



This information is provided for clarification purposes only and is not in substitution of any applicable City Bylaws or Provincial or Federal Codes or laws. In the case of any contradictions, legislative Codes, laws or Bylaws take precedence. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes, applicable Acts, regulations, and decisions and orders of any person or body having jurisdiction over the Lands.

Converting Industrial Spaces for Assembly Occupancies (Change of Use)

No.: INFO-49
Date: 2021-04-12

This bulletin is to inform Applicants seeking permits to renovate or develop assembly occupancies in an industrial building of Building Approval’s application process.

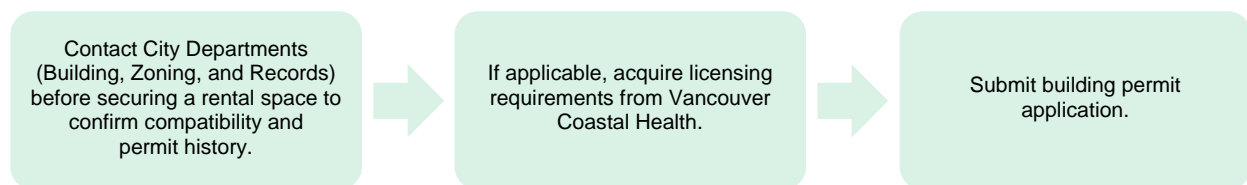
Summary

- Please contact the City of Richmond at building@richmond.ca as early as possible in the development process to help minimize delays and costly construction impacts (such as fire sprinklers, fire alarm systems, additional fire rated assemblies) that may result from attempting to utilize a space not well-suited for the intended operations.
- For faster processing and review times, ensure that the permit application package is complete and contains all required documents and drawings.

General Information

- Applicants should be aware that assembly occupancies such as restaurants, daycare facilities, dance studios, sports facilities, and other similar gathering spaces require increased fire protection and life safety features which may not be present in the existing (especially older) industrial building.
- Zoning and Building Code applications may differ but both apply to building and development:
 - Zoning regulations: land use, forming, massing, character.
 - Building Code: building use, fire and life safety.

Application Requirements



1. **Contact building@richmond.ca and zoning@richmond.ca prior to securing a rental space to ensure that the property is suitable for the proposed use.**
 - Some properties are located in zones that have use restrictions. Please confirm with the City’s Zoning Department to check if the proposed use adheres to its zone prior to securing a lease.
 - Change of use (i.e. building used for one purpose and now will be used for something else) may affect application processing times and require additional code compliance. Be mindful that there are additional requirements when converting spaces such as warehouses into assembly uses.
 - Unpermitted work done by a prior tenant will need to be ‘legalized’ or removed with the new permit application submittal.
 - Zoning designation will dictate additional conditions related to the permit such as height, parking, bike parking, etc.

See over →

2. **Contact the Business Licence Department (BusLic@richmond.ca) to confirm that a Business Licence may be issued for your operations once the tenant improvements are complete.**
3. **Contact the Records department at buildingrecordsrequest@richmond.ca to verify the last permitted condition of the space under consideration to confirm if any changes have been made without proper permitting.**
 - Fill out a Letter of Authorization if required and send your email request to buildingrecordsrequest@richmond.ca.
4. **If the proposed use will require health department approval, please connect with Vancouver Coastal Health (VCH) as early as possible to confirm any licensing requirements they may have.**
 - The City requires VCH approval prior to permit issuance.
5. **Once building history and zoning are confirmed, please submit a complete and thorough application electronically to building@richmond.ca as far ahead of intended occupancy as possible.**
 - Please fully complete [Building Permit Application form \(PL-25B\)](#) and include all required documents and drawings in the application package.
 - See table below for details on the general requirements of a building permit application.
 - Applications may be routed to other stakeholders including Vancouver Coastal Health, Planning, Engineering, Plumbing, Fire, Transportation, and Trees for review.

Building Permit Application Requirements

Please complete the [Interior Finishing, Alterations – Plan Review Application](#) and submit it to building@richmond.ca with all required documents attached.

Required documents may include and are not limited to the following:

✓	File Required	Details
	Application Form	Requires information about the owner, contractor, and estimated cost of construction. If exterior work is contemplated, include cost of exterior work as well as total cost of construction. (New Commercial or Interior Finishing Commercial as applicable.)
	Letter of Authorization	Completed by the owner providing authority to the applicant who is acting on their behalf.
	Strata Letter	Strata approval is required to be documented and included in the application package.
	Letters of Assurance	Required if professionals are involved.
	Site/Key Plan	Must identify in detail the building, parking, and area affect by the remodel.
	Existing Floor Plans	Provide a layout of the space as it exists in City records (which may vary from the existing built condition).
	Proposed Floor Plans	All rooms and spaces must be labeled and dimensioned, and accessibility requirements must be demonstrated in the drawings.
	Section Drawings	To convey project detail and complexity.
	Exterior Elevations	To convey project detail if any exterior work is to be completed.
	Details	New features such as accessible washrooms must be noted.
	Code Analysis	Must include a Code Analysis summary with the applicable BCBC 3.2.2. section, area of building, type of construction, area of renovation, washroom count, and occupancy.
	Zoning Analysis	Information on property zoning, details of proposed use, and any changes to parking must be included. https://maps.richmond.ca/rim/

Should you have any questions, comments, or suggestions concerning this bulletin, please reference the Bulletin number and email building@richmond.ca or call the Building Approvals General Inquiries line at 604-276-4118.