

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](#)

