



APPLICATION FOR BUILDING PERMIT OCCUPANT LOAD ESTABLISHMENT

Suite D, 180 North Third Avenue, Williams Lake, BC V2G 2A4
Unit 3 - 170 Cedar Avenue, Box 2260, 100 Mile House, BC V0K 2E0
102 - 410 Kinchant Street, Quesnel, BC V2J 7J5

Ph: 250-392-3351 Fax: 250-392-2812
Ph: 250-395-3838 Fax: 250-395-4898
Ph: 250-992-7400 Fax: 250-992-7414

The application has been prepared to assist you when applying for a building permit to either determine your occupant load or to increase the occupant load within an existing assembly occupancy.

Note: A building permit application is still required in addition to this application

APPLICANT INFORMATION

Registered property owner(s): _____

Applicant name: _____
Note: Owner's undertaking required if applicant is not the registered owner.

Address of building: _____

Business owner name: _____

TYPE OF APPLICATION

- ☐ Occupant load of existing ☐ Increase occupant load of existing assembly occupancy
☐ Other _____

PROPERTY INFORMATION

Area of building: _____

Area of proposed expansion: _____ or ☐ N/A

Note: One storey assembly occupancy in excess of 275 m² (2960 ft²) and two storey assembly occupancy in excess of 235 m² (2530 ft²) gross area require the services of a registered architect.

Proposed occupant load (including Staff): _____ Sprinklered: ☐ YES ☐ NO

Fire alarmed: ☐ YES ☐ NO Number of female water closets: _____

Number of male water closets: _____ Number of urinals: _____

"I hereby certify that the above information and accuracy of the required floor plan and site plan is true and correct. The Cariboo Regional District relies on the accuracy of the submitted plans to calculate the occupant load as per the BC Building Code and will not be held liable for any errors resulting from inaccurate information provided by the applicant."

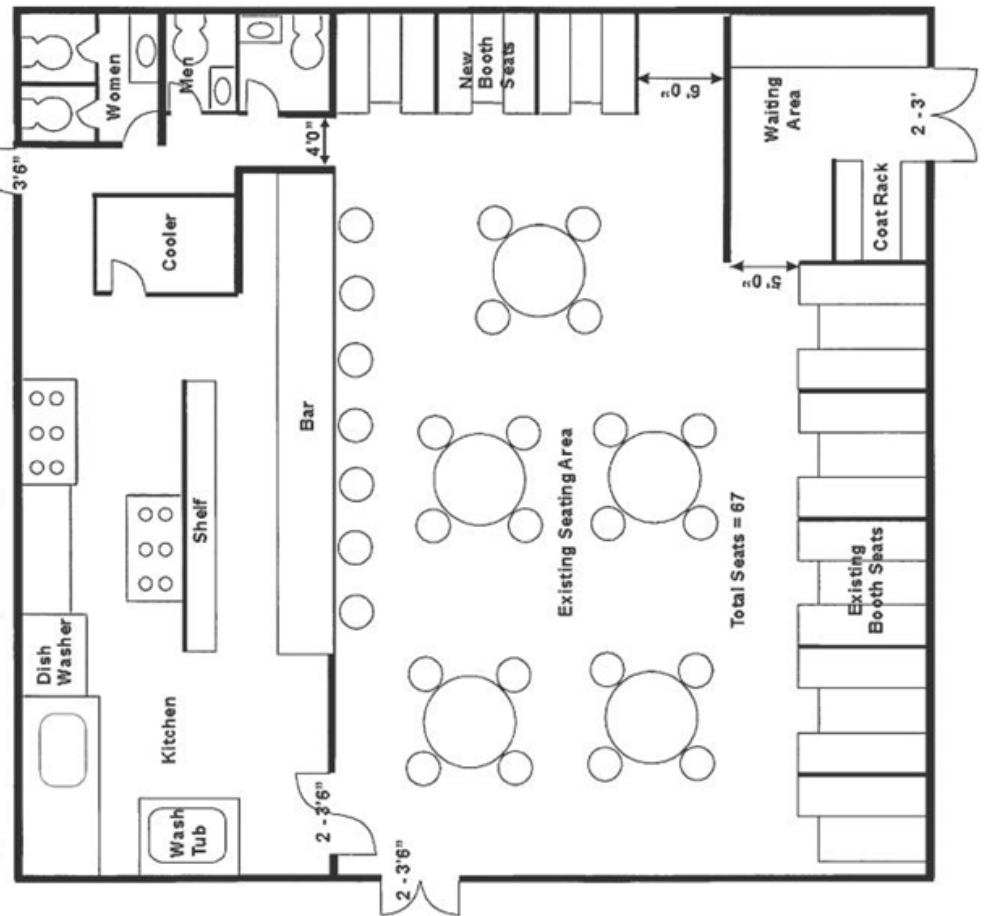
Signature: _____ Date: _____

"Pursuant to section 26 of the Freedom of Information and Protection of Privacy Act (the Act), the personal information collected will only be used for the purposes of evaluating your application. Your personal information will not be released except in accordance with the Act.

