

TENANT IMPROVEMENT

Application Guide

PURPOSE

Building projects today have a wide range of requirements and complexity beyond simply providing a set of blue prints. The purpose of this guide is to assist you with these requirements. While this guide is not required to be submitted with your application, it is recommended to review the contents early in the planning stage for your business. Understanding the requirements will help to ensure your application is successful and avoid many unanticipated costs. If you are not familiar with building construction, we would encourage you to engage the services of a construction professional such as a Registered Architect to guide you through your project.

BEFORE PROCEEDING WITH YOUR APPLICATION

You must answer the following 2 questions:

1. **Have you confirmed that this proposed business use complies with one of the permitted uses as listed in the Abbotsford Zoning Bylaw for the intended location? Y/N**

YES : Please confirm with your Architect that the building is designed to accommodate the intended use.

NO : Please contact the Planning Division for more information on permitted uses at planning-info@abbotsford.ca.

➔ Proceed to next question

2. **Does this project scope propose to add any new mezzanine levels, floor levels, floor areas, or new square footage? Y/N**

YES : The new floor areas is considered an addition, therefore this is not the correct application guide for your project. Please refer instead to the [APPLICATION GUIDE - COMPLEX DEVELOPMENT - NEW AND ADDITIONS](#).

NO : Proceed to PART 1 – [QUESTIONS AND ANSWERS](#)

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PART 1 QUESTIONS AND ANSWERS

Review all sections and questions below that apply to your property and/or project to ensure you are aware and have addressed all requirements to avoid delays or redesigns later in the process.



EXTERIOR ALTERATIONS

Proposed exterior alterations that include changes to wall structure, roof structure, window and/or door sizes or locations may require additional Planning Department approvals in the form of a Development Permit (DP), DP amendment, or DP exemption. This section will assist to determine if there are any Development Permit requirements for the proposed Exterior Alterations. If changes to the exterior of the building are not proposed, you may skip to the next applicable section.



1. **Has a Development Permit application or request for DP exemption been submitted to the Planning Department? Y/N**

YES : Proceed to question 2

NO : Building permit application cannot be processed at this time. Contact Planning regarding a Development Permit application and associated requirements at planning-info@abbotsford.ca.

2. **Has a request for a Development Permit exemption been granted by the Planning Department? Y/N**

YES : Proceed to [SERVICING](#)

NO : Proceed to question 3

- Has the required Development Permit application reached a status of “Approved in Principle”? Y/N**

YES : Proceed to [SERVICING](#)

NO : Building permit application cannot be processed at this time. Contact Planning for more information regarding the current status of the Development Permit application at planning-info@abbotsford.ca.

NOTE: If you require additional information or have questions regarding Development Permit requirements for exterior alterations please reach out directly to our team members in Development Planning at 604-864-5510 or planning-info@abbotsford.ca.

PART 1 QUESTIONS AND ANSWERS (continued...)



SERVICING

This section will assist to determine if further review is required for your project where there is a City Sanitary Sewer connection. Where process waste materials could be discharged into the City's Sanitary Sewer system, additional requirements may apply. These additional requirements will be determined in cooperation with Source Control during the building permit review and provided to the applicant once confirmed.



Sanitary Sewer

1. Is this property serviced by a septic system? Y/N

YES : Proceed to [PARKING](#)

NO : Proceed to question 2

2. Will this business include any of the following processes or uses? Y/N

- | | |
|---|--|
| <input type="checkbox"/> Food Processing | <input type="checkbox"/> Hazardous Material Processing |
| <input type="checkbox"/> Alcohol Production | <input type="checkbox"/> Metal Plating / Finishing |
| <input type="checkbox"/> Cannabis Production | <input type="checkbox"/> Stone Grinding or Cutting |
| <input type="checkbox"/> Dental Office | <input type="checkbox"/> RV Sanitary Dump Station; or |
| <input type="checkbox"/> Automotive Operations | <input type="checkbox"/> Photo Imaging Operation |
| <input type="checkbox"/> Vehicle Wash Operation | |
| <input type="checkbox"/> Dry Cleaning | |

YES : Additional requirements will be determined during the building permit review and provided to the applicant once confirmed. These additional requirements could include a Wastewater Discharge Permit from Source Control, Sampling Manholes, Oil Interceptors, Grease Interceptors, etc.

