BCA User Guide for

BCA Non-Residential Inventory Extract

Version 1.0

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BC ASSESSMENT

Contents

Introduction

The BCA Non-Residential Inventory Extract returns a record or row for every building or part of a building in the requested jurisdictional or area extract.

The report is run quarterly and is a .txt file in comma delimited format. The attributes in the left-hand column in the title below are the appropriate headers to use when importing the data into an excel spreadsheet.

Non-residential properties are assessed using different approaches, dependant on multiple factors including, for example, income generation and highest and best use. Building breakdown of floor area by use is not always collected, depending on the assessment approach. Therefore, users of this data will find some properties carry a more detailed breakdown of floor area by use than others.

Total areas of buildings are not collected for major industrial properties and any other properties valued using the ad valorem approach and therefore will not be available in this report. This may include properties like sawmills, airports, schools and utilities.

Non-Residential Inventory Extract Data Elements Definition

Position	Attribute	Description
1	Area	The two-digit numeric code for the Assessment Area (geographic location) in which the property is located.
2	Jurisdiction	The three-digit numeric code assigned to a taxing authority or rural taxing jurisdiction.
3	Roll Number	Identifier assigned to identify a specific property. A roll number is unique within a jurisdiction but may not be unique across the province.
4	Year Built	The year that construction began on the predominant improvement on the property.
5	Effective Year	Effective year refers to the effective age of an improvement as indicated by its condition and quality. It is used to reflect that that the year built for the dwelling is effectively later than its actual year built, because its condition is superior to that of a typical dwelling of its chronological age. When a dwelling has an Effective Year higher than its Year Built, less

Position	Attribute	Description
		physical depreciation is applied. Null values indicate the effective year is equal to the year built. The value in this field is specific to the building represented in this row.
6	Number of Storeys	Indicates the number of storeys in the building. A storey is a distinct level of space above the basement, crawl space or slab foundation.
7	Gross Leasable Area	The area (in square feet) measured from exterior walls of a floor less the area of major vertical penetrations (e.g. ventilation shaft, elevator shafts & stairs).
8	Net Leasable Area	Total floor area designed for the occupancy and exclusive use of tenants, including basements and mezzanines.
9	Parking Type – Underground	Number of underground parking stalls on the property.
10	Parking Type – Surface	Number of surface parking stalls on the property.
11	Parking Type – Parking structure	Number of parking stalls in a parking structure on the property.
12	Number of Units in an Co-op (Properties valued by income approach only)	Number of units in a co-operative apartment building.
13	Number of Bachelor Units in a Co-op (Properties valued by income approach only)	Number of bachelors units in a co-operative apartment building – does not have a self-contained bedroom, but does include a kitchenette and a 3 or 4-piece washroom.
14	Number of 1 Bedroom Units in a Co-op (Properties valued by income approach only)	Number of 1 bedroom units in a co-operative apartment building – has a self-contained bedroom, a kitchenette area and a 3 or 4-piece washroom.
15	Number of 2 Bedroom Units in a Co-op (Properties valued by income approach only)	Number of 2 bedroom units in a co-operative apartment building – has 2 self-contained bedrooms, a kitchenette area, 3 or 4-piece washroom(s).

Position	Attribute	Description
16	Number of 3 Bedroom Units in a Co-op (Properties valued by income approach only)	Number of 3 bedroom units in a co-operative apartment building – has 3 self-contained bedrooms, a kitchenette area, 3 or 4-piece washroom(s).
17	Number of 4 Bedroom Units in a Co-op (Properties valued by income approach only)	Number of 4 bedroom units in a co-operative apartment building – has 4 self-contained bedrooms, a kitchenette area, 3 or 4-piece washroom(s).
18	Predominant Manual Class	Defined and assigned by BC Assessment. Manual Class Code is a four-digit alpha-numeric code used to categorize buildings for administrative, valuation and statistical purposes. Each property can have only one predominant manual class but may have multiple buildings, each with a manual class assigned. Categorizes a building's architecture style, number of storeys and the quality of its construction components and design. Buildings on Industrial, Commercial and Investment (IC&I) properties are assigned manual classes which are a combination of Marshall & Swift Costing Service construction "class" and "occupancy".
19	Gross Building Area	The total constructed area of a building, measured from exterior walls.
20	Basement Area	Area (in square feet) of a level partially or entirely below ground level.
21	Strata Industrial / Commercial Lot Area	For Strata Office and Retail: the sum of the areas (in square feet) of all strata units and common areas as registered on the strata plan. Where detailed information on actual total building size is not available, the sum of all strata units' areas are multiplied by 15 percent to account for common areas.

