

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).