NO : Proceed to [PARKING](#)

PART 1 QUESTIONS AND ANSWERS (continued...)



PARKING

This section will assist to determine off-street parking requirements for your proposed project.



1. Does this project propose a change of use (e.g. Office to Restaurant) from the previous existing business? Y/N

YES : Parking calculations are required to be provided for review by the Planning Department. Proposed parking shall be in compliance with the Abbotsford Zoning Bylaw (Section 150) where there is a new business use for the space or a significant increase in the occupant load proposed.

NO : Proceed to [ACCESSIBILITY FOR PERSONS WITH DISABILITIES](#)

NOTE: The [ZONING BYLAW](#) has a formula for determining the off-street parking requirements for the intended use. Please have your Architect or Designer review Section 150 and Table 1 in the Abbotsford Zoning Bylaw to ensure you have adequate off-street parking for your business.

PART 1 QUESTIONS AND ANSWERS (*continued...*)



ACCESSIBILITY FOR PERSONS WITH DISABILITIES

This section will assist to determine whether accessible design considerations are required for your proposed project.

1. **Does this business provide service where it can reasonably be expected that customers could include persons with disabilities? Y/N**

YES : Architect to ensure design complies with the Accessibility requirements of the BC Building Code.

NO : Proceed to question 2

2. **Does this business include any areas where work functions can reasonably be expected to be performed by persons with disabilities? Y/N**

YES : Architect to ensure design complies with the Accessibility requirements of the BC Building Code.

NO : Proceed to [SPRINKLERS](#)

NOTE: The BC Building Code requires most businesses that serve the public or may reasonably have employees with disabilities to comply with the accessibility requirements of the code. Please have your Architect or Designer review the requirements and any potential exemptions before submitting your application.



PART 1 QUESTIONS AND ANSWERS (continued...)



SPRINKLERS

This section will assist to determine whether sprinkler design considerations are required for your proposed project.



1. Is the building currently sprinklered? Y/N

YES : Proceed to question 2

NO : Proceed to question 3

2. Does this project propose to add, remove or relocate any sprinkler heads? Y/N

YES : Separate Sprinkler application required to be submitted prior to issuance of any associated Tenant Improvement application.

NO : Proceed to question 3

3. Does this project propose a change of use from the previous existing business? Y/N

YES : Architect or Designer to ensure design complies with the Sprinkler requirements of the BC Building Code.

NO : Proceed to [FIRE ALARM](#)

PART 1 QUESTIONS AND ANSWERS (*continued...*)



FIRE ALARM

This section will assist to determine whether fire alarm design considerations are required for your proposed project.



1. Does the project propose to install a new sprinkler system? Y/N

YES : A fire alarm system is required. Provide a signed and sealed Fire Alarm and Annunciator panel submission from an Electrical Engineer with a Schedule B.

NO : Proceed to question 2

2. Does the building have an existing fire alarm system? Y/N

YES : Any demising wall alterations should be reviewed to see if additional fire alarm zones are being created which would require a change to the fire alarm annunciator panel.

NO : Where a change of use or significant increase in occupant load is proposed, the Architect should review the BC Building Code requirements to confirm whether a fire alarm is now required.

Continue to [GAS AND ELECTRICAL](#)



GAS AND ELECTRICAL

➔ All gas and electrical installations are regulated by the province. All required gas and/or electrical permits must be obtained through Technical Safety BC.

➔ Proceed to [HEATING](#)

PART 1 QUESTIONS AND ANSWERS (continued...)



HEATING

This section will assist to determine whether design considerations are required for your proposed project.

