area in the City of Richmond, as defined in the **Zoning Bylaw**.

RELEVANT CITY BYLAWS

City of Richmond Bylaws which regulate the establishment and operation of a business:

Business Licence:	Requires every person carrying on a business in the City of Richmond to obtain a Business Licence.
Business Regulation:	Regulates the operation of licensed businesses.
Vehicles for Hire Regulation:	Regulates licensed businesses using vehicles for transporting passengers, including tow trucks, U-drives, driver training vehicles, taxi cabs, buses, limousines.
Commercial Vehicle Licensing:	Requires that a Municipal Plate be obtained for commercial vehicles or other vehicles used for delivery or transport of goods in connection with a business.
Public Health Protection:	Regulates the operation of restaurants and food dealers, and general health conditions of business.
Building:	Regulates the construction of and occupant safety in and about buildings.
Fire Prevention:	Relates to the prevention of fire and the control and regulation of fire safety in buildings and premises.
Zoning:	Regulates the use of land and buildings.
Sign:	Under this bylaw signs advertising a place of business are required to have a sign permit. Alterations to an existing sign also require a permit.
Development Permit:	Regulates the procedures for the issuance of development permits.

RELEVANT PROVINCIAL LEGISLATION

Certain types of business uses are also regulated by provincial regulations. Where such business is provincially regulated proof of provincial licence will be required before a business licence is granted. Without limiting, such uses may include:

- travel agency
- employment agency
- video rental/sales
- motor dealers
- physiotherapist
- liquor establishments
- security firms/installers

If you would like more information or if you have any Business Licence enquiries, please visit or call:

City of Richmond
Business Licence Department
6911 No. 3 Road, Richmond, BC V6Y 2C1
604-276-4328

ELECTRONIC RENEWAL OPTION

The City in partnership with epost – the free on-line mail delivery service – is offering the user friendly service of electronic mail delivery when business licences come due for renewal. If you are interested in receiving this service, please contact the Licence Department at 604-276-4328 for more information on how to join up for this service.

