

Tenant Improvement Checklist (To be completed by Tenant & submitted to FPD)

PROJECT NAME & ADDRESS:

Pre-approval Phase (items required prior to City issue of Owner's Undertaking)	
<input type="checkbox"/>	Received and reviewed "City of Vancouver: Notice to Tenants of City Owned Buildings"
<input type="checkbox"/>	Submitted all design drawings of proposed tenant improvements including but not limited to architectural/interior design as required of the City of Vancouver development permit review branch, for review and approval, to City of Vancouver Facilities Planning and Development (FPD) prior to submission for development permit.
<input type="checkbox"/>	Submitted all drawings of proposed tenant improvements including but not limited to architectural/interior design, structural, mechanical and electrical to show new and changes/alterations to building systems such as HVAC, plumbing, fire protection sprinkler system, and power, for review and approval, to FPD prior to submission for building permit.
<input type="checkbox"/>	Submitted construction details for building envelope work including penetrations through the roof and exterior walls to FPD for review prior to submission for building permit.
<input type="checkbox"/>	Submitted Schedule E-3, Building By-law "Lessee's Undertaking for Tenant Improvements" to FPD. (required prior to City's issue of Schedule E-2, Building By-law "Owner's Undertaking for Tenant Improvements")
<input type="checkbox"/>	Completed and submitted the attached TI Contact List to FPD, and notably to include name of the "Prime Contractor" responsible for construction safety, and the "Field Safety Representative" (FSR) as required of the BC Safety Authority for electrical safety when contact information is available. Provide updated list as required.
Pre-construction Phase (items required prior to Construction)	
<input type="checkbox"/>	Received Tenant Improvement (TI) Review Letter from City of Vancouver Facilities Planning and Development to proceed with development permit application and/or building permit application for construction.
<input type="checkbox"/>	Submitted drawings/documents on any changes to scope of work not outlined in the TI Review Letter to FPD for approval.
<input type="checkbox"/>	Obtained building permit from the City Building Review Branch prior to construction.
<input type="checkbox"/>	Received and reviewed hazardous materials reports, if applicable, from City of Vancouver Environmental Services (attached to TI Review Letter).
<input type="checkbox"/>	If hazardous materials are present in the project area, retained the services of an environmental consultant and/or hazardous material abatement contractor from the approved lists provided by the City of Vancouver Environmental Services to perform the abatement work. Submitted names to FPD.
<input type="checkbox"/>	For hazardous materials on site, received approval of WorkSafeBC procedures from City of Vancouver Environmental Services prior to commencing construction.
<input type="checkbox"/>	Submitted a copy of the construction schedule to FPD.
Construction Phase	
<input type="checkbox"/>	Submitted a letter, signed by the General Contractor or other party responsible to be the "Prime Contractor" for the project, declaring qualifications and responsibility for construction safety.
<input type="checkbox"/>	Submitted copies of letters of assurance from certified registered professionals as required of the City of Vancouver Building Review Branch to FPD.
<input type="checkbox"/>	Submitted a copy of the Building Permit and all trade (including electrical and plumbing) permits to FPD.
<input type="checkbox"/>	Submitted a copy of the fire alarm verification report if applicable to FPD.
<input type="checkbox"/>	Submitted a copy of the Occupancy Permit to FPD.
Post-Construction Phase	
<input type="checkbox"/>	Submitted record drawings of as-builts in the form of a CAD file and pdf to FPD.