NOTE: All new HVAC systems require a signed and sealed engineered design from a Mechanical Engineer and a Schedule B.

1. Does the building have an existing heating system? Y/N

YES : Proceed to question 2

NO : Proceed to question 3

2. Does the improvement propose alterations to the existing HVAC system? Y/N

YES : Refer to [CONSULTANTS CHECKLIST](#) for design requirements.

NO : Proceed to question 3

3. Does the improvement propose a change of use from the previous tenant? Y/N

YES : Refer to [CONSULTANTS CHECKLIST](#) for design requirements.

NO : Proceed to question 4

4. Does the project propose an increase in the occupant load? Y/N

YES : Refer to [CONSULTANTS CHECKLIST](#) for design requirements.

NO : Proceed to [STORAGE RACKING](#)



PART 1 QUESTIONS AND ANSWERS (continued...)



STORAGE RACKING

This section will assist to determine whether design considerations are required for your proposed project.



1. Does the proposal involve storage racking 8'-6" high or greater? Y/N

YES : Separate Racking permit required with signed and sealed design and Schedule B from a Structural Engineer. Proceed to question 2

NO : No racking permit required.

2. Is the proposed storage height greater than 12'-6" above the finished floor? Y/N

YES : Assessment is required to be provided from a Fire Suppression Engineer to confirm whether or not In-rack sprinklers and separate permit will be required.

NO : Proceed to [ADDRESSING NEW SUITES](#)

NOTE: Structural Engineer must also review the floor structure to ensure it is adequate to support the concentrated point loads from the storage racking.

PART 1 QUESTIONS AND ANSWERS *(continued...)*



ADDRESSING NEW SUITES

This section applies to all tenant improvement applications where the scope of work will require a new unit or suite number.

1. Is this the first tenant improvement in a vacant shell building? Y/N

YES : Proposed suite addressing for the entire building must be indicated on the floor plan drawings for review and approval by City staff. Numbering must comply with the provisions of the Abbotsford Street Naming and Addressing Bylaw.

NO : Proceed to question 2

2. Does the scope of work include new suite or demising walls? Y/N

YES : Proposed suite addressing for the entire building must be indicated on the floor plan drawings for review and approval by City staff. Numbering must comply with the provisions of the Abbotsford Street Naming and Addressing Bylaw.

NO : Proceed to [PROJECT SCOPE](#)

[SEE BYLAWS](#)



PROJECT SCOPE

This section will assist to determine how to proceed.

1. Does this project propose repair due to fire, flood, tree or vehicular impact? Y/N

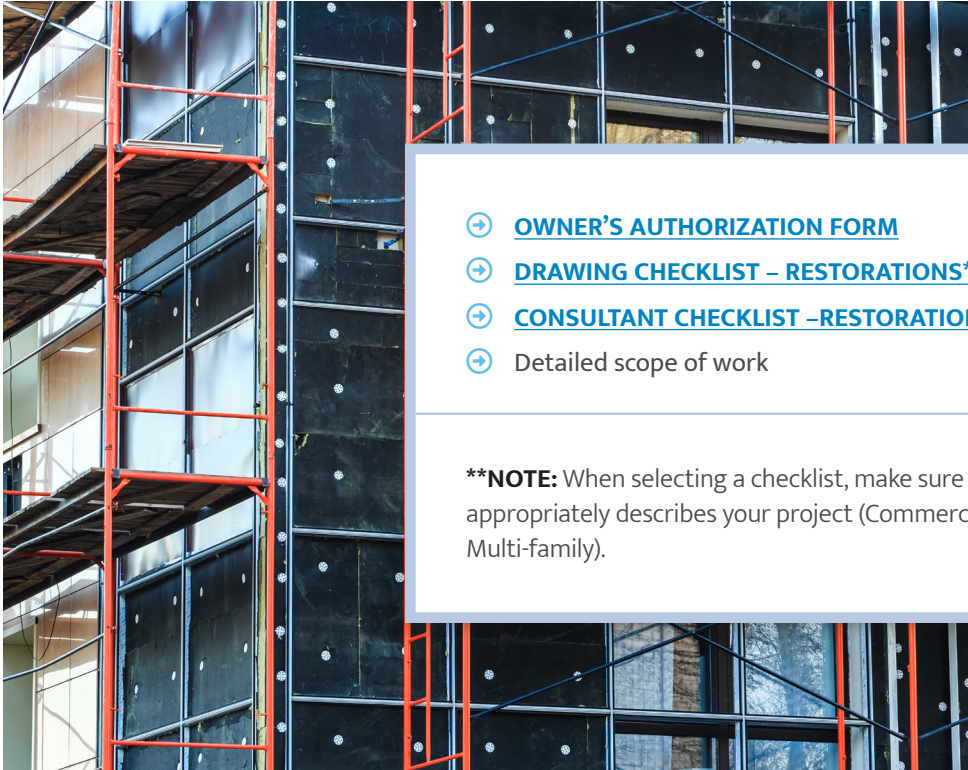
YES: Proceed to [PART 2 – RESTORATIONS](#)

