

# Tenant Improvement Checklist

## Required Submission Documentations for First Time Installations

This checklist is intended as a guide to assist in preparing plans for a building permit application. Some applications may require additional documentation. For the most accurate information, please contact us at:

[building@pittmeadows.ca](mailto:building@pittmeadows.ca)

604.465.2428

Date: _____ Address: _____ Zoning: _____		
	Internal Use Only	
<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"/>
BC Code Analysis Review	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan ( <i>Scale=1:100 or 1/8"=1'-0"</i> )	<input type="checkbox"/>	<input type="checkbox"/>
o North Arrow, Property lines, Street Name, Street Address, parking spaces	<input type="checkbox"/>	<input type="checkbox"/>
o Location of the Building on the property	<input type="checkbox"/>	<input type="checkbox"/>
o Tenant space location in the Building	<input type="checkbox"/>	<input type="checkbox"/>
o Identify the parking space allocated for this tenant space	<input type="checkbox"/>	<input type="checkbox"/>
Code compliance Floor Plans for floor being modified ( <i>Scale=1:50 or 1/4"=1'-0"</i> )	<input type="checkbox"/>	<input type="checkbox"/>
o Key Plan for the floor the tenant space is located on	<input type="checkbox"/>	<input type="checkbox"/>
o Identify adjacent tenants	<input type="checkbox"/>	<input type="checkbox"/>
o Show the overall dimension and floor areas for each floor	<input type="checkbox"/>	<input type="checkbox"/>
o Existing & Proposed Floor Plan	<input type="checkbox"/>	<input type="checkbox"/>
• Label the use of all rooms	<input type="checkbox"/>	<input type="checkbox"/>
• Interior dimensions and areas of all rooms	<input type="checkbox"/>	<input type="checkbox"/>
• Location & dimension of doors, hallways and stairs	<input type="checkbox"/>	<input type="checkbox"/>
• Direction of the door swings	<input type="checkbox"/>	<input type="checkbox"/>
• Indicate the construction of the wall assemblies	<input type="checkbox"/>	<input type="checkbox"/>
• Fire rated assembly locations & fire stopping details	<input type="checkbox"/>	<input type="checkbox"/>
• Travel distance from all floor areas to an exit door or an exit stair	<input type="checkbox"/>	<input type="checkbox"/>
• Furniture, Equipment layout	<input type="checkbox"/>	<input type="checkbox"/>
• Plumbing fixtures	<input type="checkbox"/>	<input type="checkbox"/>
• Washroom locations including Handicapped Accessible	<input type="checkbox"/>	<input type="checkbox"/>
Elevation Drawings ( <i>Scale=1:50 or 1/4"=1'-0"</i> ) ( <i>only when exterior work is being proposed</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Cross Section Drawings including all construction details ( <i>Scale=1:50 or 1/4"=1'-0"</i> )	<input type="checkbox"/>	<input type="checkbox"/>
o Show the walls separating the proposed tenant space from adjacent tenant space	<input type="checkbox"/>	<input type="checkbox"/>

## Tenant Improvement Checklist - First Time Installations - Cont'd...

ARCHITECTURAL DRAWINGS - Cont'd...	Req'd	Rec'd
o Indicate the construction of the roof	<input type="checkbox"/>	<input type="checkbox"/>
o Show the mezzanine or additional floors, and indicate the construction	<input type="checkbox"/>	<input type="checkbox"/>
o Indicate the height above and below the mezzanine, or additional floors	<input type="checkbox"/>	<input type="checkbox"/>
o Show the stairs to the mezzanine or additional floors	<input type="checkbox"/>	<input type="checkbox"/>
o Indicate rise, run, headroom, handrail & guard height and width of stairs	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>
STRUCTURAL DRAWINGS	Req'd	Rec'd
Drawings signed & sealed by a Professional accompanied by a sealed Letter of Assurance (Schedule B) and a Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Foundation Plan	<input type="checkbox"/>	<input type="checkbox"/>
Framing Plans (Floor, Walls & Mezzanine)	<input type="checkbox"/>	<input type="checkbox"/>
Detail Plans to include (i.e. Bulkheads, drops, seismic restraint of walls, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Seismic restraint for suspended assemblies and racking over 2.4 m	<input type="checkbox"/>	<input type="checkbox"/>
Other _____ (i.e. roof plan for new RTU's, suspended slab x-ray, etc.)	<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 (Schedule B) 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"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL DRAWINGS	Req'd	Rec'd
Drawings signed & sealed by a Professional accompanied by a sealed Letter of Assurance (Schedule B) and a Certificate of Insurance	<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 Ceiling Plan	<input type="checkbox"/>	<input type="checkbox"/>
Design data load calculations for the service & One line Schematic Plan	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>
PLUMBING DRAWINGS	Req'd	Rec'd
Drawings signed & sealed by a Professional accompanied by a sealed Letter of Assurance (Schedule B) and a Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing layout Schematic Detail	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>

## Tenant Improvement Checklist - First Time Installations - Cont'd...

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	<input type="checkbox"/>	<input type="checkbox"/>
Sprinkler Design Plans	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>

**Note:** Not all information contained in this checklist may be required for all permit applications.  
Please confirm with a City Building Inspector prior to permit application when all the information above is not intended to be provided.

Submitted drawings are to be minimum 11" x 17" and maximum 24" x 36" sheet size along with a PDF copy. Drawings larger than 24" x 36" will not be accepted at time of application or anytime thereafter.