

# Bulletin: Shell Building

## Requirements



Bulletin # 25-01  
Created: January 21, 2025

### Purpose

To inform applicants, designers, consultants, and staff about the requirements for a "Shell Building".

### Background

A "Shell Building" is a building that is complete on the exterior, but remains incomplete on the interior. The interior is not fully code compliant and cannot be occupied until additional work is completed.

### Application Requirements *(to include but not limited to):*

***The application requirements for a Shell Building are the same as for a complete building with the following additions:***

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

1. The Building Code Analysis must clearly indicate that this is a "Shell Building" and that the interior will require the completion of additional building permit(s) prior to any occupancy.
2. The drawings are required to show an incomplete interior (if the interior is complete, then it is not a shell building). Examples include: no washroom or washroom rough in only, no demising walls, no interior/tenant walls.
3. The exterior building envelope must be complete and an energy report or detailed energy efficiency analysis is required.
4. All future suites shown with proposed demising walls, or future demising walls, must meet all exterior accessibility requirements (ie: power door operators, ramps, guards etc.).
5. The interior is required to include code compliant: slab on grade, emergency lighting, exit signage and fire suppression, as applicable.
6. Proposed civic address and unit numbers to be referred to [addressing@kelowna.ca](mailto:addressing@kelowna.ca) for review prior to BP application.

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

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