

# GUIDE

## MEZZANINE STRUCTURES

### GUIDE OVERVIEW

This guide is intended to assist the applicant with their drawing requirements for a building permit application. This is only an example of the information required for a drawing set submission, and is not intended to be reproduced for a building permit application.

This guide is intended to compliment the Tenant Improvements Guide, Racking Guide, Tenant Improvement Permit Application and Tenant Improvement Checklist.

### WHAT IS A MEZZANINE STRUCTURE?

The [British Columbia Building Code](#) defines a mezzanine as being “an intermediate floor assembly between the floor and ceiling of any room or storey and includes an interior balcony”.

As outlined in Section 3.2.1:1(3) to (7) of the BC Building Code, a mezzanine is considered to be a second storey and is subject to the BC Building Code requirements for a second storey if:

- it covers more than 40% of the horizontal plane separating the mezzanine from the floor space that it occupies; or
- it is not visually open to the floor space below; or
- more than 10% of the area above the horizontal plane is enclosed.

An enclosed mezzanine is not considered to be a second storey if its' total area is less than 10% of the room or floor space that it occupies. A mezzanine must comply with Section 3.4.2.2.(1) of the BC Building Code.

### SUBTRADES

All subtrade permits shall be obtained by a certified trade contractor, licensed in the City of Coquitlam. Please note, the City of Coquitlam, issues plumbing and sprinkler permits however electrical and gas permits are applied for through [Technical Safety BC](#). Electrical information such as load calculation and single line diagram showing the size and type of service equipment, grounding, over current devices, feeders, branch circuits, distribution panels and electrical room layout may be required. Depending on the extent of new plumbing work proposed, information regarding size of water pipes, plumbing vent termination and sanitary tie-ins may also be required.

## REFERRAL TO DEVELOPMENT PLANNING

Development Planning approval may be required before a building permit can be obtained. The following are some examples:

- Changing the use of a business (e.g. from an office to a school).
- Changing the floor area use (e.g. increased office area in a previous warehouse space).
- Adding seats to a restaurant.
- Modifying the exterior of a building.
- Increasing floor area in an existing space by adding a mezzanine or addition to the building.
- Altering the parking layout for a building. Requirements for Preliminary Plan Approval should be confirmed with the Planning and Development Department prior to signing a lease or beginning building alterations. A building permit will not be issued if Preliminary Plan Approval is required.

**Note:** A building permit must be applied for within 90 days of Preliminary Plan Approval. Further information may be obtained from the Planning and Development Department at 604-927-3440.

## GENERAL REQUIREMENTS

This is a general list consolidating common requirements compiled for information only and should not be considered a complete list.

- Applicant to engage a professional when preparing drawings for this application.
- Substandard drawings will not be accepted.
- Permit drawings must provide sufficient information to describe the full scope of work.
- Submissions are required to comply with the latest version of the British Columbia Building Code and applicable City of Coquitlam bylaws and regulations.
- All drawings are to be neat, to scale and of draftsman quality.
- Metric or Imperial standard may be used, but not mixed.
- Agent Authorization Form (if applicable).
- Fire Services, Development Planning and Plumbing approvals may be required. For all unsprinklered buildings, refer to Fire Services.

## PERMIT APPLICATION REQUIREMENTS

- Three (3) site/key plans.
- Three (3) sealed original sets of structural drawings.
- Three (3) floor plans showing location in existing building.
- One (1) sealed original Schedule B.

## PERMIT APPLICATION REQUIREMENTS CONTINUED

- A list of the products and commodities stored will be required (i.e. it is encapsulated, any flammables?).
- Professional Engineer to certify adequacy of structural slab to support the system and goods.
- Professional Engineer to specify structural notes (i.e. seismic zone, load requirements, etc.).
- Show clear access to exit pathways and exit doors.
- Show minimum aisle widths.
- Show exit signs and emergency lighting layout.
- Sprinkler system material, commodity and quantity check may be required.
- Further submissions may be required from a fire protection engineer to demonstrate adequate sprinkler coverage is provided in accordance with the British Columbia Building Code and referenced documents.

## FEES

Per the City of Coquitlam's [Fees and Charges Bylaw](#), you will have to pay an application fee when you apply. The permit fee is based on the calculated construction and is payable when the permit is ready to be picked up and issued. The fees are broken down as follows:

- 25% of the permit value when the application is made.
- Balance of the permit value when the permit is issued.

## INSPECTIONS

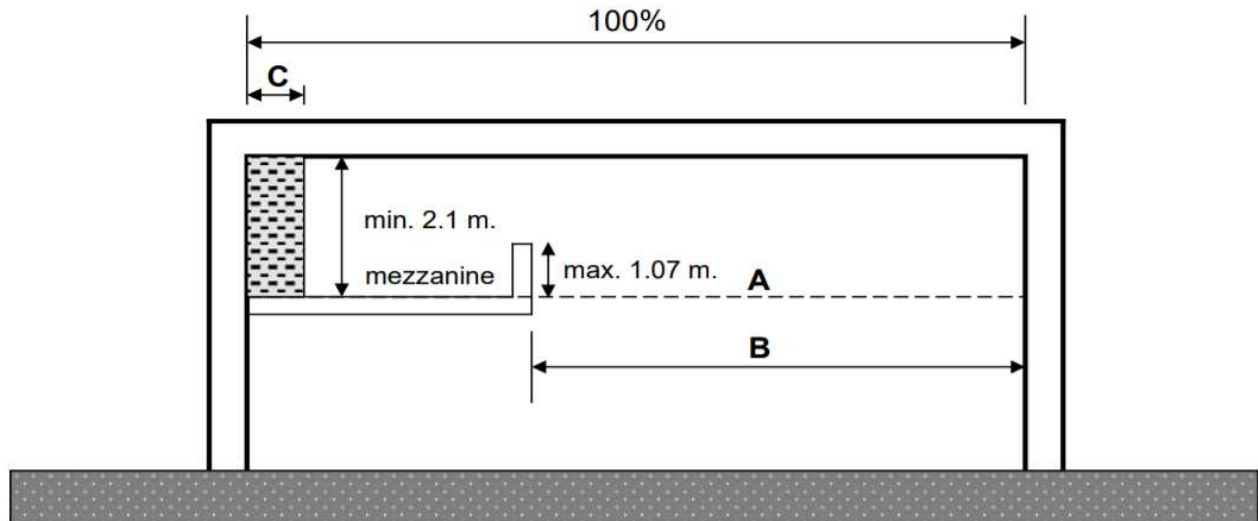
Complete information on inspections can be found on our Inspections page.

- Buildings and/or structures requiring a building permit will also require inspections performed by City Building Officials.
- Plumbing permits for new plumbing systems and services will require inspections by City Plumbing Officials.
- Fire suppression systems (building sprinklers) will require inspections by City Plumbing Officials.

**SEE THE FOLLOWING PAGE FOR AN EXAMPLE**

**This information is provided for convenience only and is not in substitution of applicable City Bylaws, Provincial or Federal laws and regulations. Always refer to official documents. The City is not responsible for errors found in copies or alterations of this document.**

## MEZZANINE STRUCTURES EXAMPLE PER BC BUILDING CODE



**A** - The horizontal plane (dashed line) is measured at the mezzanine floor finish line.

**B** - At least 60% of the horizontal plane must be open to the floor space below.

**C** - Up to 10% of the horizontal plane may be enclosed but no dead areas \* are permitted.

\* dead area - area which is not visually open to the space below.