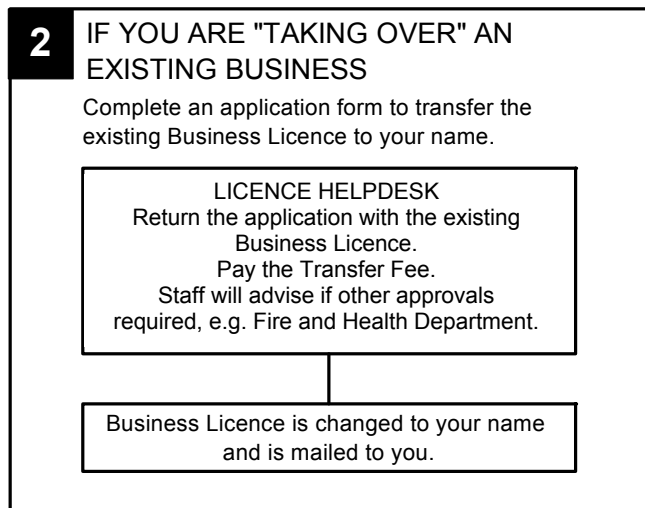
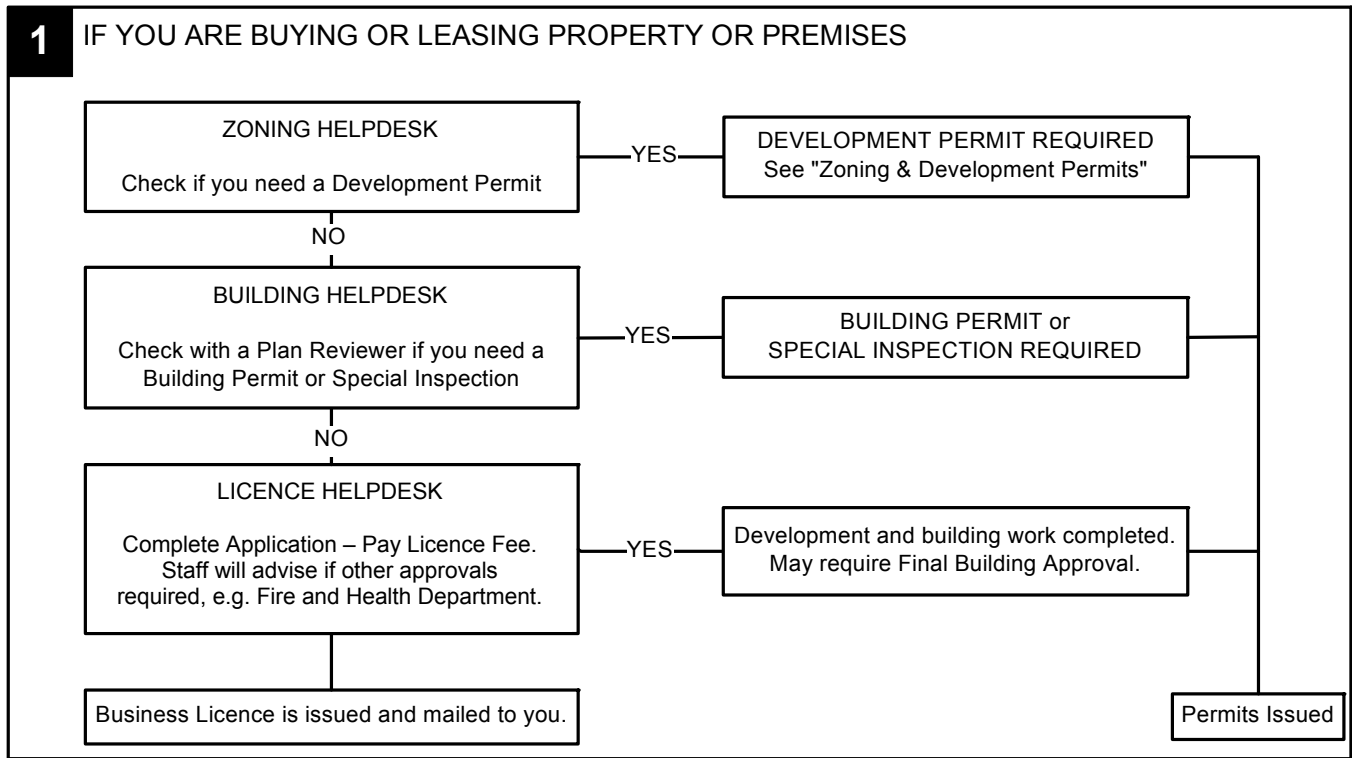
PUBLICATIONS

Business Licences are public records and are available for inspection on request at City Hall. The City also makes business licence information available in various additional publications on the City website and/or in hard-copy format. If you **do not wish** your business information to be made available in any additional publications, a **request in writing to decline publication** must be received by the Licence Inspector. All information gathered for business licencing purposes is managed in accordance with the Freedom of Information and Protection of Privacy Act.

Disclaimer

The information is based on relevant statutes, regulations and bylaws in force at the time of the preparation of this material, which are subject to amendment. Therefore, the City disclaims any liability arising from reliance on information contained in this guide. It is suggested that the department(s) concerned be consulted.

Guide to the Business Licence Application Process – examples





Commercial, Industrial, Multi-Family, Assembly Projects

Please print (to be filled out **completely** by applicant).

Date: _____

Project Address: _____

Unit No.: _____

Owner: _____

Tel. No. _____

Contractor: _____

Tel. No. _____

Occupier: _____

Use: _____
Specific Type/Nature of Business

Work Description: New Addition

Multi-Tenant Projects: No. Units: _____

Construction Value/Building: \$ _____

Is a new service connection required? Yes No If **yes**, P.Eng. Design Drawings must be submitted.

