

- **COMMERCIAL**
- **MULTI-RESIDENTIAL**
- **INDUSTRIAL**
- **INSTITUTIONAL**

⇒ **Interior Renovations**

Submit this completed checklist with your Building Permit application form for:

- **Interior Renovations**
- **Tenant Improvements**
- **Change of Occupancy**

Address: _____ **Tenant:** _____

Building Footprint (m² or ft²): _____ **Number of building storeys:** _____

Type of Occupancy under renovation (restaurant, retail, office etc): _____

Building plans submitted **must** comply with the current BC Building Code (BCBC), The City of Nelson Zoning Bylaw, Building Bylaw and Off-Street Parking and Landscape Bylaw.

It is the responsibility of the Property Owner to ensure all regulations and requirements are met.

RED TEXT → required to accept your application.

BLUE TEXT → will be required prior to issuance of your Building Permit.

GREEN TEXT → if applicable.

- TITLE SEARCH(s)** for ALL lots (no older than 30 days)
- COPIES OF ALL NON-FINANCIAL CHARGES** listed on the Title(s)
- COMPLEX COMPONENTS/DESIGN**
All components, systems or design not contained within Part 9 of the BCBC must be reviewed by a Registered Professional Engineer (Examples: manufactured beams, trusses, point loads, fire suppression, ICF foundations...)
Sealed drawings and Schedules or Letters of Assurance will be required.

- Sealed Drawings, Schedules and Reports from (as required):**
 - Coordinating Registered Professional**
For buildings over 600 m² and/or 4 or more storeys in building height.
 - Architectural**
 - Mechanical Engineering**
 - Fire Suppression Engineering**
 - Mechanical Engineering**
 - Structural Engineering**

BUILDING PERMIT APPLICATION CHECKLIST

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FLOOR PLANS of all affected storeys

Drawn accurately to a minimum scale of 1:50 or 1/4"=1'

- Key Plan showing location in building
- Location of all walls, partitions
- Inside room dimensions including all hallways
- Purpose of all rooms (office, bathroom, etc)
- Purpose of adjacent tenancies (retail, office, etc)
- Highlight areas to be renovated
- Highlight new walls, used dashed lines for removed walls
- Door and window location, size and swing
- Construction assemblies of all walls and partitions, including walls between adjacent tenants
- Fire-rating of walls, ceilings, doors
- Fire safety information (locations of exit signage, manual pull stations & emergency lighting)
- Locations of plumbing fixtures
- Details of washroom facilities and barrier-free accessibility
- Stair width, rise & run
- Locations of sprinkler heads within renovated area

OTHER DRAWINGS (elevations, sections etc.) may be required specific to your project. Speak to Development Services to determine what is needed.

OTHER

- Restaurants and/or liquor establishments: Seating plan clearly indicating area for public use, stages, and areas for staff - fully dimensioned
- Kitchen drawings for commercial kitchens
- Locations of required ventilation (ie: for commercial kitchens)
- Health Department approval for food and drink sales

OTHER – Plumbing Permit

For any plumbing fixtures being added, removed or altered.

All work must be performed by a Licensed Plumber

DEVELOPMENT PERMITS required for:

- All exterior changes or renovations in Development Permit Area 2** (Downtown & Waterfront)
- Some exterior changes or renovations in Development Permit Area 1** (General Commercial, Industrial and Multi-Residential – outside of Downtown/Waterfront)
- All changed or altered signs in Sign Area A**
- Sidewalk patios**

NOTE: Upon review of your application further information may be required

End of Form

OFFICE USE ONLY	FILE #
<i>Form Completed</i>	

Form updated 2016-02-09