

SHARED OCCUPANCIES

The following information is to provide direction on how Building Services applies City bylaws and Building Code requirements to buildings with shared occupancy. If you intend to sublease a portion of your building or unit, the shared occupancy criteria may apply to you. If you intend to create a standalone tenancy within a building or suite then you must obtain the appropriate alteration permits and approvals prior to any construction to the spaces.

In some circumstances, separately licenced business operators do function as a single occupancy with open circulation and access to all areas of a mutually shared work area. Examples of this could be, but are not limited to, multiple tenants of a similar business type that utilize common internal facilities (meeting rooms, lunch rooms, reception areas, washrooms, etc). This typically would not apply to businesses such as medical or legal offices operating under a single tenancy (although each doctor or lawyer requires their own business licence).

REQUIREMENTS FOR SHARED OCCUPANCIES WITHIN A BUILDING

- All sub-tenants must operate under a head (prime) tenant that administers and oversees the mutually shared workplace • Prior to issuing a business licence the proposed use must be in alignment with the zoning of the property.
 - Business licences are required for the head tenant and every sub-tenant
- All business must be of similar occupancies operating as a single occupant or tenant.
- The floor area shall have open circulation, with all entrances, exits and other common facilities unobstructed and accessible to all tenants at all times
- Access to building or suite safety facilities must be unobstructed and accessible to all tenants at all times, including but not limited to: fire extinguishers, alarm systems, utility disconnects, etc.
- Access to common washrooms, or access to public washrooms in a common area of the building, must be accessible to all tenants at all times
- A statement of agreement must be provided by the tenants sharing the occupancy. This agreement must indicate that the facilities are shared and that all of the tenants operate as a single occupant without restriction to circulation and access throughout the building or suite. The agreement must be endorsed by the head tenant, owner or the owner's legal representative and must be submitted with each tenant's business licence application.
- A floor plan, indicating the use of all areas within the shared occupancy, must be submitted as part of each tenant's business licence application.

ADDITIONAL INFORMATION

It is important to ensure the current zoning for the property in question allows for the intended use prior to entering into any agreements. Further land use or business licencing information can be obtained by contacting planning@campbellriver.ca

Questions related to the BC Fire code and Campbell River Fire Department requirements relating to business licencing and Commercial tenant occupancies can be obtained by contacting fire.officer@campbellriver.ca

Further information related to the BC Building Code or the building permitting process can be obtained by contacting building@campbellriver.ca

This bulletin is a summary for convenience purposes, if there is any contradiction between this guide and relevant municipal bylaws and/or applicable codes and standards, please refer to the bylaws and/or codes for legal authority.