

COMMERCIAL RENOVATION (Alter/Repair/Expand/Change Use): PROJECT GUIDE

Applicant & Design Team: The following general renovation guideline is meant to assist in preparing to file a more complete application, and contains required drawings from the Town Building By-Law schedule. Additional requirements may apply to certain projects, further to permit application and plans review process.

- **Professional Designer/s;** File **Two (2) Full Sets of Complete Sealed Building Plans** drawn to scale:
 - *Note: Architect-Engineer-BCIN Designer to complete form '**OBC Part 10/11 Matrix-design data**' (copy available); and BCIN Designer for small building classification to complete the form '**Schedule 1: Designer Information**'.
- **Site Plan Design;** For Town Zoning By-Law Planning review: a) On Property Site Plan; Show all existing structures, streets, parking, services/utilities, easements, etc. If available, provide a copy of existing Land Survey.
 - ▶ **Architectural/Structural Design;** For Town Building By-Law Required Drawings/Code review:
 - b) **Existing Interior Demolition Floor Plans** of all levels complete with; Wall Partitions/Room Use, Plumbing, Doors & Windows, Exits/Stairs/Corridors, Mechanical/Utility, Electrical & Fire Detection/Protection/Separation systems;
 - c) **Hazardous Materials Report** by Environmental company for asbestos, mold, lead, mercury, etc. If so desired, The proposed Interior Demolition work may be filed separately from the main renovation permit, to assist scheduling.
 - d) **Existing Building Elevation/Photo;** Exterior finishes, light, signs(separate permit); Height of entry floor to grade;
 - e) **Proposed Floor Plans** of all levels complete with all new changes to; Wall Partitions/Room Use, Plumbing, Doors & Windows, Exits/Stairs/Corridors, Mechanical/Utility, Electrical & Fire Detection/Protection/Separation systems;
 - f) **Cross Section Detail** of existing/new fire separation rated floor/ceiling, walls, posts/beam and roof assemblies;
 - g) **Structural Engineer;** Pre-Fabricated Floor, Beam or Roof Truss Layout/Specs.; or as required by Official.
 - h) **Electrical Review of Fire Protection System;** Identify Emergency Exit Lighting/Signs, Smoke Alarm/Heat Detector or a Fire Alarm Layout, or other early warning/evacuation systems. Clearly show as to remain, replace or relocate.
 - i) **Mechanical Review of Heating & Ventilation System;** For HVAC changes to air exchange/exhaust/plumbing; If HVAC Designer-BCIN to fill out Schedule 1 form. Engineers to complete general review form.
 - ▶ **Applicant for Permit:** File the '**Application for a Permit to Construct or Demolish**'; Declare the **Current/Existing Use** and the **Proposed/New Use** on the application. Total the **Area of Work** (Square Feet) by Designer using gross building area. Estimate fair **Project Value (\$)** for all Labour, Materials, Services & Equipment to complete all work. If applicant is not the owner (agent signs), then owner to sign **agent form**. The **Permit Fee** is calculated per Building By-law schedule, as may be amended. Accepted payment means: Cheque, Debit or Cash.
- **IMPORTANT: OBC Part 11-Building Systems/Renovate/Expand or Part 10-Change of Use;**
 - 1-Building Systems;** -Wall Partitions/Fire separations -Structural/Framing/Floor/Foundation -Plumbing-Drains/Vent/Water/Sewer -Electrical/Smoke Alarms/Emergency Lighting/Exit Sign -Fire Alarm & Detection -HVAC-Heating/Venting/Exhaust -Sprinkler/Corridor/Stair -Exterior wall/Thermal/Roofing -Water/Drainage
 - 2-Renovation Type;** -**Basic Renovation** is; To contain part work area limited in size (within suite or room), where building performance level maintained and construction will not affect early warning and evacuation systems, fire separations, structural integrity or create an unhealthy building environment. (ie. New wall/plumbing/electrical). -**Extensive Renovation** is; To remove existing interior walls, ceilings, floor or roof assemblies with new interior walls, ceilings, floor or roof assemblies installed. New building systems to comply by code to entire building. -**Expansion** is; To enlarge a tenant fit-up into another space. -Occupant Load -Facilities -Barrier-Free
 - 3-Change of Use;** Designer to fill out design data form '**Building Code Part 10/11 Matrix**' to classify existing building, by construction and hazard indexes to evaluate the performance level. Construction index (CI) is all existing building floors and roofs; while Hazard index (HI) is **proposed use** of building. If performance level of the building **is reduced, compensating construction is required for early warning and evacuation systems**, with fire and structural protection. Additional Upgrading and/or Compliance Alternatives depend on the results of a performance level evaluation by the Design Professional and the Building Official. Pre-consulting service available.