Questions about the collection of your personal information may be referred to the Cariboo Regional District's Manager of Corporate Services, Suite D, 180 North Third Avenue, Williams Lake, BC, V2G 2A4, 250-392-3351 or mailbox@cariboord.ca"

FLOOR PLAN DRAWING REQUIREMENTS

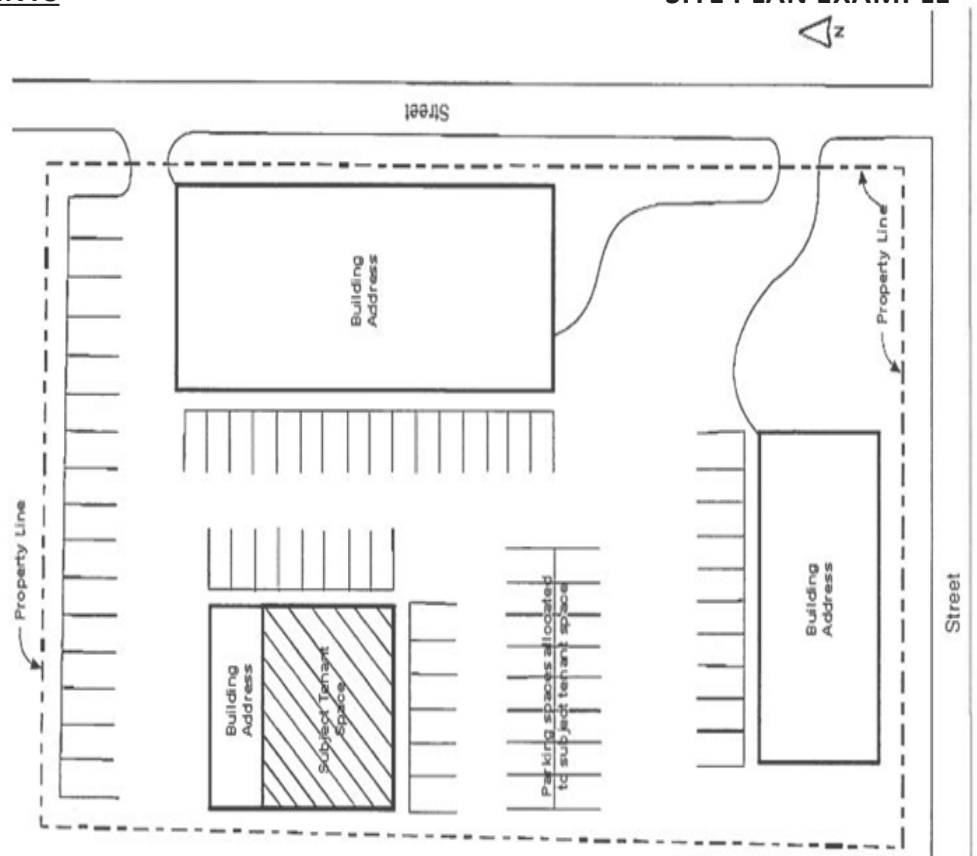
- Scale detailed floor plans at $1/4" = 1'-0"$, or 1:50;
- Show each floor that will be occupied by the subject tenant;
- Identify each fire separation wall between the subject tenant and an adjacent tenant;
- Provide details of the fire separation wall including the fire-resistance rating;
- Show equipment location (i.e. tables, chairs, shelves, counters, etc.);
- Show all exits and exit widths;
- Show stairs shown (if applicable)



FLOOR PLAN EXAMPLE

SITE PLAN DRAWING REQUIREMENTS

- Scale site plan at $1/8" = 1'-0"$, or 1:100 if metric
- Indicate north with a north arrow
- Show all property lines
- Include the name or number of every street that abuts the property
- Show all buildings on the property and the civic address of each building
- Indicate the location of the subject tenant space within the building
- Show all parking spaces on the property
- Specify each parking space allocated to the subject tenant



SITE PLAN EXAMPLE