

## REQUIREMENTS FOR TENANT IMPROVEMENTS

The following policy is in effect for all tenant improvements in the University Endowment Lands:

When applicable, the following documents and certifications are to be submitted at these stages:

→ at the time of **Building Permit (BP)** application:

- UEL letter of authorization for owner's agent
- Completed UEL Building Permit Application for Tenant Improvements
- Completed UEL Cost Breakdown form
- Schedule A (from a Coordinating Registered Professional)
- Building Code Analysis (by Registered Professional)
- Letter of Compatibility (by Registered Professional)
- HazMat Survey (if work involves demolition)
- Strata Plan from Bldg Owner (University Marketplace)
- 2 sets of plans signed and sealed by the appropriate Registered Professionals and associated Letters of Assurance (Schedule B from the current BC Building Code), for:

- ✓ Fire Suppression
- ✓ Mechanical systems
- ✓ Electrical systems
- ✓ Structural components
- ✓ Architectural components

**Letters of Assurance addressed to:**

**The Authority Having Jurisdiction**  
**University Endowment Lands**  
**5495 Chancellor Boulevard**  
**Vancouver BC V6T 1E2**

→ prior to **BP issuance:**

- Proof from Vanc Coastal Health Authority that an application for approval has been made.

*Notes:*

- *Contact Vanc Fire & Rescue Services (604 665 6068) and Vanc Coastal Health Authority (if applicable 604 736 2866) for information regarding their requirements.*
- *Minor modifications may not require certification by a Registered Professional. Enquire with the UEL prior to Building Permit application.*
- *In the case of tenant improvements that do not involve modifications to the fire suppression system, a letter of verification from the Certified Professional or a Registered Professional attesting that the proposed tenant improvements do not require modification of the base building fire suppression system.*

→ prior to an **Occupancy Inspection:**

- Letters of Assurance (Schedules C-B & C-A) from all Registered Professionals of Record
- Proof of Provincial Gas and Electrical final approval
- Proof of Van. Fire & Rescue Services final approval
- Proof of Van. Coastal Health Authority final approval

Once Final Inspection Approval has been issued, the tenant must apply for a business license at the UEL Administration Office (5495 Chancellor Boulevard, Vancouver, BC).



LETTER OF AUTHORIZATION

I / We \_\_\_\_\_, the owner(s) of property
(Print Name/Corporation)

legally described as \_\_\_\_\_
(Legal Description)

at \_\_\_\_\_
(Street Address)

authorize \_\_\_\_\_
(Print Name)

To act as my/our agent for all purposes in relation to the application and issuance of the:

- Development Permit
Building Permit
Bylaw Amendment (Rezoning)

from the University Endowment Lands.

I/we acknowledge the authority of the agent to bind me/us in all matters related to the Application and work to be performed under the permit or permits.

The person signing the permit documents acknowledges that his or her signature is as agent for the owner and that he or she is authorized to bind the owner who will be deemed to know of and to understand the contents of the documents.

Where the owner or agent is a corporation, the individual signing must be authorized and delegated with "signing authority" for the corporation.

Signature of Owner/Authorized Signatory Print Name Date

Signature of Agent Print Name Date



# ASSURANCE OF "TENANT IMPROVEMENT COMPATIBILITY" WITH ORIGINAL BASE BUILDING

**Note: To be submitted prior to issuance of a Building Permit for Tenant Improvements**

To: The Building Inspector  
University Endowment Lands  
5495 Chancellor Boulevard  
Vancouver, BC V6T 1E2

\_\_\_\_\_  
Date (YY/ MM /DD)

Dear Sir:

Re: \_\_\_\_\_  
Print Address Specific Location of Tenant Improvement  
\_\_\_\_\_  
Nature of Tenant Improvement

The undersigned hereby gives assurance that the design of the **Tenant Improvements** as shown on the plans and supporting documents for the above referenced Project has been reviewed for compatibility with the original design of the base building. The Tenant Improvements, if constructed in accordance with such plans and supporting documents, will be **compatible** with the design and construction of the base building and will not increase non-conformance of the base building or create a non-conformity with respect to fire or structural safety.

\_\_\_\_\_  
Print Name (Affix Professional Seal in space below)

\_\_\_\_\_  
Signature Initials Sample

\_\_\_\_\_  
Print Address

\_\_\_\_\_  
Print City Postal Code

( ) \_\_\_\_\_

Telephone

If the *Registered Professional* is a member of a firm, complete the following:

I am a member of the firm \_\_\_\_\_  
Print Name of Firm  
\_\_\_\_\_  
Print Address  
\_\_\_\_\_  
Print City Postal Code

And I sign this letter on behalf of myself and the firm.

**NOTE:** The above letter must be signed by a *Registered Professional* who is registered in the Province of British Columbia as a member in good standing in the Architectural Institute or the Association of Professional Engineers and Geoscientists.