NO: Proceed to [PART 3 – TENANT IMPROVEMENTS](#)

PART 2 RESTORATIONS

ALL RESTORATIONS

Requirements for your application submission(s):



- ➔ [OWNER'S AUTHORIZATION FORM](#)
- ➔ [DRAWING CHECKLIST – RESTORATIONS**](#)
- ➔ [CONSULTANT CHECKLIST –RESTORATIONS**](#)
- ➔ Detailed scope of work

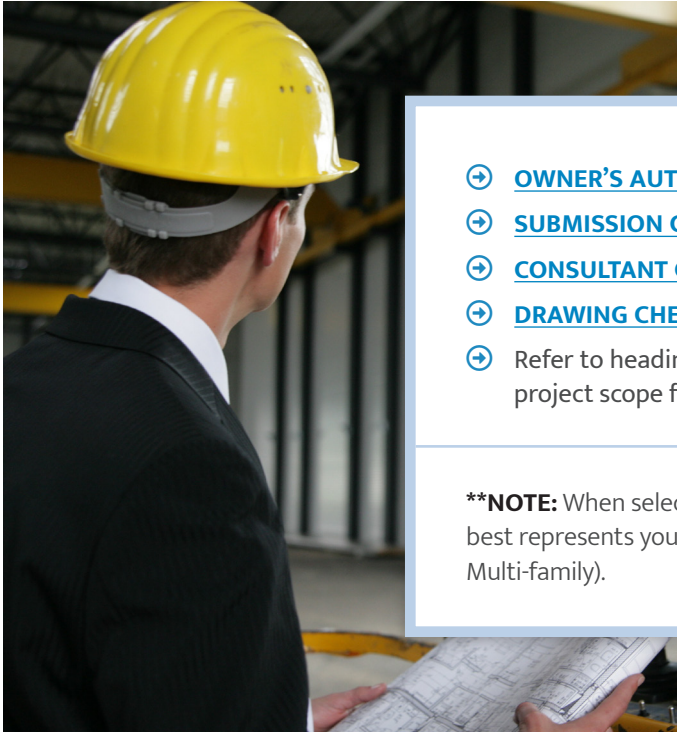
****NOTE:** When selecting a checklist, make sure to select the one that most appropriately describes your project (Commercial, Industrial, Institutional, or Multi-family).



PART 3 TENANT IMPROVEMENTS

ALL TENANT IMPROVEMENTS

Requirements for your application submission(s):



- ➔ [OWNER'S AUTHORIZATION FORM](#)
- ➔ [SUBMISSION CHECKLIST – TENANT IMPROVEMENT**](#)
- ➔ [CONSULTANT CHECKLIST –TENANT IMPROVEMENT**](#)
- ➔ [DRAWING CHECKLIST –TENANT IMPROVEMENT**](#)
- ➔ Refer to headings below that most closely match your proposed project scope for other applicable forms and/or checklists.

