

# Interior Tenant Improvement Application Checklist



**The following must be submitted with your completed building permit application form:**

Commercial – Industrial – Multi-Family – Institutional

- ☐ Completed Schedule 2, Owner's Undertaking
- ☐ Completed Schedule 3 (if applicant is not the owner of the property)
- ☐ Interior Tenant Improvement Information Sheet
- ☐ Completed Building Code Analysis (required only for change of occupancy)
- ☐ Letters of Assurance (signed and sealed)
  - ☐ Depending on the scope of work, Schedule B required for:
    - ☐ Architectural (*refer to the Architects Act as to when the services of an architect are required*)
    - ☐ Structural
    - ☐ Mechanical
    - ☐ Electrical
- ☐ Schedule A (*Coordinating Registered Professional*)
- ☐ Proof of professional liability insurance for each registered professional
- ☐ Construction drawings (dated, signed and sealed)
  - ☐ 2 sets – Architectural (*refer to the Architects Act as to when the services of an architect are required*)
  - ☐ 2 sets – Structural
  - ☐ 2 sets – Plumbing
  - ☐ 2 sets - Mechanical
- ☐ Development Engineering Requirements.
- ☐ South Fraser Health Region approval if required
- ☐ For commercial kitchen, see Food Sector Grease Interceptor Bylaw 268, 2012
- ☐ Non-refundable deposit, based on construction value

For further application requirements and information, please click on the hyperlinks:

[Building Permit Application Form](#)

[Interior Tenant Improvement Information Sheet](#)

[Schedule 2](#)

[Schedule 3](#)

[Building Code Analysis](#)

[Development Department Engineering Requirements](#)

[Food Sector Grease interceptor Bylaw 365, 2023](#)

[Fraser Health Authority](#)

[Plumbing Fee Bylaw](#)

[Plumbing Fee Calculations](#)



**Application Centre, Development Department**

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