



BUILDING PERMIT APPLICATION CHECKLIST –TENANCY IMPROVEMENT

Civic Address (Street # and Name): _____

Business/Applicant's Name _____

Please make sure to contact the Village of Pemberton Planning Department in order to confirm if the proposed business location meets the Zoning Bylaw requirements (use permitted, parking requirements etc.) prior to entering into any tenancy agreement or initiating the business operation.

What is a tenant Improvement

A tenant improvement is new construction or alteration proposed within a building. For example construction of walls, stairs, installation of doors, shelving, equipment, washroom fixtures, etc. would be considered a tenant improvement.

Note:

If you are unable to provide the following information, you should engage the services of a professional designer or a registered professional familiar with the requirements of the British Columbia Building Code and all other Village of Pemberton Bylaws.

You are required to submit the following documents (if applicable) when submitting your Building Permit Application. This checklist, and all Village of Pemberton forms are available online at www.pemberton.ca

Please print this *Document Checklist*, check that you have included all of the required information and documents (left column), sign and include this document with your application submission.

Incomplete application submitted without the required information and/or documents will be returned to the applicant prior to being reviewed.

IMPORTANT:

The items No. 1 to 5 on the list below are the **minimum requirements** for your Building Permit Application. Depending on the nature of your project, **you may be required to submit additional information/documents** with, or following the submission of your application.

N/A		
<input type="checkbox"/>	<input type="checkbox"/>	1. Building Permit Application (FORM A)-Applicable for any change of occupancy
<input type="checkbox"/>	<input type="checkbox"/>	2. Land Title Documents (dated within 30 days of your application) If your land was recently purchased and you are not shown as the registered owner on Title, please provide ownership transfer papers.
<input type="checkbox"/>	<input type="checkbox"/>	3. Acknowledgement of Owner Form &/or Owner's Authorization of Agent (If applicant is other than owner)
<input type="checkbox"/>	<input type="checkbox"/>	4. Fire Prevention Details (Fire Extinguisher, Pull Station, Emergency Exit Sign and Lighting)

<input type="checkbox"/>	<input type="checkbox"/>	5. Parking Details (On-site Parking only)
<input type="checkbox"/>	<input type="checkbox"/>	6. Plumbing Permit (FORM F)
<input type="checkbox"/>	<input type="checkbox"/>	6. Dimensioned Architectural Drawings (2 copies at a scale of ¼" = 1'-0" showing the layout and dimensions of all proposed construction) <ul style="list-style-type: none"> <input type="checkbox"/> All new beam sizes and lengths, door and window openings with sizes, should be clearly marked <input type="checkbox"/> Floor plan of mezzanines (if applicable) <input type="checkbox"/> Overall dimensions for all floors <input type="checkbox"/> Use of all rooms <input type="checkbox"/> Interior dimensions of all rooms <input type="checkbox"/> Walls separating this tenant space <input type="checkbox"/> Washroom and washroom fixture (including Disabled Accessibility Details) <input type="checkbox"/> Existing and new partition walls <input type="checkbox"/> Construction of all walls (stud size, spacing and thickness if interior finish (Fire Separations and Fire Walls); including the wall finish material for new and existing walls. Doors, hallways and stairs. Including size and direction of door swing. <input type="checkbox"/> Travel distance from all floor areas to an exit door or an exit stair. <input type="checkbox"/> Occupant load, number of washrooms required for male, female, and handicap accessible (if applicable).
<input type="checkbox"/>	<input type="checkbox"/>	7. Other requirements (if applicable): <ul style="list-style-type: none"> <input type="checkbox"/> Two (2) copies of Engineered sealed Mechanical (HVAC) drawings complete with Schedule B and Letter of Assurance <input type="checkbox"/> Two (2) copies of Engineered sealed Structural drawings complete with Schedule B and Letter of Assurance <input type="checkbox"/> Two (2) copies of Engineered Plumbing sealed drawings complete with Schedule B and Letter of Assurance <input type="checkbox"/> Vancouver Coastal Health approval (i.e. for food service, tattoo service, brewery etc.). The plans accepted by Vancouver Coastal Health shall be included in the building permit application package.

CONSTRUCTION NOISE REGULATION

Excerpt from the Village of Pemberton Noise Regulation Bylaw No 699, 2012

2. DEFINITIONS

Construction Noise means any *Noise* created by or resulting from the construction, erection, reconstruction, alteration, repair or demolition of any building or structure or the excavation or filling of land in any manner.

