



HAMPTON

PLANNING, ENGINEERING & DEVELOPMENT DEPARTMENT

Policy Title:	Commercial Buildings Policy	By-Law Ref.:	Building By-Law
Policy No.	No. 2024 – 04 – CBP	Supersedes:	N/A
Effective Date:	TBD	Council Date:	TBD

Purpose

The purpose of this policy is to establish minimum requirements for the review and construction of a commercial type building or part thereof within Hampton under the Building Permit Program, as it relates to *Hampton Building By-Law*.

Definitions

Commercial Building Type 1 – A building that falls under Part 9 of the code that has;

- a) A major occupancy classification - Group C, D, E, F (Divisions 2 and 3), as shown in Appendix A, and is;
- b) Three (3) storeys or less in building height and having a building area not exceeding 600 m² (6458 ft²)

Commercial Building Type 2 – A building that falls under Part 3 or 4 of the code that has;

- a) A component of a building that is excluded from Part 9. This may include, but not limited to:
 - i. Over Span Truss(es) – (Code Section 9.4.2.1 (C))
 - ii. Shallow Foundation(s) – (Code Section 9.12.2.2)
 - iii. Tall Wall(s) – (Code Section 9.23.10.1)
- b) A major occupancy classification - Group A, B, F (Division 1), as shown in Appendix A, or;
- c) Exceeding three (3) storeys in building height, or;
- d) A building area exceeding 600 m² (6458 ft²).

Provisional Building Permit - an interim building permit issued under specific conditions to construct the structure (shell) of a building that must include the foundation, exterior wall(s) and roof assemblies, and may include any interior structural supports/component such as joist(s), girder(s) and column(s) for the stability and safety of the building and public.

Application Process

1. A pre-application meeting is recommended for commercial developments but is not required.



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2. A Provisional Building Permit may be issued by the Building Inspector, prior to the end of the calendar year, for Commercial Buildings Type 1 and Type 2, excluding houses from the occupancy classification – Group C, subject to the following:
 - a) The application submission date falls between November 1 and December 15, within the same calendar year,
 - b) A Development permit has been issued by the Development Officer,
 - c) The structural design completed by a qualified professional, as per Section 19 of the *Building By-Law*
3. A Provisional Building Permit shall be replaced with a Building Permit when the owner has met the requirements of the Building By-Law and Commercial Policy.
4. A Provisional Building Permit shall be replaced with an order, as per Section 33 of the *Building By-Law*, if:
 - a) The owner fails to receive a building permit prior to January 31 of the year following the issued date of the provisional Building permit, or
 - b) The owner initiates any work outside the structure of the building, as determined by the Building Inspector and the Department Director.
5. In addition to the items listed under Section 23 of the *Building By-Law*, and Section 2, the applicant shall submit the following for a Commercial Building Type 2, except for categories a) and d) for a building component and/or area:
 - a) Code Matrix, as shown in Appendix B
 - b) Confirmation that the Office of the Fire Marshal has been advised of the project.
 - c) Other information as deemed necessary by the Building Inspector may be required to complete the application, which may include information completed by a qualified professional, as per Section 19 of the Building By-Law, such as geotechnical, architectural, mechanical (ventilation, electrical, plumbing), etc.

Construction Standards for Commercial Development

6. Where a Building Permit and/or Provisional Building Permit has been issued, the owner shall:
 - a) Provide notice to the Building Inspector, before commencing construction work, with the following information:



