



Tenant Improvement Checklist

(Note: These permit applications are not processed same day)

Date: _____

Applicant Name: _____ Tel: _____

Address: _____ Tenant Occupant: _____

Please provide items below (Verify with Plan Checker what items will be required):

Three (3) sets of the following drawings (all drawings and schedules to bear original professional's seal if applicable):

Architectural drawings, including:

- Site plan, identify your suite location and identify adjacent tenants. Also indicate parking allocated for your use
- Proposed Floor Plan, 1/4" = 1'-0" include all dimensions, all applicable code rated assemblies, furniture layout
- Existing Floor Plan, 1/4" = 1'-0" include all dimensions
- Cross-section including all construction details (i.e. installing floor assemblies)
- Construction assembly information

Electrical drawings, including:

- Load calculation including electrical panel location(s) **(Required for all applications)**
- Exit signage
- Emergency lighting
- Pull station(s) and tie to annunciator panel
- Reflected lighting plan

Plumbing drawings, including:

- Washrooms, hand basins and all other plumbing fixtures (Handicapped Accessible)
- Plumbing layout schematic detail **(Required for all applications)**

Structural drawings, including:

- New floors and rated assemblies
- New or modified openings
- Seismic restraint for suspended assemblies and racking over 2.4meter

Mechanical drawings, including:

- New roof top units (structural engineer sign off required for support assembly)
- Ducting for mechanical systems
- NFPA 96 hood design

Application Documentation;

Letters of Assurance, Building Code Schedule Bs plus certificates of insurance:

- | | | | | |
|--|--|-------------------------------------|-----------------------------------|--------------------------|
| <input type="checkbox"/> Architectural | <input type="checkbox"/> Structural | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Plumbing | <input type="checkbox"/> |
| <input type="checkbox"/> Fire Suppression (adding or modifying more than 10 heads) | | | | <input type="checkbox"/> |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Coordinating Professional, (Schedule A) | | | <input type="checkbox"/> |
| <input type="checkbox"/> Owner's Acknowledgment of Responsibility form (Simple / Complex) | <input type="checkbox"/> Health Department Approval | | | |
| <input type="checkbox"/> Tenant Improvement application form | <input type="checkbox"/> Letter of Authorization Form | | | |
| <input type="checkbox"/> Building Code Analysis | <input type="checkbox"/> Strata Approval Letter | | | |

*****Tenant must apply for a Maple Ridge Business Licence prior to applying for permit*****

For more information or to schedule a Building Permit application appointment with a Plan Checker 2, call the Building Department at 604-467-7311. Please note: permits will not be accepted until all required items have been provided.

City of Maple Ridge

11995 Haney Place, Maple Ridge, BC V2X 6A9

Inquires at: permits@mapleridge.ca

Tel: 604-467-7311 Fax: 604-467-7461

Web site: www.mapleridge.ca

Updated Nov 2014