

Bulletin: Mezzanines

Requirements



Bulletin # 20-03
Updated: Dec 3rd, 2024
Created: June 3, 2020

This bulletin is for informational purposes only. Please be sure to consult the relevant City of Kelowna bylaw.

Purpose

To inform applicants, designers, consultants, and staff about the requirements for a Mezzanine.

Background

Mezzanine and Second Stories are regulated separately in the British Columbia Building Code (2024).

A building permit is required for the construction of all mezzanines within the City of Kelowna, and it is recommended that a professional with previous experience in mezzanine design be engaged as the British Columbia Building Codes requirements can be complex.

Application Requirements (to include but not limited to):

All construction to adhere to the City of Kelowna Zoning bylaw 12375 and the 2024 British Columbia Building Code:

- 1 Two (2) sets of full-sized architectural drawings, printed to scale that include:**
 - Key plan
 - Main floor and proposed mezzanine dimensions and areas (MAX 40% of the main floor open area)
 - Exiting including travel distance (show on plans)
 - Proposed enclosed spaces on mezzanine (MAX 10% of mezzanine may be enclosed, in such a manner to not impede line of sight between levels)
 - Proposed enclosed spaces on the level below mezzanine
 - Construction Details and Fire Resistance Rating of assemblies (floor, load Bearing walls / columns, exits, etc)
 - Stair, guard and handrail design and details
 - Height of main floor under mezzanine and mezzanine height (NOTE – Minimum 2.1 m allowed per code)

- 2 Building Code analysis to include:**
 - Part 3 or Part 9
 - Sprinklered or Non-Sprinklered
 - Occupancy classification
 - Required fire resistance ratings
 - Detailed calculations showing that mezzanine does not exceed 40% of the open area of the room in which it is located and that enclosed mezzanine areas do not exceed 10% of the open area of the room in which it is located

- 3 Proposed Usage**
 - Information clearly identifying the existing and proposed use of the room(s) and space(s), including all fixtures, on main level and proposed mezzanine level

- 4 Structural engineering**
 - Sealed design plans
 - Schedules B, D, and Proof of Insurance Certificate

Building and Permitting

1435 Water Street
Kelowna, BC V1Y 1J4
TEL 250-469-8960
FAX 250-862-3314
developmentsservicesinfo@kelowna.ca

A full plan check will be done upon receipt of a complete Building Permit