Drawings/Information Submitted	Rec'd	To be Sub'd	Not Req'd	No. of Copies	Drawings/Information Submitted	Rec'd	To be Sub'd	Not Req'd	No. of Copies
Architectural:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Electrical:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Floor Plan Overlays (pdf format)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Sprinkler/Standpipe:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Legal Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	• Hydraulic Cals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Grades/Trees, RMA Area, ESA Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Landscaping Plans:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Zoning Info on Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Cooking Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Code Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Letters of Assurance:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Site Key Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Owner's Undertaking:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Structural:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Equivalency Report:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Soils Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	H.P.O. Form:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Mechanical:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	MENV Site Disclosure Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plumbing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Traffic Mgmt. Plan:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Site Service Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Storage of Dangerous Goods, Liquids or Gases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
					Underground or Aboveground Storage Tanks	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Where a professional engineer or architect, registered as such under provincial legislation, has certified that the plans comply with the current BC Building Code and any other applicable enactment, it should be expressly understood that the City has relied on such certification in issuing this permit and is not liable, directly or vicariously, for any damage, loss or expense caused or contributed to by an error, omission or other neglect in relation to its approval of the plans submitted. The issuance of a permit, the review of plans and supporting documents, or inspections by the building inspector or a registered professional are not a guarantee that the development complies with the BC Building Code or other applicable enactments and do not in any way relieve the owner, or his or her agent, from the responsibility of carrying out construction in substantial compliance with the requirements of the BC Building Code, this bylaw and other applicable bylaws of the City.

Applicant: _____
Print

Signature: _____
By signing I am acknowledging the above waiver

Mailing Address: _____
Postal Code

E-mail Address: _____

_____ Tel. No. Residential or Business

_____ Cell

Contact Person or Coordinating Professional: _____

Note: If applicant is not the registered owner of the property, please request the "Owner Authorization" letter and have it completed and signed by the owner and return the letter to this Department for review.

For Office Use	Comments
Permit No.:	



Please print (to be filled out **completely** by applicant).

Date: _____

Project Address: _____ **Unit No.:** _____

Owner: _____ Tel. No. _____

Contractor: _____ Tel. No. _____

Occupier: _____

Use: _____
Specific Type/Nature of Business

Note: Zoning Bylaw 8500 – Off-Street Parking & Loading – Section 7 requires that sufficient parking is available for all Commercial/Industrial businesses.

Do you have sufficient parking?	□ Yes □ No			Yes	Not Req'd
	Yes	No			
Is the building sprinklered?	<input type="checkbox"/>	<input type="checkbox"/>			
Will there be alterations or additions to the sprinkler system?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, are drawings included?	<input type="checkbox"/>	<input type="checkbox"/>
Any alterations to the plumbing system?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, are drawings included?	<input type="checkbox"/>	<input type="checkbox"/>
Will structural work be required, including alterations to structural slab?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, are drawings included?	<input type="checkbox"/>	<input type="checkbox"/>
Any changes to the mechanical system?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, are drawings included?	<input type="checkbox"/>	<input type="checkbox"/>
Does the mechanical/sprinkler/structural work require a registered professional?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, have Letters of Assurance been submitted?	<input type="checkbox"/>	<input type="checkbox"/>
Is food handling involved in use?	<input type="checkbox"/>	<input type="checkbox"/>			
Storage of dangerous goods?	<input type="checkbox"/>	<input type="checkbox"/>			
Combustible/flammable liquids, gases, etc.	<input type="checkbox"/>	<input type="checkbox"/>			
Underground or aboveground storage tanks	<input type="checkbox"/>	<input type="checkbox"/>			

Describe the work to be done: _____

Construction Value: _____ **Proposed Construction Start:** _____

Where a professional engineer or architect, registered as such under provincial legislation, has certified that the plans comply with the current BC Building Code and any other applicable enactment, it should be expressly understood that the City has relied on such certification in issuing this permit and is not liable, directly or vicariously, for any damage, loss or expense caused or contributed to by an error, omission or other neglect in relation to its approval of the plans submitted. The issuance of a permit, the review of plans and supporting documents, or inspections by the building inspector or a registered professional are not a guarantee that the development complies with the BC Building Code or other applicable enactments and do not in any way relieve the owner, or his or her agent, from the responsibility of carrying out construction in substantial compliance with the requirements of the BC Building Code, this bylaw and other applicable bylaws of the City.

Applicant: _____
Print

Signature: _____
By signing I am acknowledging the above waiver

Mailing Address: _____ Postal Code _____

E-mail Address: _____

Tel. No. Residential or Business

Cell

For Office Use	Comments
Permit No.:	