****NOTE:** When selecting a checklist, make sure to select the one that best represents your project (Commercial, Industrial, Institutional, or Multi-family).

ALCOHOL PRODUCTION

In addition to the other forms specified for [ALL TENANT IMPROVEMENTS](#), the following is also required:

- ➔ [PROVINCIAL LIQUOR BOARD](#) approval.
- ➔ Where processes require discharging of process waste into the City Sanitary Sewer system, additional requirements may trigger including (but not limited to) a Wastewater Discharge Permit from Source Control.
- ➔ Refer to [ALL TENANT IMPROVEMENTS](#) section above for remaining requirements.

NOTE: The production of spirits and distilled products will be considered a High Hazard Industrial Occupancy as defined in the BC Building Code. Please have your Architect confirm prior to leasing or purchasing a property that the building design and Zoning Bylaw will accommodate this proposed change of use.



PART 3 TENANT IMPROVEMENTS (*continued...*)

CARE AND TREATMENT FACILITY

In addition to the other forms specified for [ALL TENANT IMPROVEMENTS](#), the following will also be required:

- ➔ [FRASER HEALTH](#) unless the business is already regulated under a recognized higher level governing authority.
- ➔ Where proposed business use includes surgeries, dental offices, or other equivalent operations, business will be required to operate under a Code of Practice. Contact Source Control for more information at eng-info@abbotsford.ca.
- ➔ Where proposed business use includes handling of hazardous materials and/or biomedical wastes, additional requirements may trigger including (but not limited to) a Wastewater Discharge Permit. Contact Source Control for more information at eng-info@abbotsford.ca.
- ➔ Refer to [ALL TENANT IMPROVEMENTS](#) section above for remaining requirements.



CHILDCARE FACILITY

In addition to the other forms specified for [ALL TENANT IMPROVEMENTS](#), the following is required for all daycares except those located in residential buildings with 8 or fewer children:



- ➔ Architect to review all BC Building Code requirements for the intended space and building classification to identify any required upgrades to the entire building.
- ➔ Parking calculations in compliance with the Abbotsford Zoning Bylaw (Section 150) required.
- ➔ Refer to [INFORMATION BULLETIN](#) for more information.
- ➔ [FRASER HEALTH](#) approval will be required prior to issuance.
- ➔ Refer to [ALL TENANT IMPROVEMENTS](#) section above for remaining requirements.

PART 3 TENANT IMPROVEMENTS (*continued...*)

FOOD PROCESSING

In addition to the other forms specified for [ALL TENANT IMPROVEMENTS](#), the following will also be required:

- ➔ [FRASER HEALTH](#) approval unless the business is already regulated under a recognized higher level governing authority.
- ➔ Where operations produce large amounts of food, additional requirements may trigger including (but not limited to) a Wastewater Discharge Permit from Source Control.
- ➔ Refer to [ALL TENANT IMPROVEMENTS](#) section above for remaining requirements.

FOOD RETAIL (Groceries, Coffee Shops, Convenience Stores, etc.)

In addition to the other forms specified for [ALL TENANT IMPROVEMENTS](#), the following is also required:

- ➔ [FRASER HEALTH](#) approval required.
- ➔ Refer to [ALL TENANT IMPROVEMENTS](#) section above for remaining requirements.

FOOD SERVICE (Restaurants, Pubs, Diners, etc.)

In addition to the other forms specified for [ALL TENANT IMPROVEMENTS](#), the following is also required:

- ➔ [FRASER HEALTH](#) approval required.
- ➔ Kitchen design will require a grease interceptor.
- ➔ Commercial Kitchen equipment and exhaust designed by a Mechanical Engineer in compliance with NFPA96.
- ➔ Parking calculations in compliance with the Abbotsford Zoning Bylaw (Section 150) required where proposed restaurant is a new use for the space or an increase in the occupant load is proposed.
- ➔ Refer to [ALL TENANT IMPROVEMENTS](#) section above for remaining requirements.



