

GUIDE

TENANT IMPROVEMENTS – FAST TRACKS

GUIDE OVERVIEW

The City of Coquitlam Tenant Improvement (TI) fast track process is designed to facilitate the approval process for simple Commercial Tenant Improvement (CTI) Applications. The CTI Fast Track Process is designed for CTI applications involving retail oriented uses and regular offices that are located in specific commercial and industrial zones and that do not involve: a change in use, new or extended mezzanines, significant changes to plumbing, external modifications or net increases/decreases to floor area (including gross leasable floor area in planned shopping malls).

CRITERIA:

Fast Track Permits are issued for minor alterations to existing building elements, as well as minor alterations to existing plumbing and mechanical systems. Fast Track Permits cannot involve a change in use (as this would trigger Zoning Bylaw review by Development Planning staff). They are available for projects where the work involves no additions to or alteration in size of the structure, no structural changes requiring engineered design by a licensed professional engineer and that do not require plan referral to other departments. Fast Track Permits are for applications involving retail oriented uses and offices.

Fast Track Permits are limited in scope and must meet the following criteria:

- Applies to commercial uses located in all commercial and industrial zones.
- No proposed change of use.
- No net increase/decrease to the floor area of the unit or the gross leasable floor area in a building.
- No external modifications (unless the Development Permit has been issued and provided to Building Permits Division staff).
- Minor plumbing changes which are associated with replacement of existing plumbing fixtures (i.e., straight fixture replacements do not require a plumbing permit, however, if minor modifications to the plumbing system – fixture relocations, vent repositioning, fitting modifications, capping – are needed, the building permit may be issued in advance of the plumbing permit).
- Single Level Racking Systems without stair access (storage must be under 12' in height and the racking system must not exceed storage height of sprinkler system design capability)
- Minor exterior alterations and additions that are less than \$150,000 in construction value.

Note: Any previous outstanding deficiencies, permits or unpermitted construction may result in a delay of your application processing or ineligibility of the use of the fast track permit process.

GENERAL REQUIREMENTS

This is a general list consolidating common requirements compiled for information only and should not be considered a complete list.

- Applicant to engage a professional when preparing drawings for this application.
- Substandard drawings will not be accepted.
- Permit drawings must provide sufficient information to describe the full scope of work.
- Submissions are required to comply with the latest version of the British Columbia Building Code and applicable City of Coquitlam bylaws and regulations.
- All drawings are to be neat, to scale and of draftsman quality.
- Metric or Imperial standard may be used, but not mixed.
- Agent Authorization Form (if applicable).

PERMIT APPLICATION REQUIREMENTS

Three sets of all required plans must be submitted.

- Plans showing the location of the proposed improvement, including parking layout.
- Site plan indicating the relationship of work to adjacent tenancies.
- Architectural construction drawings at 1/8" to 1'-0" scale or greater (showing layout and dimensions of proposed work).
- Title search.
- Value of construction.
- Defined use of building and parking requirements, if applicable.
- Two sets of sealed structural drawings and Schedule B Letters of Assurance (complete with full legal description).
- Schedule "A" required if more than one registered professional is involved.
- Show all room use (unfinished to be marked as such).
- Occupant load calculation required (if occupancy classification has changed).
- Required exits (including door sizes, travel distances, etc.).
- Three sets of electrical drawings (i.e. emergency lighting and exit signs, etc.)
- Show the location of the building on the property.
- Show all other buildings on the property.

PERMIT APPLICATION REQUIREMENTS CONTINUED

- New and existing work area calculations.
- Location of fire separations and assemblies (include details of rated assemblies).
- Cross sections through structures or detailed notes showing construction materials.
- Indication of all new beam sizes (structural) and lengths, door and window openings with sizes.
- Three sets of plumbing drawings.

COMMON SHORTCOMINGS THAT MAY DELAY THE ISSUANCE OF A PERMIT

Corrections, revisions and/or missing information that are not provided to City staff in a timely manner may result in the cancellation of the permit application.

Table 1 provides a list of application shortcoming examples. This list is not exhaustive and it is recommended that City staff be consulted prior to submitting a building permit application.

TABLE 1

Incomplete or missing information on the application:

- Drawings are not coordinated between registered professional disciplines.
- Incomplete drawings, specification notes and quantities.
- Unauthorized work either not identified or not addressed.
- Site plans missing or submitted without the required information, such as:
 - address;
 - unit number;
 - building number;
 - floor level;
 - identification of adjacent tenancies; or
 - parking requirements.
- Engineered drawings for all structural modifications.
- Plumbing drawings for:
 - new restaurants;
 - dentist/doctor offices; or
 - dry cleaners.
- Mechanical drawings for new kitchens (see [Commercial Cooking Equipment Guide](#)).
- Improperly executed Letters of Assurance.
- Architect's or engineer's drawings submitted without the seal of the registered professional.
- Poor quality draftsmanship.
- Submission of concept or schematic plans instead of construction drawings.

Common BC Building Code shortcomings:

- Handrail extensions required for exit and access missing from drawings.
- Rake back nosing proposed on stairs.
- Insufficient exits / egresses.
- Travel distances exceeded.
- Estimates of construction cost.
- Failure to provide new washrooms to “Accessible” standards (see our [Accessible Washroom Design Guide](#)).
- “Access” requirements for doors not accommodated (doors providing “Access” must be 3 feet minimum for 2’-8” clearance).
- Inadequate “Access” side door latch clearances.
- Required “Accessible” change rooms not provided.
- Emergency lighting and exit signs missed.
- Modifications to fire alarm system missed.
- Failure to provide swinging mandoor in the grill / sliding doors (i.e. in malls these doors must be included in allowed single egress suites served by grills / sliding doors).
- Missing plumbing permit submission.
- Missing sprinkler permit submission where partition relocations or new features affect the sprinkler design.

Common Development Planning shortcomings:

- Introduction of a new use not permitted in a particular zone.
- Failure to comply with Zoning or Development Permit provisions.
- Failure to comply with easement or covenant requirements.
- Failure to provide adequate parking.

FEES

Per the City of Coquitlam’s [Fees and Charges Bylaw](#), you will have to pay an application fee when you apply. The permit fee is based on the calculated construction and equipment value within your tenant space and is payable when the permit is ready to be picked up and issued. The fees are broken down as follows:

- 25% of the permit value when the application is made.
- Balance of the permit value when the permit is issued.

INSPECTIONS

Complete information on inspections can be found on our [Inspections Permits page](#).

- Buildings and/or structures requiring a building permit will also require inspections performed by City Building Officials.
- Plumbing permits for new plumbing systems and services will require inspections by City Plumbing Officials.
- Fire suppression systems (building sprinklers) will require inspections by City Plumbing Officials.

This information is provided for convenience only and is not in substitution of applicable City Bylaws, Provincial or Federal laws and regulations. Always refer to official documents. The City is not responsible for errors found in copies or alterations of this document.