CITY OF VANCOUVER

CP Application Process for a **Tenant Improvement**

Submission Requirements

1. CP building Permit Application form
2. Project description, noting
   a. "interior alterations", "exterior alterations", "change of use" or "addition"
   b. use(s)
   c. any Development Permit issues, e.g., changes to the exterior, kitchen exhaust discharge, interior obstructions of exterior glazing
3. 11" x 17" floor plans and elevations of the project (PDF format if emailing) [Sentence 2.2.2.3(1) of Division C, VBBL],to include
   a. Addresses
   b. Elevations of any exterior changes, including and exhaust discharges, air intakes, etc.

OPTION

Forward application package to:
Sandra Yep (sandra.yep@vancouver.ca)
3rd Floor East Wing 2675 Yukon St. V5Y 1V4
604-873-7406

Enquiry Centre
2nd Floor East Wing 2675 Yukon St. V5Y 1V4
ECO to check for zoning issues, i.e.:
- ext. alteration
- change of use

(no fees/no BU)

Addressing:
- verifies address
- assigns BU

CP receives email of Building Permit # and assigned staff

CP continues along regular CP process, e.g.:
1. CP arranges intake meeting with the assigned staff
   - Discuss code compliance drawings, fees & documents
2. CP contacts various departments
3. etc.

Issue Permit

P Toneguzzo
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