Position	Attribute	Description
		For Strata Industrial: the sum of the areas (in square feet) of all strata units as registered on the strata plan in the development.
22	Apartment – Number of Units (Properties valued by income approach only)	Number of units in a rental apartment building.
23	Apartment – Number of Bachelor Units (Properties valued by income approach only)	Number of bachelors units in a rental apartment building – does not have a self-contained bedroom, but does include a kitchenette and a 3 or 4-piece washroom.
24	Apartment – Number of 1 Bedroom Units (Properties valued by income approach only)	Number of 1 bedroom units in a rental apartment building – has a self-contained bedroom, a kitchenette area and a 3 or 4-piece washroom.
25	Apartment – Number of 2 Bedroom Units (Properties valued by income approach only)	Number of 2 bedroom units in a rental apartment building – has 2 self-contained bedrooms, a kitchenette area, 3 or 4-piece washroom and/or an en-suite.
26	Apartment – Number of 3 Bedroom Units (Properties valued by income approach only)	Number of 3 bedroom units in a rental apartment building – has 3 self-contained bedrooms, a kitchenette area, 3 or 4-piece washroom(s) and/or an en-suite.
27	Apartment – Number of 4 Bedroom Units (Properties valued by income approach only)	Number of 4 bedroom units in a rental apartment building – has 4 self-contained bedrooms, a kitchenette area, 3 or 4-piece washroom(s) and/or an en-suite.
28	Apartment – Number of House Keeping Rooms	Number of housekeeping units in a rental apartment building – typically, these units have their own private bedroom or living quarters but share other facilities such as bathrooms.

Position	Attribute	Description
29	Number of Units in a Hotel (Properties valued by income approach only)	Number of units in a hotel.
30	Number of Units in Motel (Properties valued by income approach only)	Number of units in a motel.
31	Senior Housing – Number of Units	Number of units in a seniors housing property. Seniors housing properties offer residential and care services for seniors and/or others in need of care/assistance.
32	Senior Housing – Number of Bachelor Units (Properties valued by income approach only)	Number of bachelors units in a seniors housing building – does not have a self-contained bedroom, but does include a kitchenette and a 3 or 4-piece washroom.
33	Senior Housing – Number of 1 Bedrooms (Properties valued by income approach only)	Number of 1 bedroom units in a seniors housing building – has a self-contained bedroom with a built-in closet, a kitchenette area and a 3 or 4-piece washroom and/or an en-suite.
34	Senior Housing – Number of 2 Bedrooms (Properties valued by income approach only)	Number of 2 bedroom units in a seniors housing building – has 2 self-contained bedrooms, a kitchenette area and 3 or 4-piece washroom(s) and/or an en-suite.
35	Senior Housing – Number of 3 Bedrooms (Properties valued by income approach only)	Number of 3 bedroom units in a seniors housing building – has 3 self-contained bedrooms a kitchenette area and 3 or 4-piece washroom(s) and/or an en-suite.
36	Senior Housing – Number of Bed Sitting Rooms	Number of bed/sitting rooms in a seniors housing building – does not contain a kitchenette; it may or may not contain an en-suite bathroom. Essentially, this type of room is just a bedroom.

Position	Attribute	Description
	(Properties valued by income approach only)	
37	Senior Housing – Number of Licensed Care Private Beds (Properties valued by income approach only)	Number of private (i.e. one bed) bedrooms, funded from Health Authority for licensed care. A bed is a unit of capacity in licensed care facilities. Every facility is licensed for a certain number of beds which dictates how many people may reside in a given facility. In any licensed care home, there may be greater or fewer actual beds than licensed beds. Excess beds cannot be used if they are not licensed.
38	Senior Housing – Number of Licensed Care Semi-Private Beds (Properties valued by income approach only)	Number of semi-private rooms of two to four beds and a two-piece en-suite or shared washroom, funded from Health Authority for licensed care.
39	Total Balcony Area	Total balcony area (in square feet).
40	BLANK	N/A
41	Mezzanine Area	Total of all mezzanine area (in square feet) in a commercial property. A mezzanine is a low storey between two other storeys in a building.
42	Type of Heating	The heating method used in the building. If the building has multiple heating types, only the predominant is shown.
43	BLANK	N/A
44	Elevators	Indicates if the commercial building has one or more elevators.
45	Type of Construction	Specifies the material framing the building: • A is Fireproof structural steel frame • B is Reinforced concrete frame • C is Masonry bearing walls • D is Wood or steel framed exterior walls • H is Hoop arch • M is Mill type • P is Pole frame

Position	Attribute	Description
		• S is Metal frame • W is Metal frame and walls
46	Other Buildings	'X' indicates whether one or more outbuildings exist on the property.
47	School District	Two-digit code for an area created or constituted as a school district by or under the *School Act* or a former Act
48	Zoning	Zoning code supplied by the taxing authority or other authority.

Appendix: Importing Delimited files into Excel (Comma delimited format)

Report output generated using the delimited text output format will not retain formatting on some columns unless it is saved first as a text document and then opened in Excel in a specific way.

Since the file extension for the delimited text file is .txt, you will get an opportunity when the file is opened in Excel to set the data types for each of the columns. This will allow you to keep the leading zeroes and formatting in roll numbers and other columns. Here are the steps to follow when opening the file in Excel:

• Outside of the browser, open Excel.

• Click on File / Open and change the Files of Type selection to All Files.

• Navigate to the folder where you saved the file and click on it to open it in Excel.

• On the text import wizard – Step 1 of 3 dialog box, Original Data Type should be Delimited. Leave everything as is and click Next.

• On the Step 2 of 3 dialog box, ensure Comma is selected and don't change the other default settings; just click Next.

• On the Step 3 of 3 dialog box, click on the first column and then scroll over to the last column and shift-Click; then click the Text radio button.

• Click the Finish button.

• Save the file as a Microsoft Excel Workbook (.xls or .xlsx).