

Tenant Improvement Permit Applications Prior to Accepted Final Inspection of Base Building

The purpose of this bulletin is to advise owners, professionals, and contractors of the requirements for obtaining Tenant Improvement (TI) building permits prior to an Accepted Final Inspection of the shell base building.

It is preferable that an Accepted Final Inspection is issued for a new base building prior to the issuance of any subsequent building permits for TI work within the unit spaces. However, in certain instances, it may be desirable to obtain building permits and perform TI construction works concurrently with the base building.

Beginning November 1, 2018, TI permits will not be issued prior to the base building receiving an Accepted Final Inspection unless submitted with the form entitled "*Tenant Improvement Permit Applications Prior to Accepted Final Inspection of Base Building*" to acknowledge the requirements outlined below:

- The Coordinating Registered Professional for the base building is to review all of the TI construction drawings (from others) for the proposed Tenant Improvement building permit application, and confirm that the base building approach to building code compliance is being followed. In addition, the Coordinating Registered Professional must confirm that the issuance of the Tenant Improvement building permit will not negatively affect the completion and life safety systems of the base building.
- The occupant of the unit in which the TI is located is to acknowledge that they will not request a Final Inspection for the TI until such time as the base building has received an Accepted Final Inspection. Furthermore, the business cannot operate until all required inspections and licences are approved.

The Coordinating Registered Professional and the Occupant of the TI, must complete the "*Tenant Improvement Permit Applications Prior to Accepted Final Inspection of Base Building*" form and ensure it is submitted with the Tenant Improvement building permit application.

Construction

The General Contractor for the base building remains responsible for site safety of the entire project, and must provide coordination and ongoing assurance that the concurrent base building construction and the tenant improvement construction activities are not in conflict.

It is recommended that the base building's fire and life safety systems be installed and commissioned prior to the tenant improvement works. If this is not feasible, it is recommended that any work on these systems within the TI space be done by the base building's sprinkler and fire alarm contractors. This will ensure that the tenant improvement work being done on the base building systems is seamlessly integrated, and will avoid conflicts in construction, commissioning and inspections.

Final Inspection

A tenant improvement space cannot receive an Accepted Final Inspection until the base building has received an Accepted Final Inspection.