

APPLICATIONS WILL BE ACCEPTED
BETWEEN 8:30 AM – 4:00 PM.
Incomplete applications will not be accepted.

City of Abbotsford

TENANT IMPROVEMENT PERMIT APPLICATION

Page 1 of 4

PROPERTY INFORMATION

Civic Address: _____

Legal Description: _____

Value of Construction: \$_____ Number of Drawings per set: _____

Refund Information For Performance Security Deposit (Please refund deposit to)

Applicant Registered Property Owner Primary Contact Contractor

APPLICANT INFORMATION

The APPLICANT information will be attached to all invoices, payments and refunds. If fees for this permit are to be paid by another party, please inform staff before proceeding and (complete Refund Performance Section above)

Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

REGISTERED OWNER(S) of the property

Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

PRIMARY CONTACT INFORMATION *If not the same as applicant

Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

CONTRACTOR INFORMATION

City of Abbotsford requires that all businesses have a valid City of Abbotsford or Intermunicipal Business Licence.

Name: _____

Business Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

City of Abbotsford Business Licence #: _____ Intermunicipal: _____

BUILDING PERMITS & LICENCES

604-864-5525

building-info@abbotsford.ca

www.abbotsford.ca



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TENANT INFORMATION : (Name of Business): _____

Do you have a business licence? Yes (Business Licence #) _____ No

Is this a new tenant? Yes (This is a brand new business)

No (Business is currently operating out of this location)

Yes Business is currently operating out of a different address: _____

What is the proposed use? _____

APPLICATION TYPE Addition Renovation Restoration

Year the building was constructed: _____ Where applicable

Commercial Development Permit # _____

Industrial Development Variance Permit # _____

Institutional Rezoning # _____

Special Case – Residential Use Subdivision # _____

HAS CONSTRUCTION STARTED: (Check and complete appropriate box)

Yes (complete / explain the scope of work in detail: _____)

No

<u>Sprinkler System</u>	<u>Fire Alarm System</u>	<u>Heating System</u>
(Is there a sprinkler system?)	(Is there a fire alarm system?)	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Existing <input type="checkbox"/> Proposed <input type="checkbox"/> Voluntary / Required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Existing <input type="checkbox"/> Proposed <input type="checkbox"/> Voluntary / Required	Heating Type: _____ Fuel: _____
		<u>Other Work</u> New Plumbing <input type="checkbox"/> Yes <input type="checkbox"/> No New Electrical <input type="checkbox"/> Yes <input type="checkbox"/> No

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Floor Area

Area of: _____ Floor (sq. ft.): _____
Area of: _____ Floor (sq. ft.): _____
Area of: _____ Floor (sq. ft.): _____
Area of Mezzanine (sq. ft.): _____
Total Floor Area (sq. ft.): _____

Please note this is a pre-application review only and NOT a Building Permit Application. We will evaluate your submission to verify if the application can be accepted. We will contact you within five (5) business days.

INITIALS: _____

Signature: _____ Date: _____

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ACKNOWLEDGEMENT OF NOTICE OF COLLECTION OF PERSONAL INFORMATION

Personal information collected within this building permit and application file is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the Local Government Act, the City's bylaws and Section 26 of the Freedom of Information and Protection of Privacy Act (the "Act"). Under the Act, personal information cannot be used or disclosed other than for the purpose for which it was collected, except with the consent of the individual whom the information is about or otherwise in accordance with law.

By initialing this application I hereby consent that all information, including my personal information, within this building permit and application file, may be made available to the public upon request.

Initials of Applicant: _____

If you have any questions about this collection and use of your personal information, contact the Information and Privacy Coordinator at 604-864-5575 or FOI@abbotsford.ca or mail to: City of Abbotsford, 32315 South Fraser Way, Abbotsford BC V2T 1W7

CONSENT TO RELEASE PERSONAL INFORMATION

Pursuant to Section 22 of the Freedom of Information and Protection of Privacy Act, I understand that all information provided to the City of Abbotsford is subject to the provision of the Freedom of Information and Protection of Privacy Act. I consent to the City of Abbotsford releasing my personal information related to this application.

Initials of Applicant : _____

The owner/applicant is responsible for ensuring compliance with the BC Heritage Conservation Act, including steps to determine whether or not a site is an archaeological site. It is against the law to alter an archaeological site without first obtaining a permit to do so from the Archaeology Branch, Ministry of Tourism, Sport and the Arts.

