



This information is provided for clarification purposes only and is not a substitution of any applicable City Bylaws or Provincial or Federal Codes or laws. In the case of any contradictions, legislative Codes, laws or Bylaws take precedence. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes, applicable Acts, regulations, and decisions and orders of any person or body having jurisdiction over the Lands.

Permit Process for Medical Offices

No.: PERMIT-60

Date: 2020-12-02

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This bulletin is to inform Medical Professionals seeking permits to renovate or develop medical facilities of Building Approval's application process.

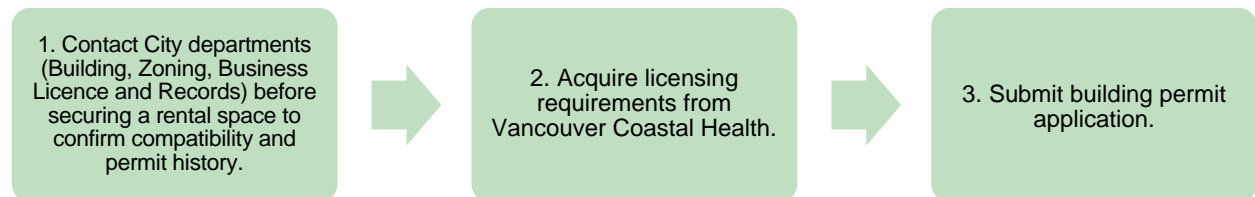
Summary:

- To help minimize delays and construction costs that may result from attempting to utilize a space not well-suited for your operations, please contact the City of Richmond at building@richmond.ca as early as possible in the medical office development process.
- For faster processing and review times, ensure that the permit application package is complete and contains all required documents and drawings.

General Information:

The City of Richmond is committed to expediting construction permit applications for medical projects, particularly those that will be providing direct service to Richmond residents. When applying for building permits for medical offices, please insert a "MEDICAL PERMIT" prefix to the application submission email and on the top left corner of the application form to notify staff of its priority.

Application Requirements



1. Contact building@richmond.ca and zoning@richmond.ca prior to securing a rental space to ensure that the property is suitable for the proposed use.
 - Some properties are located in zones that have use restrictions. Please confirm with the City's Zoning Department to check if the proposed use adheres to its zone prior to securing a lease.
 - Change of use (ie. building used for one purpose and now will be used for something else) may affect application processing times and require additional code compliance. Be mindful that there are additional requirements when converting spaces such as warehouses into offices.
 - Unpermitted work done by a prior tenant will need to be 'legalized' or removed with the new permit application submittal.
 - Zoning designation will dictate additional conditions related to the permit such as height, parking, bike parking, etc.
2. Contact the Business Licence Department (BusLic@richmond.ca) to confirm that a Business Licence may be issued for your operations once the tenant improvements are complete.
3. To view and obtain building records, please contact Building Records staff at buildingrecordsrequest@richmond.ca. More information can be found at www.richmond.ca/plandev/building/building.htm.

See over →

4. If possible, please connect with Vancouver Coastal Health (VCH) as early as possible to confirm any licensing requirements they may have.
 - The City requires VCH approval prior to permit issuance.
5. Once building history and zoning are confirmed, please submit a complete and thorough application electronically to building@richmond.ca as far ahead of intended occupancy as possible.
 - Please fully complete a building permit application form and include all of the required documents and drawings in the application package.
 - For new/addition projects, please complete form [PL-25A](#).
 - For tenant improvements, please complete form [PL-25B](#).
 - See table below for details on the general requirements of a building permit application.
 - Applications may be routed to other stakeholders including Vancouver Coastal Health, Planning, Engineering, Plumbing, Fire, Transportation, and Trees for review.

Building Permit Application Requirements

Please note that additional information may be required during the Plan Review process. To ensure that your application is processed promptly, please submit your application electronically, follow the [submission guidelines](#), and quickly address all inquiries from the Building Approvals Department.

✓	File Required	Details
	Application Form	Requires information about the owner/tenant, contractor, and estimated cost of construction. If exterior work is contemplated, include cost of exterior work as well as total cost of construction. (New Commercial or Interior Finishing Commercial as applicable). www.richmond.ca/plandev/building/building.htm
	Letter of Authorization	Completed by the owner/tenant providing authority to the applicant who is acting on their behalf. www.richmond.ca/__shared/assets/pl406219.pdf
	Letters of Assurance	Required if professionals are involved. www.richmond.ca/plandev/building/reports/schedules.htm
	Strata Approval	Required if unit is governed by a strata. See: www.richmond.ca/__shared/assets/permits_3511264.pdf
	Site Plan/Key Plan	Must identify in detail the building, parking, and area affected by the remodel.
	Existing Floor Plans	Provide a layout of the space as it exists in City records (may vary from the existing built condition).
	Proposed Floor Plans	All rooms and spaces must be labeled with room use and dimensioned, and accessibility requirements must be demonstrated in the drawings.
	Section Drawings	To convey project detail and complexity.
	Exterior Elevations	To convey project detail if any exterior work proposed.
	Details	New features such as accessible washrooms must be noted.
	Code Analysis	Must include a Code Analysis summary with the applicable BCBC 3.2.2. section, area of building, type of construction, area of renovation, occupancy, and include a summary for a washroom count. www.richmond.ca/__shared/assets/pl346218.pdf
	Zoning Analysis	Information on property zoning, details of proposed use, and any changes to parking must be included. The city's interactive maps can be used as a reference tool.

Should you have any questions, comments, or suggestions concerning this bulletin, please reference the Bulletin number and email building@richmond.ca or call the Building Approvals General Inquiries line at 604-276-4118.