NOTE: Separate approvals will be required for Liquor Licenses through the LCRB.

PART 3 TENANT IMPROVEMENTS (continued...)

FUEL SERVICE (Including Car Washes)

In addition to the other forms specified for [ALL TENANT IMPROVEMENTS](#), the following will also be required:

- ⊕ Oil interceptor is required.
- ⊕ Where operation may cause discharge of hazardous materials into the City's Sanitary Sewer system, additional requirements may trigger including (but not limited to) a Wastewater Discharge Permit from Source Control.
- ⊕ Refer to [ALL TENANT IMPROVEMENTS](#) section above for remaining requirements.

HOME BASED BUSINESS



1. Is this business proposed in a single family residence? Y/N

YES : Proceed to question 2

NO : Skip question 2 and proceed to next section

2. Does the proposed business occupy more than 10% of the storey it is located on? Y/N

YES : BC Building Code requires building upgrades for additional Major Occupancy classification. Please ensure your designer has reviewed these BC Building Code requirements.

NO : Apply using the [APPLICATION GUIDE – RESIDENTIAL - ALTERATION](#) and associated checklists.

- ⊕ Refer to [ALL TENANT IMPROVEMENTS](#) and other applicable sections for remaining requirements.

PART 3 TENANT IMPROVEMENTS (*continued...*)

PERSONAL SERVICE (Beauty Salons, Massage Therapy, Barbershops, etc.)

In addition to the other forms specified for [ALL TENANT IMPROVEMENTS](#), the following is also required:

- ⊕ [FRASER HEALTH](#) unless the business is already regulated under a recognized higher level governing authority.
- ⊕ Refer to [ALL TENANT IMPROVEMENTS](#) section above for remaining requirements.



VEHICLE REPAIR

In addition to the other forms specified for [ALL TENANT IMPROVEMENTS](#), the application submission shall include:

- ⊕ Oil interceptor is required.
- ⊕ Where operation may cause discharge of hazardous materials into the City's Sanitary Sewer system, additional requirements may trigger including (but not limited to) a Wastewater Discharge Permit from Source Control.
- ⊕ Refer to [ALL TENANT IMPROVEMENTS](#) section above for remaining requirements.

PART 4 RESOURCE LINKS

Printed Version Note: Some of the links provided below can only be accessed through the online version available through the City's website at www.abbotsford.ca/buildingpermits.

PROJECT PLANNING

BC Building Code Online: [BC Codes](#)

Development Inquiry Meeting (DIM): [Development Inquiry Meetings | City of Abbotsford](#)

Planning Division (Parking and Land Use): planning-info@abbotsford.ca

Development Engineering (Servicing): planning-info@abbotsford.ca

Source Control : eng-info@abbotsford.ca

APPLICATION RESOURCES

WebMap: [Abbotsford Map Viewer](#)

[Application Forms](#)

[Plumbing Permits](#)

[Sprinkler Permits](#)

[Sign Permits](#)

[Application Checklists](#)

[Bulletins and Updates](#)

OTHER AGENCIES

Technical Safety BC (Gas and Electrical permits): [Home | TSBC \(technicalsafetybc.ca\)](#)

WorkSafe: [WorkSafeBC](#)

Fraser Health (Food Safety): [Food Safety Program - Fraser Health Authority](#)

Fraser Health (Childcare): [Community Care Facilities Licensing - Fraser Health Authority](#)

Fraser Health: [Home - Fraser Health Authority](#)

Architects Institute of BC (AIBC): [AIBC – Architectural Institute of British Columbia](#)

Engineers and Geoscientists of BC (EGBC): [Engineers and Geoscientists BC \(egbc.ca\)](#)

Liquor and Cannabis Regulation Branch (LCRB): [Liquor and Cannabis Regulation - Province of British Columbia \(gov.bc.ca\)](#)

Building and Safety Standards Branch (BSSB): [Contact Us - Province of British Columbia \(gov.bc.ca\)](#)