



Building Permit Application Checklist for Tenant Improvement

An appointment is required with a Building Official in order to make a building permit application. To make an appointment please email building@whiterockcity.ca or call 604-541-2149.

Incomplete Building Permit applications cannot be accepted, it the responsibility of the applicant to ensure that they have all required documentation and submissions prepared for a complete application to be accepted.

Civic Address:			
File Manager:		Building Permit Number:	

Additional Permit Requirements	YES	NO
Will there be any changes to the exterior of the building? <small>If yes a development permit for Form and Character may be required to be submitted</small>	<input type="checkbox"/>	<input type="checkbox"/>
Will there be a new or replacement sign for the business? <small>If Yes, a Sign Permit application is required to be submitted</small>	<input type="checkbox"/>	<input type="checkbox"/>
Site located in the Flood Plain Development Permit Area <small>If yes, a Development Permit may be required see Official Community Plan</small>	<input type="checkbox"/>	<input type="checkbox"/>
Site located in the Ravine and Significant Trees Development Permit Area <small>If yes, a Development Permit may be required see Official Community Plan</small>	<input type="checkbox"/>	<input type="checkbox"/>
Site located in the Watercourse Development Permit Area <small>If yes, a Development Permit may be required see Official Community Plan</small>	<input type="checkbox"/>	<input type="checkbox"/>

Required Building Permit Application Documents	Included	N/A
Building Permit Application Form	<input type="checkbox"/>	<input type="checkbox"/>
Schedule 1 – “Owner’s Acknowledgment of Responsibility and Undertakings”	<input type="checkbox"/>	<input type="checkbox"/>
Owner’s Authorization Form	<input type="checkbox"/>	<input type="checkbox"/>
Strata Authorization Form <small>(Required if property is within a strata)</small>	<input type="checkbox"/>	<input type="checkbox"/>
Land Title Search <small>(dated within 30 days of the date of application)</small>	<input type="checkbox"/>	<input type="checkbox"/>
2 Sets of architectural drawings <small>(see next page on details for drawing requirements)</small>	<input type="checkbox"/>	<input type="checkbox"/>
2 Sets of original sealed structural drawings <small>(Required if structural design does not meet Part 9 of the BC Building Code)</small>	<input type="checkbox"/>	<input type="checkbox"/>
2 sets of original sealed sprinkler drawings with hydraulic calculations <small>(See City of White Rock Fire Sprinkler Bylaw for details and if applicable)</small>	<input type="checkbox"/>	<input type="checkbox"/>
2 sets of plumbing/mechanical drawings <small>(if plumbing/mechanical work is to be conducted)</small>	<input type="checkbox"/>	<input type="checkbox"/>
Original sealed Letters of Assurance <small>(Schedule B for registered professional)</small>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule 2 – “Proof of Professional Liability Insurance” for each registered professional	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Insurance for each registered professional	<input type="checkbox"/>	<input type="checkbox"/>
Original sealed Schedule A from Coordinating Registered Professional <small>(if applicable)</small>	<input type="checkbox"/>	<input type="checkbox"/>
Building Permit Application Fee	<input type="checkbox"/>	<input type="checkbox"/>

REQUIREMENTS OF ARCHITECTURAL DRAWINGS FOR BUILDING PERMIT APPLICATION

The purpose of the architectural drawings are to demonstrate compliance with City's Zoning Bylaw as well conformance with applicable construction regulations including the BC Building Code. The quality and detail of the building permit drawings are critical to ensure a timely review of your permit application. All permit drawings are to be drawn in accordance with an architectural standard. The following drawings are required for your building permit application and are to show the following (but not limited to):

Site Plan:

1. Site plans are to be drafted to a minimum scale of 1/8" to 1'-0" (or equivalent Metric scale);
2. Show the location of the building on the property and any other buildings on the property;
3. Include north arrow and show property lines, identify streets, and show parking stalls including accessible stalls;
4. Identify the location of the tenant space in the building;
5. Show trees and vegetation within 10m of the property and City Boulevard. Including location of tree protection barriers and the location of trees proposed to be removed; and
6. A table summarizing conformance of the Zoning Bylaw including (but not limited to): Use of the space and off-street parking.

Floor Plans Existing and Proposed:

1. Required to be drafted to a minimum scale of 1/4" to 1'-0" (or equivalent Metric scale);
2. Provide a key plan for the floor the tenant space is located on;
3. Identify the use/occupancy of each tenant space adjacent to the subject tenant space;
4. Floor plans are required for each floor, including mezzanines;
5. Show the overall dimension and square footages for all floors, label the use of all rooms, show the interior dimensions and square footages of all rooms;
6. Show walls separating this tenant space from adjacent tenant spaces, including details of the fire resistance rating of the wall assemblies;
7. Show washrooms and washroom fixtures. (Please note: Your plumbing contractor may need to submit plumbing isometric drawings if you are altering the drainage and/or water pipe systems);
8. Show equipment location, (i.e. tables, chairs, shelves, appliances, roof top units, etc.);
9. Show all existing and new partition walls;
10. Indicate the construction of the walls including the wall finish material, new and existing, (i.e., stud size, spacing and thickness of interior finish);
11. Show all doors, hallways and stairs, indicating the sizes of all doors and the direction of their swings;
12. Show stairs and indicate width of stairs;
13. Indicate width and length of hallways; and
14. Show travel distance (measured along the perimeter of the room/area, 1'-0" off the wall) from all floor areas to an exit.

Elevations: (required if work is proposed to the exterior)

1. Required to be drafted to a minimum scale of 1/4" to 1'-0" (or equivalent Metric scale);
2. Show exterior finish material, including colour;
3. All windows, doors, decks, guards, stairs and handrails;
4. Provide spatial separation calculations for each elevation;
5. Proposed and existing grades and top of foundation elevations shown at each corner of the building;
6. Include dimensioning of overall building height, including dimensions of floor assemblies and height between floor and ceiling levels;

Cross Sections:

1. Required to be drafted to a minimum scale of 1/4" to 1'-0" (or equivalent Metric scale);
2. Floor to ceiling height of all rooms including crawl/roof spaces;
3. Floor, ceiling, roof and wall assemblies (including fire resistance ratings and STC);

RELATED INFORMATION:

White Rock Zoning and Development Requirements
www.whiterockcity.ca/336/Planning-Development
planning@whiterockcity.ca
604-541-2136

Technical Safety BC
Natural Gas & Electrical Inspections
#104 – 9525 201 Street
Langley, BC V1M 4A5
www.technicalafetybc.ca/contact-us
1-866-566-7233

BC Building and Plumbing Codes, Province of B. C.
(Free Online Access)
www.bccodes.ca

BC Housing
#203-4555 Kingsway
Burnaby, BC V5H 4T8
licensinginfo@bchousing.org

BC One Call
www.bc1c.ca/contractors/
1-800-474-6886

White Rock Water
water@whiterockcity.ca
Utility billing inquiries:
Financial Services Department 604-541-2100

BC Assessment Authority:
#100 - 5477 152 Street
Surrey, BC V3S 5A5
www.bcassessment.ca
604-576-4700 or 1-866-825-8322

BC Land Title Office
Land Registrations, Easements, Rights-of-Way
#300 - 88 Sixth Street
New Westminster, BC V3L 5B3
www.ltsa.ca
604-630-9630 or 1-877-577-5872

BC Hydro
www.bchydro.com
Call: 1 800 BCHYDRO (1 800 224 9376)

Ministry of Environment
10470 152nd Street
Surrey, BC V3R 0Y3
<http://www2.gov.bc.ca/gov>
1-800-663-7867