

Tenant Improvement - Plan Requirements

Site Plan or Key Plan

1. Dimensions of site including a north arrow
2. Location and dimensions of the building including vehicle access and parking stalls
3. Street name(s) and location as well as location and width of any lane(s)
4. Legal description (lot number, block number, district lot number, plan number)
5. Street address, floor and tenant suite number
6. Indicate area to be developed and adjoining tenants, including occupancy
7. Indicate exiting for a new tenant space and all other tenant spaces on the floor where the construction/alterations will occur.

Floor Plans (scale not less than 1/4"=1'0" or 1:50). Note: If using 1/4" scale (or 1:50) for floor plans will require you to provide a plan size exceeding standard A1 paper (2' x 3'), using smaller scale may be acceptable to City staff.

1. All outside dimensions of tenant space
2. Dimensions and uses of all rooms and areas
3. Indicate all door sizes, direction of swing and corridor widths
4. Indicate total area of tenant space (total square meters or square feet)
5. Indicate all plumbing fixtures; identify as new or existing
6. Seating and counter layout for retail – limited food service – maximum 10 seats.

Construction Details & Other Drawings / Forms Required

1. Indicate wall structure (written description or cross sections)
2. Reflected ceiling plan
3. Sprinkler layout indicating existing and proposed installations
4. Sprinkler contractor's name and business license account number
5. Indicate the fire resistance rating of any required fire separations, new and existing
6. Fire stopping details for service penetration of fire separation
7. Indicate all exit signs, emergency lighting and fire alarm devices where required.
8. Health approval (VIHA) stamped on floor plan for spas, pools, food and beverage services
9. Universal washroom for persons with disabilities
10. Isometric Plumbing drawings for plumbing changes, to include name & phone # of Plumber
11. Plumbers Declaration Form