Noise means any sound which is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public by being *unreasonably loud or excessive*. Sources of *noise* can include but are not limited to:

Sound amplifiers such as stereos or public address systems;
Motorized equipment such generators or similar devices; and
Operation of any kind of equipment, machinery or engine.

5. SPECIFIC REGULATIONS

(a) *Quiet Hours*

No person shall cause or permit *noise* of any kind, which by its nature is reasonably interrupting or would tend to interrupt the sleep of a person in the neighbourhood or vicinity, on a Monday to Saturday inclusive before 7:00 a.m. or after 11:00 p.m., or on a Sunday or statutory holiday before 9:00 a.m. or after 11:00 p.m.

(b) *Construction Noise*

(i) No person shall, on a Monday to Saturday inclusive before 7:00 a.m. or after 8:00 p.m., or on a Sunday before 10:00 a.m. or after 4:00 p.m. engage in or permit construction in such a manner as to create a *noise*.

(ii) Where construction work is being carried out in any multifamily or commercial zone, a 1.5 metre x 1 meter (3' x 5') sign shall be posted at the entrance to the site, in plain view, showing the permitted construction hours. The minimum letter height shall be 75mm (3").

(c) *Holiday Construction Noise - Business Noise*

No person shall, as a business, inclusive before 10:00 a.m. or after 4:00 p.m. engage in or permit construction in such a manner as to create a *noise* on a statutory holiday.

8. PENALTY

8.1 Every *person* who contravenes any provision of this bylaw commits an offence punishable on summary conviction (as prescribed in the *Offence Act*) and shall be liable to a fine of not more than \$ 2,000.00 (Two Thousand Dollars) or fines as prescribed within the "Village of Pemberton Municipal Ticket Information Utilization Bylaw No. 542, 2004" as amended or re-enacted from time to time.



Box 100 | 7400 Prospect Street
Pemberton BC V0N 2L0
P: 604.894.6135 | F: 604.894.6136
Email: admin@pemberton.ca
Website: www.pemberton.ca

BUILDING PERMIT – FORM A

OFFICE USE ONLY:

Building Permit No.: _____ Fee: \$ _____ Value of Work: \$ _____

Class of Work: New Addition Alteration Repair Demolition Renewal Move
 Tenant Improvement Retaining Wall Pool Temporary Building
 Other: _____

SITE

Civic Address: _____ Legal Description: _____
PID: _____ Lot: _____
District Lot(DL): _____ Plan: _____

OWNER(S)

Owner Name(s): _____ Home: _____
Work: _____
Mailing Address: _____ Cell: _____
Email: _____

CONTRACTOR

Contractor Name: _____ Work: _____
Fax: _____
Address: _____ Cell: _____
Email: _____

ARCHITECT OR DESIGNER

Architect/Designer Name: _____ Work: _____
Fax: _____
Address: _____ Cell: _____
Email: _____

REGISTERED PROFESSIONAL

Reg. Professionals Name: _____ Work: _____
Fax: _____
Address: _____ Cell: _____
Email: _____

Proof of Liability Insurance Policy No.: _____



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ACKNOWLEDGMENT

This Permit becomes null and void if work or construction authorized is not commenced within twelve months, or if there is a stoppage in work or construction for a period greater than twelve months. In consideration of the granting of the Permit, I/We hereby agree to indemnify and release the Village of Pemberton against all claims, liabilities, judgements, costs and expenses of whatsoever kind which may in any way accrue against the Village in consequence of, and incidental to, the granting of this Permit, if issued. I/we further agree to pay the cost of repairing any damage to public works by reason of the building operations in respect of which this Permit is applied for.

X

Owner Signature

Date

X

Contractor or Authorized Agent Signature

Date

COMMENTS:

Building Official Signature

Date



ACKNOWLEDGEMENT OF OWNER OR OWNER’S AGENT – FORM B

Building Permit No.: _____

SITE

Civic Address: _____ Legal Description: _____
PID: _____ Lot: _____
District Lot (DL): _____ Plan: _____

OWNER(S)

Owner Name(s): _____ Home: _____
Work: _____
Mailing Address: _____ Cell: _____
Email: _____

ACKNOWLEDGMENT

I acknowledge that the owner of the land in respect of which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting safety.

