



Commercial Tenant Improvement Building Permit TENANT INFORMATION FORM

District of North Vancouver
Building Department – 355 W Queens Rd, North Vancouver, BC V7N 4N5
Questions about this form phone: 604-990-2480 or email: building@dnv.org

The following information must be complete for your building permit application to be accepted. To avoid delays in obtaining your building permit, all the required documents, plans, and other information must be submitted at the time of application.

TO BE COMPLETED BY THE APPLICANT

Name of the Business:	
Address of the Business:	
Type of Business: (i.e. retail, office, warehouse)	
Type of Products Stored, if Warehouse or Manufacturing Facility:	
Total Floor Area of Suite:	
Previous Use of Suite:	
Occupant Load: Maximum Number of People to Occupy the Tenant Area at the Busiest Time and Day of the Year:	
Number of Employees, Including Employer(s):	
Number of Parking Spaces Allocated for This Suite:	

SPECIFY ADJACENT TENANT SUITES

	Suite Number	Tenant Name	Type of Business
Side			
Side			
Rear			
Above			
Below			

MEZZANINE OR SECOND STOREY

Are you adding a Yes No Or Mezzanine? Yes No

If yes, what is the floor area?

Mezzanine calculation:

40% open mezzanine, provide floor area for room or floor space in which the mezzanine is located: _____ ft² x .40 = _____ ft² or other _____

10% enclosed mezzanine, provide floor area for room or floor space in which the mezzanine is located: _____ ft² x .10 = _____ ft² or other _____

A structural engineer is required to take assurance for the design and field review of all mezzanines or second storey construction, and provide letters of assurance (Schedule B)

PLUMBING FACILITIES

Number of Washrooms:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	Other, specify:
Number of Toilets Provided:	Male:			Female:	
Number of Universal Toilet Room(s):					