## COST BREAKDOWN

Date: \_\_\_\_\_

To: Manager, University Endowment Lands

Re: Name: \_\_\_\_\_

Address: \_\_\_\_\_ (CRU# \_\_\_\_\_)

Below is a detailed cost breakdown for the tenant improvements we intend to undertake:

<u>Item</u>	<u>Name of sub-contractor or Equipment Manufacturer</u>	<u>Value of Item</u>
1. Architectural fees	_____	_____
2. Engineering fees	_____	_____
3. Framing materials	_____	_____
4. Rough Carpentry	_____	_____
5. HVAC (include kitchen exhaust, range hoods & make up air units)	_____	_____
6. Wall board	_____	_____
7. Finish materials	_____	_____
8. Paint or wall finish	_____	_____
9. Finish carpentry	_____	_____
10. Flooring tile	_____	_____
11. Flooring (other)	_____	_____

<u>Item</u>	<u>Name of sub-contractor or Equipment Manufacturer</u>	<u>Value of Item</u>
12. Bathroom finishing		
13. Kitchen cabinets/counters		
14. Kitchen hood suppression systems		
15. Serving counters		
16. Tables/booths		
17. Built in equipment (coolers, display cases, food dispensers etc)		
18. Lighting		
19. Miscellaneous items not previously listed		
<b>TOTAL PROJECT BUDGET</b>		

The above is a true estimate of all costs associated with the above Tenant Improvement.

\_\_\_\_\_  
Signed (Owner)



**University Endowment Lands  
Land Use, Building and Administration Bylaw  
Confirmation of Bylaw Compliance**

**Note:** To be submitted with Tenant Improvement applications for a full service restaurant (CD-1 Land Use District) prior to issuance of a Building Permit.

\_\_\_\_\_  
Date

To: Manager, University Endowment Lands

Re: Restaurant Name: \_\_\_\_\_

Address: \_\_\_\_\_ (CRU#)

In consideration of the University Endowment Lands accepting and processing this building permit application for a full service restaurant we confirm that the use of the premise complies with the defined use as a full service restaurant as detailed below:

1. Provides fresh and/or prepared foods to customers seated within its premises;
2. No more than 15 % of the business is to be derived from take-out orders; and
3. Service will be provided to customers seated within the premise by taking orders and providing meals to customers seated within the premise.

\_\_\_\_\_  
Signed (Owner of Company)



## Application For Tenant Improvement Building Permit

Date:	
Business Name:	
Address:	Unit:
Legal Description:	
Business Description: (office, retail, full-service restaurant, etc.)	

Outright Use	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
Conditional Use	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
Development Permit # (if conditional use):				

Applicant:	
Address:	Postal Code:
Phone No:	
Property Owner:	
Address:	Postal Code:
Phone No:	
Contractor's Name:	
Address:	Postal Code:
Phone No:	
Tenants Name:	
Address:	Postal Code:
Phone No:	
Coordinating Professional:	
Address:	Postal Code:
Phone No:	
Construction Value:	

This application is made by the registered owner of the subject property or his or her representative. In the event that the owner's representative submits the application it must be accompanied with the appropriate Letter of Authorization.

\_\_\_\_\_  
Signature of Registered Owner or Agent

\_\_\_\_\_  
Date



## Application for Sign Permit at the University Marketplace

Date:
Business Name:
Address: <span style="float: right;">Unit:</span>
Legal Description:
Business Description: (office, retail, full-service restaurant, etc.)
Applicant:
Address: <span style="float: right;">Postal Code:</span>
Phone No:
Property Owner:
Address: <span style="float: right;">Postal Code:</span>
Phone No:
Cost of sign and installation:

**The following documents must be submitted with the application:**

- 1) 2 sets of drawings (to scale) showing:
  - sign location, each side of the sign/awning, giving all pertinent dimensions as well as the colour scheme, materials, copy, lighting and type face.
  - the position of the sign/awning painted on or attached to the building or structure together with the location of any existing signs.
  - sealed drawings (by BC Registered Structural Engineer) of surrounding framework and structural mounting details.
- 2) Letter of Authorization. (if agent is applicant))
- 3) Letters of Assurance (Schedules B-1, B-2, current BC Building Code) from a BC Registered Structural Engineer. A Schedule C-B will be required after the sign/awning is installed.

**To be completed by owner**

I, \_\_\_\_\_ (Owner of University Marketplace) have reviewed the attached plans submitted by the tenant (noted above) and confirm that the proposed design, placement and colors are compatible with the architectural elements of the building and conform to the approved *Comprehensive Sign Plan*.

I also agree that it is the Owner’s responsibility to ensure that the design for the attachment of the sign/awning does not compromise the performance of the building envelope.

\_\_\_\_\_  
Signature of Owner





Application for Sign Permit
Not part of the University Marketplace

Form with fields for Date, Business Name, Address, Unit, Legal Description, Business Description, Applicant, Address, Postal Code, Phone No, Property Owner, Address, Postal Code, Phone No, and Cost of sign and installation.

The following documents must be submitted with the application:

- 1) 2 sets of drawings (to scale) showing:
- sign location, each side of the sign/awning, giving all pertinent dimensions as well as the colour scheme, materials, copy, lighting and type face.
- the position of the sign/awning painted on or attached to the building or structure together with the location of any existing signs.
- sealed drawings (by BC Registered Structural Engineer) of surrounding framework and structural mounting details.
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