

## Professional Involvement Standards

Building permits for changes to existing commercial buildings

### Overview

Business owners inexperienced with commercial construction are highly encouraged to work with a certified contractor for projects of any size.

Professional involvement means that registered professional architect and/or engineers are involved in the design and field review of a project. Plans and specifications must be [properly authenticated and validated](#), as per the practice standards of the professional organizations.

### Mandatory Professional Involvement

Many small renovation projects in existing, occupied buildings can be completed without professional involvement. The following are cases where professional involvement is required.

- All first fit-ups of a core/shell building space; shell space has no (nil) occupancy as construction is not yet completed. The first tenant carries that portion of the building to completion and occupancy.
- Structural: work that can not be checked against NBC(AE):B:Part 9 prescriptive requirements
- HVAC: change or add kitchen exhaust, spray booths, repair/storage garages, surgical facilities, etc
- Plumbing: add fixtures discharging into DWV system, cross-connection devices, pool changes, etc
- Fire sprinklers: change to the sprinkler, standpipe and hose or fire pump systems, etc
- Electrical: change or add to fire alarm, voice comm, emergency power systems; electro-mag lock install, etc
- Projects determined by the permit office to be of complexity that requires select or full involvement.
- Per the affected floor area of the proposed work, including impacted egress/exit facilities arising from change in use/intensity of use, based on the following table

Building Occupancy Classification	Building > 3 Storeys	Building of 1 - 3 Storeys
Group A - Performing Arts, General Assembly, Arena and Open Air Facilities Group B2 - Treatment Group B3 - Care	Any area	> 300m <sup>2</sup> (3229 ft <sup>2</sup> )
Group B1 - Detention	Any area	
Group C - Hotel/Motel, dormitory-style residential Multi-Unit Residential Building	Any area	> 400m <sup>2</sup> (4306 ft <sup>2</sup> ) > 4 dwelling units
Group D - Business and Personal Services Group E - Mercantile Group F3 - Low Hazard Industrial Group F2 - Medium Hazard Industrial	Any area	> 500m <sup>2</sup> (5382 ft <sup>2</sup> )
Group F1 - High Hazard Industrial	Any area	

For more about Building Occupancy Classifications, see [Commercial Building Permits Glossary](#).