



# CERTIFIED PROFESSIONAL BUILDING PERMIT APPLICATION FORM

To help expedite submission of your application, please fill out **BOTH** sides of this information sheet prior to attending the Application Preview counter.

**JOB LOCATION** (Correct and complete addressing is important. Complete this section carefully.)

Address: \_\_\_\_\_ Specifics: \_\_\_\_\_

Floor Level: \_\_\_\_\_ Suite No: \_\_\_\_\_

Legal Description:

Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ District Lot(s) \_\_\_\_\_ Plan Number(s) \_\_\_\_\_

Are you aware of the presence of any contaminated soils on the subject property?  Yes  No

Are you aware of the existence of any contaminated soils studies, reports, soil agreements, or Ministry of Environment orders or letters with respect to the subject property?  Yes  No

**This area must be completed by the applicant signing the application form**

Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Business License *Account* Number: \_\_\_\_\_

You are the:

01  Property Owner  
 02  Contractor  
 03  Certified Professional  
 04  Design Professional  
 05  Tenant  
 06  Agent for Owner  
 07  Agent for Tenant  
 08  Consultant  
 09  Non-profit Association

10  Civic Department  
 98  Other

Note: Contractors/design professionals/consultants **MUST** have a valid Business License to do work in the City of Vancouver. You may obtain current business license account numbers from the Business License Counter.

**Complete the following for ALL applications**

<b>Property Owner's Name:</b>		
Address:	City:	
Postal Code:	Phone Number: Office:	Cell:
Is the owner aware of this application? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Contractor's Name:</b>		
Address:	City:	
Postal Code:	Phone Number: Office:	Cell:
Business License Account Number:		
<b>Tenant's Name:</b>		
Address:	City:	
Postal Code:	Phone Number: Office:	Cell:
<b>Job Contact:</b>		
Address:	City:	
Postal Code:	Phone Number: Office:	Cell:

This application is to: (Check applicable box)  001 <input type="checkbox"/> Construct a new building(s)  003 <input type="checkbox"/> Alter the interior/exterior  007 <input type="checkbox"/> Interior/exterior alterations and change of use  011 <input type="checkbox"/> Project/Site Permit  040 <input type="checkbox"/> Excavate - valid for project address et al.  Other: _____	Is this a new tenant? <input type="checkbox"/> Yes <input type="checkbox"/> No  What is the existing use? _____  What is the proposed use? _____  How many storeys? _____  How many levels of underground parking? _____  How many <u>new</u> rooftop units? _____
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**(Complete carefully. Your application will be based on your written description.)**

Describe work to be done :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What is the value of the work proposed? (Include cost of plans, material, labour and sales taxes)**

\$ \_\_\_\_\_

Will any of the following be altered/repaired/installed?

Electrical     Gas     Drain Tile  
 Plumbing     Sprinkler     Fire Alarm

Sprinkler Contractor's Name: \_\_\_\_\_

**Complete the following for all residential buildings**

	Existing	Proposed
Total number of dwelling units:	_____	_____
Total number of housekeeping units:	_____	_____
Total number of sleeping units:	_____	_____

**Complete the following related permit information**

Development Permit/Application Number DE \_\_\_\_\_

Minor Amendment Number DE \_\_\_\_\_

Building Permit/Application Number BU \_\_\_\_\_

Board of Variance Appeal Number Z \_\_\_\_\_

Combined Permit Application Number DB \_\_\_\_\_

**Office Use Only**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Office Use Only</b>	<b>Invoice #</b>
BU _____	
DE _____	

**Office Use Only**

BU _____	\$ _____
DE _____	_____
DT _____	_____
BG _____	f/m _____
SUBTOTAL _____	_____
SP _____	_____
TOTAL _____	_____

I HEREBY AGREE THAT I WILL COMPLY WITH ALL BY-LAWS OF THE CITY OF VANCOUVER AND ALL OTHER STATUTES AND REGULATIONS IN FORCE IN THE CITY OF VANCOUVER RELATING TO THE WORK, UNDERTAKING OR PERMISSION IN RESPECT OF WHICH THIS APPLICATION IS MADE AND THAT I WILL INDEMNIFY AND SAVE HARMLESS THE CITY OF VANCOUVER, ITS OFFICIALS , EMPLOYEES AND AGENTS FROM ALL CLAIMS, LIABILITIES, JUDGEMENTS COSTS OR EXPENSES OF EVERY KIND, INCLUDING NEGLIGENCE, IN RESPECT OF ANYTHING DONE OR NOT DONE IN CONSEQUENCE OF ANY PERMISSION, PERMIT OR LICENSE ISSUED AS A RESULT OF THE APPLICATION OR THE FAILURE TO OBSERVE COMPLETELY ALL BY-LAWS, ACTS AND REGULATIONS RELATING TO ANY WORK OR UNDERTAKING IN RESPECT OF WHICH THIS APPLICATION IS MADE.

SIGNED AT VANCOUVER, B.C. THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

SIGNATURE OF APPLICANT

CP STAMP: