

# Tenant Improvement Checklist

## Required Submission Documentations for Existing Space



*This checklist is intended as a guide to assist in preparing plans for a building permit application. Some applications may require additional documentation. Please contact [building@pittmeadows.ca](mailto:building@pittmeadows.ca) or call 604-465-2428 for the most accurate information.*

Date: _____	Address: _____	Zoning: _____
<b>Internal Use Only</b>		
<b>REQUIRED DOCUMENTATION (2 original sets) + PDF Copy</b>	<b>Req'd</b>	<b>Rec'd</b>
Schedule A & CRP (for work with more than 2 registered professional are engaged)	<input type="checkbox"/>	<input type="checkbox"/>
<b>ARCHITECTURAL DRAWINGS</b>	<b>Req'd</b>	<b>Rec'd</b>
Drawings signed & sealed by a Professional accompanied by a sealed Letter of Assurance ( <i>Schedule B</i> ) and a Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan, Identify your suite location and identify adjacent tenants, also indicate parking allocated for your use	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Floor Plan 1/4" = 1'.0" include all dimensions, all applicable code rated assemblies, furniture layout	<input type="checkbox"/>	<input type="checkbox"/>
Existing Floor Plan 1/4" = 1'.0" include all dimensions	<input type="checkbox"/>	<input type="checkbox"/>
Cross-section including all construction details (i.e. installing floor assemblies)	<input type="checkbox"/>	<input type="checkbox"/>
Construction Assembly information	<input type="checkbox"/>	<input type="checkbox"/>
<b>ELECTRICAL DRAWINGS</b>	<b>Req'd</b>	<b>Rec'd</b>
Drawings signed & sealed by a Professional accompanied by a sealed Letter of Assurance ( <i>Schedule B</i> ) and a Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Load calculation including electrical panel location(s) ( <b>Required for all applications where electrical work is being done</b> )	<input type="checkbox"/>	<input type="checkbox"/>
Exit Signage	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Lighting	<input type="checkbox"/>	<input type="checkbox"/>
Pull Station and tie to annunciator panel	<input type="checkbox"/>	<input type="checkbox"/>
Reflected lighting plan	<input type="checkbox"/>	<input type="checkbox"/>
<b>PLUMBING DRAWINGS</b>	<b>Req'd</b>	<b>Rec'd</b>
Drawings signed & sealed by a Professional accompanied by a sealed Letter of Assurance ( <i>Schedule B</i> ) and a Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Washrooms, hand basins and all other plumbing fixtures (Handicapped Accessible)	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing layout Schematic Detail ( <b>Required for all applications plumbing is being added or modified</b> )	<input type="checkbox"/>	<input type="checkbox"/>
<b>STRUCTURAL DRAWINGS</b>	<b>Req'd</b>	<b>Rec'd</b>
Drawings signed & sealed by a Professional accompanied by a sealed Letter of Assurance ( <i>Schedule B</i> ) and a Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>
New Floors and related assemblies	<input type="checkbox"/>	<input type="checkbox"/>
New or modified openings	<input type="checkbox"/>	<input type="checkbox"/>
Seismic restraint for suspended assemblies and racking over 2.4 m	<input type="checkbox"/>	<input type="checkbox"/>

MECHANICAL DRAWINGS	Req'd	Rec'd
Drawings signed & sealed by a Professional accompanied by a sealed Letter of Assurance ( <i>Schedule B</i> ) and a Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>
New rooftop units (Structural Engineer sign-off required for support assembly)	<input type="checkbox"/>	<input type="checkbox"/>
Ducting for mechanical systems (HVAC)	<input type="checkbox"/>	<input type="checkbox"/>
NFPA 96 hood design	<input type="checkbox"/>	<input type="checkbox"/>

## Tenant Improvement Checklist - Existing Space

FIRE SUPPRESSION SYSTEM	Req'd	Rec'd
Drawings signed & sealed by a Professional accompanied by a sealed Letter of Assurance ( <i>Schedule B</i> ) and a Certificate of Insurance for 5 or more new heads, or 20 or more relocated heads	<input type="checkbox"/>	<input type="checkbox"/>
Verification from a qualified Sprinkler Contractor required if less than 5 new heads or less than 20 or relocated heads	<input type="checkbox"/>	<input type="checkbox"/>
APPLICATION DOCUMENTATION	Req'd	Rec'd
Owner's Acknowledgement of Responsibility	<input type="checkbox"/>	<input type="checkbox"/>
Owners Acknowledgement of Professional Design & Review	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Authorization Form	<input type="checkbox"/>	<input type="checkbox"/>
Tenant Improvement Application Form	<input type="checkbox"/>	<input type="checkbox"/>
Building Code Analysis	<input type="checkbox"/>	<input type="checkbox"/>
Health Department Approval	<input type="checkbox"/>	<input type="checkbox"/>
Strata Approval Letter ( <b>required for all Strata Properties</b> )	<input type="checkbox"/>	<input type="checkbox"/>