



## **BULLETIN RB06-025**

(Updated 2015 Dec 10)

### **GUIDELINES FOR SINGLE TENANT CONCEPT**

**Reference: Div A, Article 1.4.1.2.**

**Div A, Article 1.4.1.2.** "Suite means a single room or series of rooms of complementary use, operated under a single tenancy, and includes dwelling units, individual guest rooms in motels, hotels, boarding houses, rooming houses and dormitories as well as individual stores and individual or complementary rooms for assembly occupancies, business and personal services occupancies, medium-hazard industrial occupancies and low-hazard industrial occupancies. (See Appendix A.)"

#### **Commentary / Relevant Facts / Conclusions:**

##### Subleased Offices & Sales Areas:

A space with subleased offices or sales areas can be considered as a single suite provided the following requirements are satisfied:

- a) The building Owner or prime lease holder must provide The City of Calgary with a letter advising that the entire office space is under a single management.
- b) All offices share all office facilities such as secretaries, receptionists, meeting rooms, copy machines, coffee rooms, etc...
- c) All offices have the same operating hours.
- d) All washroom and egressing and exiting requirements comply with ABC 2006.
- e) Fire separations are not required between the subleased offices or sales areas operating as a single tenancy.

##### Flea Markets:

A space with subleased sales or market areas can be considered as a single suite provided the following requirements are satisfied:

- a) The building Owner or prime lease holder must provide The City of Calgary with a letter advising that the entire office space is under a single management.
- b) All tenant spaces have the same operating hours.
- c) Individual spaces have counter or open type storefronts only.
- d) Tenants share all the building facilities.

- e) All washrooms and egressing and exiting requirements comply with the ABC 2006.
- f) Fire separations are not required between the subleased sales of market areas operating as a single tenancy.

Low and Medium Hazard Industrial Occupancies:

A space with subleased low and medium hazard industrial occupancies can be considered as a single suite provided the following requirements are satisfied:

- a) The building Owner or prime lease holder must provide The City of Calgary with a letter advising that the entire industrial suite is under a single management.
- b) The total area of the subleased occupancies must not exceed 10% of the prime lease suite area.
- c) The operations and activities of all occupancies must be mutually compatible in term of operations and processes and have the same use classification per code.
- d) All occupants share all the building facilities.
- e) All occupants have the same operating hours.
- f) All washroom and egressing and exiting requirements comply with the ABC 2006.
- g) Fire separations are not required between the subleased suites and the prime suite.

Chief Building Inspector

**This bulletin is issued by The City of Calgary Inspections & Permit Services.**

Unless stated otherwise, the Code references in this bulletin are to Division B of the Alberta Building Code 2014 (ABC 2014). Bulletins do not overrule the ABC 2014 nor constitute a relaxation of the Code. They serve to clarify the Code in areas where the latter is ambiguous or does not cover a specific topic. Bulletins are City of Calgary clarifications for staff use to enable consistency in the application of the Code. These bulletins should always be read in the context of the appropriate requirements of the Code.