



CITY OF COURTENAY BUILDING BULLETIN

SHARED OCCUPANCIES

The following information is to provide direction on how the Building Division 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 the mutually shared workplace
- Business licences are required for the head tenant **and** every sub-tenant
- All business must be of similar occupancies as described by Table 3.1.2.1 of the BC Building Code
- 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, **must be submitted as part of each tenant's business licence application.**

ADDITIONAL INFORMATION

It is important to ensure that the current zoning for the property in question allows for the intended use prior to entering in to any rental agreement.

For information regarding building code requirements, please contact building@courtenay.ca.

For information regarding zoning and land use, please contact planning@courtenay.ca.

For information regarding business licences, please contact businesslicence@courtenay.ca