WAIVER, RELEASE AND INDEMNIFICATION AGREEMENT

BY SUBMITTING THIS PERMIT APPLICATION, YOU, OR THE PARTY ON WHOSE BEHALF YOU ACT, ARE GIVING UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE, AND ASSUMING CERTAIN OBLIGATIONS, SUCH AS THE OBLIGATION TO INDEMNIFY THE CITY OF ABBOTSFORD

PLEASE READ THE FOLLOWING PROVISIONS CAREFULLY

In consideration and as a condition of the City of Abbotsford (the "City") granting the permit applied for, each of the Owner, the Owner's Authorized Agent (for himself and on behalf of and with instructions from the Owner and any other party on behalf of whom the Authorized Agent acts) and the Applicant (if not Owner of the Owner's Authorized Agent), jointly and severally agree as follows:

Waiver - I/we hereby waive any and all claims whatsoever that I/we may have, or may have in the future, against the City, its directors, officers, elected officials and employees (collectively, the "Releasees") as a result of the issuance of this permit or any work undertaken pursuant to this permit or for any inspection or other action undertaken as a result of this permit, due to any cause whatsoever, including but not limited to negligence or breach of any statutory or other duty of care.

Release - I/we hereby remise, release and forever discharge the Releasees from any and all claims, actions, demands, obligations, liabilities, costs and expenses whatsoever, whether direct or indirect, including without limitation with respect to any damage to person or property, that I/we may suffer or incur, due to any cause whatsoever including negligence or breach of any statutory or other duty of care, as a result of the issuance of this permit or any inspection or action undertaken by the City as a result of this permit..

Indemnity - I/we hereby agree to indemnify and hold harmless the Releasees from and against any and all claims, actions, demands, obligations, liabilities, costs or expenses whatsoever and howsoever arising, including arising out of or with respect to any damage to any person or property incurred by myself, the party for whom I act as agent, or any other party, which may in any way arise or accrue against the Releasees as a result of or incidental to the issuance of this permit.

No Representations, Warranties or Guarantees -The City has not made any representations, warranties or guarantees with respect to any matter relating to this permit or any work to be undertaken pursuant to this permit, including without limitation compliance with City bylaws or any other provincial or federal act or regulation in force in the City. I/we hereby agree that I/we will be solely responsible for ensuring that all work carried out pursuant to this permit is in compliance with all applicable City bylaws and any other provincial or federal act or regulation in force in the City. I/we further agree that I/we do not rely on the City to notify me/ us of any defects in this permit Application or supporting documentation and that any inspection or other actions undertaken by the City are not intended to ensure and will not ensure that any work complies with the applicable City bylaws or any other provincial or federal act or regulation in force in the City.

I agree to conform to all applicable requirements of City of Abbotsford bylaws and all other applicable provincial or federal statutes in force in the City of Abbotsford.

Initials of Applicant: _____

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OWNER'S AUTHORIZATION / ACKNOWLEDGEMENT FORM

City of Abbotsford

BUILDING PERMIT APPLICATION APPENDIX

OWNER'S AUTHORIZATION FORM

Civic Address: _____

Legal Description: _____

This document shall serve to notify the City of Abbotsford that I am/we are the legal owners(s) of the property described above and do authorize the person indicated below (Authorized Agent) to act on my/our behalf on all matters pertaining to any of the Permit Application(s) indicated below for the property described above, including the authority to endorse on my/our behalf application documents.

Name of property owner(s): _____

Mailing Address: _____

City: _____ Postal Code: _____

Email: _____ Fax: _____

Phone (business): _____ Phone (mobile): _____

The following section needs to be completed if the Registered Property Owners are not the applicant for this building permit.

Name of Authorized Agent: _____

Company Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Email: _____ Fax: _____

Phone (business): _____ Phone (mobile): _____

Description of work: _____

It is understood that until the City is advised in writing that the Authorized Agent no longer acts on behalf of the Owner, the City will deal with the Authorized Agent with respect to all matters pertaining to the Permits referred to in this Authorization Form. I/we hereby authorize the Authorized Agent to act on our behalf in accordance with the terms of this Owner's Authorization Form. This authorization supersedes any previous agent authorization. **Initials of Owner** _____

Signature of owner	Owner's name (print)	Date
Signature of owner	Owner's name (print)	Date
Signature of owner	Owner's name (print)	Date
Signature of owner	Owner's name (print)	Date
Signature of Authorized Agent	Agent's name (print)	Date

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DRAWING CHECKLIST

The following items to be filled out
by Designer

Project Address: _____
Company: _____ Phone: _____
Designer: _____ Email: _____
New Home, Addition, or Infill (specify): _____
Date: _____ Signature: _____

Professional Design Requirements

In addition to the requirements listed below, a Building Official may request the services of an Architect or Professional Engineer for any alterations to complex buildings (Part 3 BCBC) to establish substantial compliance with the Building Code, City Bylaws and any enactments relating to the building or structure.