I acknowledge that the Village of Pemberton provides a limited monitoring service in relation to building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others, or issuing building or final inspection reports, make any representation or give any assurance that the construction authorized by this permit complies in every or any respect with the Building Code or any other applicable laws respecting safety.

If I am executing this acknowledgement as the agent of the owner, I represent to The Village of Pemberton that:

- I am authorized by the owner to receive this permit and make these acknowledgements on the owner’s behalf; and
- The owner is aware that the owner is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting safety.

I HEREBY CERTIFY that I have read and examined this application and know the same to be true and correct. All provisions of laws governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other local law regulating construction or the performance of construction.

X

Owner Signature or Authorized Agent Name* *Date*

***NOTE:** *An agent may not apply for or obtain a building permit on behalf of an owner without having provided a written authorization by the owner, in the form provided by the Village of Pemberton.*

X

Owner or Authorized Agent Signature

If more than one owner OR if owner is a company, please complete page over – Acknowledgement of Owner or Owner’s Agent.

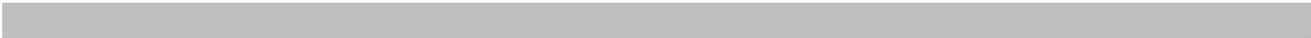


ACKNOWLEDGEMENT OF OWNER OR OWNER’S AGENT – Con’t

If property has more than one owner, please list all owners below:

X _____ <i>First Owner Signature</i>	X _____ <i>Authorized Agent* Signature</i>	 _____ <i>Date</i>
X _____ <i>2nd Owner Signature</i>	X _____ <i>Authorized Agent* Signature</i>	 _____ <i>Date</i>
X _____ <i>3rd Owner Signature</i>	X _____ <i>Authorized Agent* Signature</i>	 _____ <i>Date</i>
X _____ <i>4th Owner Signature</i>	X _____ <i>Authorized Agent* Signature</i>	 _____ <i>Date</i>
X _____ <i>5th Owner Signature</i>	X _____ <i>Authorized Agent* Signature</i>	 _____ <i>Date</i>

**NOTE: An agent may not apply for or obtain a building permit on behalf of an owner without having provided a written authorization by the owner, in the form provided by the Village of Pemberton.*



If the owner is a company, please complete the following:

Company Name: _____ Limited No.: _____

X _____ <i>Name of signing Officer (PRINT)</i>	X _____ <i>Signature of Officer</i>	 _____ <i>Date</i>
X _____ <i>Name of signing Officer (PRINT)</i>	X _____ <i>Signature of Officer</i>	 _____ <i>Date</i>
X _____ <i>Name of signing Officer (PRINT)</i>	X _____ <i>Signature of Officer</i>	 _____ <i>Date</i>
X _____ <i>Name of signing Officer (PRINT)</i>	X _____ <i>Signature of Officer</i>	 _____ <i>Date</i>

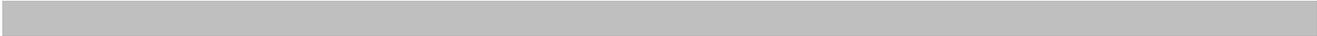


OWNER'S AUTHORIZATION OF AGENT – Con't

If property has more than one owner, please list all owners below:

X	_____	_____
	<i>First Owner Signature</i>	<i>Date</i>
X	_____	_____
	<i>2nd Owner Signature</i>	<i>Date</i>
X	_____	_____
	<i>3rd Owner Signature</i>	<i>Date</i>
X	_____	_____
	<i>4th Owner Signature</i>	<i>Date</i>
X	_____	_____
	<i>5th Owner Signature</i>	<i>Date</i>

***NOTE:** An agent may not apply for or obtain a building permit on behalf of an owner without having provided a written authorization by the owner, in the form provided by the Village of Pemberton.



If the owner is a company, please complete the following:

Company Name: _____ Limited No.: _____

_____	X	_____
<i>Name of signing Officer (PRINT)</i>	<i>Signature of Officer</i>	<i>Date</i>
_____	X	_____
<i>Name of signing Officer (PRINT)</i>	<i>Signature of Officer</i>	<i>Date</i>
_____	X	_____
<i>Name of signing Officer (PRINT)</i>	<i>Signature of Officer</i>	<i>Date</i>
_____	X	_____
<i>Name of signing Officer (PRINT)</i>	<i>Signature of Officer</i>	<i>Date</i>