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- b) The date on which work on the building site is to commence.
 - c) The names of all constructors and/or qualified professionals, that will perform work with respect to the issued permit; and
 - d) The names of all inspection or testing agencies engaged to monitor the work.
7. Inspections will be conducted by the Building Inspector for Type 1 buildings following the construction stages, as per Section 31 of the *Building By-Law*.
 8. Inspections may be conducted by the Building Inspector for Commercial Building Type 2 if the work is deemed inside the knowledge of the Building Inspector. If any discrepancies, errors, variations or if the work is deemed outside the knowledge of the Building Inspector, an assessment of the design and/or inspection of construction may be required by a qualified professional.
 9. Any assessments and/or inspections conducted by a qualified professional, as per Section 22 of the *Building By-Law*, for Type 2 buildings, shall follow the construction stages. Reports for such work will be required to be submitted by a qualified professional which must include the following:
 - a) Title of the qualified professional, Building Permit number, and the location in which the work was completed,
 - b) If the work completed is or is not in conformance with the design, and
 - c) Shall be certified (seal/stamp) by the qualified professional.
 10. Before an occupancy certificate can be issued, the following shall be submitted to the Building Inspector:
 - a) All record drawings, and inspection reports certified by a qualified professional, and;
 - b) Any other information as deemed necessary by the Building Inspector to indicate satisfaction with work completed and safe occupancy of the building or part thereof to be occupied.

Associated Policies

Building Permitting and Inspection Policy (No. 2024-01-BPIP)

By-Law Enforcement Policy (No. 2024 – 03 – BEP)



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APPENDIX “A”

Table 3.1.2.1. Major Occupancy Classification

Group	Division	Description of Major Occupancies
A	1	Assembly occupancies intended for the production and viewing of the performing arts
A	2	Assembly occupancies not elsewhere classified in Group A
A	3	Assembly occupancies of the arena type
A	4	Assembly occupancies in which occupants are gathered in the open air
B	1	Detention occupancies
B	2	Treatment occupancies
B	3	Care occupancies
C	-	Residential occupancies
D	-	Business and personal services occupancies
E	-	Mercantile occupancies
F	1	High-hazard industrial occupancies
F	2	Medium-hazard industrial occupancies
F	3	Low-hazard industrial occupancies

A-3.1.2.1. (1) Examples of major occupancy classification

Group A, Division 1

Motion picture theatres
 Opera houses
 Television studios admitting a viewing audience
 Theatres, including experimental theatres

Museums
 Passenger stations and depots
 Recreational piers
 Restaurants
 Schools and colleges, nonresidential
 Undertaking premises

Group A, Division 2

Art galleries
 Auditoria
 Bowling alleys
 Churches and similar places of worship
 Clubs, nonresidential
 Community halls
 Courtrooms
 Dance halls
 Exhibition halls (other than classified in Group E)
 Gymnasias
 Lecture halls
 Libraries
 Licensed beverage establishments

Group A, Division 3

Arenas
 Indoor swimming pools, with or without spectator seating
 Rinks

Group A, Division 4

Amusement park structures (not elsewhere classified)
 Bleachers
 Grandstands
 Reviewing stands
 Stadia



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Group B, Division 1

Jails
 Penitentiaries
 Police stations with detention quarters
 Prisons
 Psychiatric hospitals with detention quarters
 Reformatories with detention quarters

Group B, Division 2

Care facilities with treatment
 Convalescent /recovery/rehabilitation centres with treatment
 Hospices with treatment
 Hospitals
 Infirmaries
 Nursing homes with treatment
 Psychiatric hospitals without detention quarters
 Respite centres with treatment

Group B, Division 3

Assisted/supportive living facilities
 Care facilities without treatment
 Children’s custodial homes
 Convalescent/recovery/rehabilitation centres without treatment
 Group homes
 Hospices without treatment
 Nursing homes without treatment
 Reformatories without detention quarters
 Respite centres without treatment

Group C

Apartments
 Boarding houses
 Clubs, residential
 Colleges, residential
 Convents
 Dormitories
 Hotels
 Houses
 Lodging houses
 Monasteries
 Motels
 Schools, residential

Group D

Banks
 Barber and hairdressing shops
 Beauty parlours
 Dental offices
 Dry cleaning establishments, self-service, not using flammable or explosive solvents or cleaners
 Laundries, self-service
 Medical offices
 Offices
 Police stations without detention quarters
 Radio stations
 Small tool and appliance rental and service establishments