Architect – is required for any of the following alterations in Part 3 Buildings:

- Occupancy is High Hazard Industrial
- Occupancy is a Care or Detention Occupancy
- Change of Major Occupancy to an Assembly Use
- Change of Major Occupancy results in increased hazard level
- Post Disaster or Seismic Upgrades
- This is the first tenant improvement in the shell space
- Additional floor area added
- New Fire Separations with required 1.5 hour FRR or greater
- New suite separations
- Scope of work exceeds \$75,000
- Accessible upgrades are required for the entire suite
- Building envelope repairs / alterations to multi-family buildings over three storeys.
- Projects that require restoration or repair of fire separations (e.g. fire or flood restorations in multi-family buildings)
- New T-bar ceiling forming part of fire rated assembly

An Architect may be required for alterations in Part 3 Buildings where:

- Suite separations / Fire separations altered (existing)
- Exits / egress doors to travel distances altered (existing)
- Increase in Occupant Load
- Area of alteration exceeds the lesser of 1,600 sq.ft. (150 sq.m.) or 25% of the existing suite area

DRAWING CHECKLIST

The following items to be filled out
by Designer

Structural Engineer – is required for:

- Any design to Part 4 BCBC.
- Wall height meets or exceeds limits of Table 9.23.10.1 BCBC.
- Alterations to any supporting structure in Part 3 buildings.
- Relocations, alterations or additions to overhead heavy objects and/or equipment. (e.g. RTU's).
- Additional floors or mezzanines.
- New or alterations to T-bar ceilings exceeding 10 sq.m. in area. (not required if Architect provides the required assurance for seismic restraint).
- Seismic upgrades.
- Storage Racking proposed exceeding 8'-6" Above Finished Floor (A.F.F.)

Mechanical Engineer – is required for Part 3 building alterations if:

- There is a change of Major Occupancy (e.g. Group D to Group E) (Dependent on scope of work).
- There is an Occupant Load increase of 20% or more.
- There is a new mechanical distribution system proposed.
- This is the first tenant improvement in a shell suite requiring a mechanical distribution system.
- The fixed portion(s) of the main branch duct system is altered.
- Relocation of ventilation equipment (eg. Heat pumps, Fan coils, Roof Top Units, etc.)
- A commercial kitchen exhaust system is required or altered.
- Addition or elimination of 8 or more new diffusers.
- Relocation of 10 or more diffusers.
- Any Green Technologies are proposed. (eg. Heat Recovery Ventilators)
- All works in a building considered a 'High Building' by the BCBC.

Plumbing Engineer - is required for Part 3 building alterations where:

- There is a change of Major Occupancy (e.g. Group D to Group E) (Dependent on scope of work).
- Subdivision of strata properties.
- Proposed project includes any of the following uses or occupancies – Hazardous Materials Processing, Medical surgery, Dental Operation, Food Service Operations, Carwash, Food Processing, Photo Finishing, Institutional, Metal Plating and Finishing, or Auto Repair.
- Works proposed exceeds the addition of 10 new fixtures and the associated water, sanitary and vent pipe works.
- Any Green Technologies are proposed (e.g. Pipe recirculation system).
- All works in a building considered a 'High Building' by the BCBC.

DRAWING CHECKLIST

The following items to be filled out
by Designer

Electrical Engineer - is required for Part 3 building alterations for:

- New electromagnetic locks and associated hardware is proposed or altered.
- New fire alarm system.
- Substantial alterations to existing fire alarm or annunciator panel.
- New commercial kitchen exhaust system and associated electrical components.
- New Electrical Vault.
- New oil Filled Electrical transformer.
- Substantial electrical components.
- High Voltage equipment that is required to be installed in a service room or vault.
- Any Green Technologies.
- All works in a building considered a 'High Building' by the BCBC.
- All works associated with a generator.

Fire Suppression Engineer - is required if:

- Sprinkler design is required (Dependent on number of heads and SP1 form).
- Commercial cooking operation with associated fire suppression is proposed.
- Racking exceeding 12'-6" storage height (A.F.F.) is proposed. Analysis required to determine if in-rack sprinklers are required.

Drawing Requirements

Site Plan

- North arrow.
- Street name indicated.
- Building location and dimensions
- Location of all existing buildings
- Location of suite indicated within building.

Floor Plan

- Demolition plan
- Proposed suite layout (drawn to scale, fully dimensioned and labelled)
- Reflected Ceiling plan
- Identify required fire separations and demising walls
- Show all door and window locations and sizes
- Identify all required exits and means of egress
- Travel distances to exits or means of egress shown
- Accessibility requirements shown
- Occupant Load calculations shown
- Washroom fixture calculations shown
- Identify the adjacent occupancies

DRAWING CHECKLIST

The following items to be filled out
by Designer

Elevations

Only required if exterior alterations proposed.
(Will trigger the requirement for Planning Approval if in a Development Permit Area)

Cross Section

Ceiling heights.
Wall heights.
Identify the adjacent occupancies (above and below in a multi-storey building)
Identify required fire separations and demising walls.
Provide any assembly details and specifications for required fire rated assemblies.