Group E

Department stores
 Exhibition halls
 Markets
 Shops
 Stores
 Supermarkets



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Group F, Division 1

- Bulk plants for flammable liquids
- Bulk storage warehouses for hazardous substances
- Cereal mills
- Chemical manufacturing or processing plants
- Distilleries
- Dry cleaning plants
- Feed mills
- Flour mills
- Grain elevators
- Lacquer factories
- Mattress factories
- Paint, varnish and pyroxylin product factories
- Rubber processing plants
- Spray painting operations
- Waste paper processing plants

Group F, Division 2

- Aircraft hangars
- Box factories
- Candy plants
- Cold storage plants
- Dry cleaning establishments not using flammable or explosive solvents or cleaners
- Electrical substations
- Factories
- Freight depots
- Helicopter landing areas on roofs
- Laboratories
- Laundries, except self-service
- Mattress factories
- Planing mills
- Printing plants
- Repair garages
- Salesrooms
- Service stations
- Storage rooms
- Television studios not admitting a viewing audience
- Warehouses
- Wholesale rooms
- Woodworking factories
- Workshops

Group F, Division 3

- Creameries
- Factories
- Laboratories
- Light-aircraft hangars (storage only)
- Power plants
- Salesrooms
- Sample display rooms



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APPENDIX “B”

HAMPTON APPLICATION

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APPENDIX B – CODE MATRIX

Please complete the following Code Matrix. No building or structure shall be erected or altered, including demolition, nor the use of any building structure or lot to be changed unless a Development/Building Permit has been issued and no Development permit shall be issued unless all provisions of Hampton's By-laws are satisfied.

Item	Review Information	Code Reference											
		Part 3	Part 9										
1 Occupancy Classifications	Major Occupancies Group: _____ Description: _____ Group: _____ Description: _____ Group: _____ Description: _____												
2 Building Area													
3 Storeys													
4 Building Classification													
5 Construction Details & Requirements	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Element</th> <th style="text-align: left; border-bottom: 1px solid black;">Required? (Yes/No)</th> </tr> </thead> <tbody> <tr> <td>Sprinklers</td> <td>_____</td> </tr> <tr> <td>Standpipe</td> <td>_____</td> </tr> <tr> <td>Alarm</td> <td>_____</td> </tr> <tr> <td>Non-Combustible Required</td> <td>_____</td> </tr> </tbody> </table>	Element	Required? (Yes/No)	Sprinklers	_____	Standpipe	_____	Alarm	_____	Non-Combustible Required	_____		
Element	Required? (Yes/No)												
Sprinklers	_____												
Standpipe	_____												
Alarm	_____												
Non-Combustible Required	_____												
6 Required Fire Resistance Rating (FRR)	Floors: _____ Mezzanine: _____ Roof: _____ Loadbearing Elements: _____												
7 Number of Streets/Access Routes													
8 Occupant Load	Total (All Floors): _____ Basement: _____ 1 st Floor: _____ 2 nd Floor: _____ 3 rd Floor: _____ 4 th Floor: _____ 5 th Floor: _____ 6 th Floor: _____ 7 th Floor: _____												

For any questions/clarification or assistance with the application, please contact Planning, Engineering & Development Department at (506) 832-6050, via email planning@hampton.ca or visit the office at 17 Centennial Road, Hampton



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Item	Review Information	Code Reference	
		Part 3	Part 9
9 Egress & Exits	Total Exits: Exit Capacity: Travel Distance to Exit: Exit Signs Required? (Yes/No)		
10 Interior Fire Separations (includes janitor's closets, etc.)	Room or Area: _____ FRR Required: _____ Room or Area: _____ FRR Required: _____ Room or Area: _____ FRR Required: _____ Room or Area: _____ FRR Required: _____		
11 Bathrooms	Female: Male:		

Spatial Separation Calculations

Building Face	Limiting Distance	Exposed Building Face Area	Non-Combustible Wall Required? (Yes/No)	Wall Fire Resistance Rating	Cladding Type
North					
East					
South					
West					

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