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BULLETIN 2009-010-AD

November 5, 2009

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**PERMITTING FOR TEMPORARY STRUCTURES  
RELATED TO THE OLYMPIC GAMES  
(Combined Development and Building Permits)**

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**Background:**

The purpose of this bulletin is to clarify the development and building permit process for temporary structures related to the Olympic Winter Games Period - February 12, 2010 to March 21, 2010 as well as the City's expectations with respect to these types of permits. The City is committed to ensuring that all temporary construction related to the Olympic Games is permitted in the most expedient and efficient manner while at the same time maintaining public safety. As a result the City will normally issue a combined development and building permit (DB) for these types of permits.

**Building By-law Requirements:**

Temporary buildings and structures are required to meet the provisions of the Building By-law. Because many of these requirements can be onerous and not suitable to temporary structures, Council enacted the 2010 Winter Games By-law earlier this year. This By-law contains a number of alternative requirements to the Building By-law which more accurately reflect the unique nature of temporary buildings and structures. A copy of the 2010 Winter Games By-law may be found on our website at: [vancouver.ca/wintergamesbylaw](http://vancouver.ca/wintergamesbylaw). Designers may incorporate these alternative requirements into their designs.

**Submission Dates for Permit Applications:**

In order to ensure that the combined Development and Building permits are issued prior to the Olympic Winter Games, City Staff have developed a streamlined and expedited development and building approval process. Applicants should be aware that in addition to the combined Development and Building permits, subsequent permits and approvals such as sign, trade and liquor licenses may be required depending on the nature of the application. To ensure that permits are issued in a timely manner, applicants must submit a 2010 Winter Games Activity Proposal form (see attached) as soon as possible and no later than December 1, 2009. Completed 2010 Winter Games Activity Proposals should be sent by email to [paul.henderson@vancouver.ca](mailto:paul.henderson@vancouver.ca). Applications for combined Development and Building permits must be submitted no later than December 15, 2009.

**Certified Professional Program:**

It should be noted that the City strongly encourages applicants to engage the services of a Certified Professional to assist them with their applications. By doing this, applicants will be eligible to apply for their permits under the City's Certified Professional Program. Under the Certified Professional Program, the building permit and inspection process is streamlined as the Certified Professional carries out the plan review process and inspection services and takes responsibility for the specific building or structure. As a result permits processed under the City's Certified Professional Program will be issued within one week of staff receiving a full application, provided all relevant departmental clearances have been obtained by the CP from the various City review groups. For more information on Certified Professional applications related to temporary buildings and structures during the Olympic Winter Games, please contact Rick Cheung at 604-873-7529 or [rick.cheung@vancouver.ca](mailto:rick.cheung@vancouver.ca).

**Expedited Permit Process:**

1. Prior to submission of a combined development and building permit application, the Applicant must submit a 2010 Winter Games Activity Proposal (see attached) to the attention of Paul Henderson, Director of Olympic and Paralympic Operations.
2. Upon receipt of the completed Activity Proposal, City staff will arrange to meet with the applicant team (including reps from other City review groups who have an interest in their proposal) to discuss the activation in detail and advise on specific submission requirements depending on the scope of activities proposed.
3. At this meeting, if the applicant indicates they will be applying under the Certified Professional Program, they will be directed to have their Certified Professional contact staff in the Processing Centre Building directly for submission details.
4. If the applicant indicates they will not be using the Certified Professional Program, they will be directed to a Customer Service Specialist in Development Services who will assist them with submitting their Combined Development and Building Permit Application documents, and who will coordinate the review of the application through the various City review groups. Staff will endeavour to issue these Non-CP combined permits within two weeks of receiving a complete submission.

**Street Restrictions for Construction Access Starting January 1, 2010**

During the period of January 1, 2010 to March 31, 2010, while the City of Vancouver is preparing for and hosting the Olympic and Paralympic Winter Games, the "private" use of City streets, sidewalks and lanes in many areas of the City may be limited. As a result, access to sites from City property may not be permitted. This is necessary to ensure that these areas are available for the safe and reliable movement of pedestrians and vehicle during the games period. For more information and to determine if your project may be impacted, please refer to our City of Vancouver's Host City website at: <http://olympichostcity.vancouver.ca> or contact Engineering Services at 604.871.6730.

(Original signed)

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W. M. Johnston, P.Eng.  
DIRECTOR, LICENCES & INSPECTIONS  
AND CHIEF BUILDING OFFICIAL

(Original signed)

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Bill Boons  
ASSISTANT DIRECTOR,  
DEVELOPMENT SERVICES

Attachment



## 2010 Games-time Activity Proposal

This proposal form will assist the activity owner in obtaining the required permits for temporary events taking place in the City of Vancouver during the 2010 Olympic and Paralympic Winter Games period. The intent of the form is to capture the basic information of the activity to allow the City of Vancouver (and other appropriate agencies) to review the activity in relation to other activities in the urban domain and to determine the appropriate regulatory requirements for the activity.

**Completed Proposal should be returned to:**

Paul Henderson  
 City of Vancouver  
 Director of Olympic and Paralympic Operations  
[paul.henderson@vancouver.ca](mailto:paul.henderson@vancouver.ca)  
 604-296-2862

**Client Information:**

Organization:		
Date:		
Contact:	Name:	
	Email:	
	Phone:	

**Facility/Property Information:**

Facility/Property Name:		
	Address:	
Owner:	Name:	
	Email:	
	Phone:	
	Address:	
Tenant:	Name:	
	Email:	
	Phone:	
	Address:	
Legal Description of property:		

### Schedule Information:

Contracted Dates:	Start Date:	
	End Date:	
Fit-out (Installation of tents, trailers, signage, furniture, equipment, etc.)	Start Date:	
	End Date:	
Games-time Activities (Olympics)	Start Date:	
	End Date:	
Games-time Activities (Paralympics)	Start Date:	
	End Date:	
Move-Out (Removal of tents, trailers, signage, furniture, equipment, etc.)	Start Date:	
	End Date:	

### Activities Descriptions:

Please describe the activities during each of the phases listed below. Consider: **who** will be taking part in the activities of each phase - contractors, clients, public, etc; **what** the proposed activities for each phase are, **where** the activities be taking place within the facility/property, **when** the activities take place during the day; and **how** the activities occur; for each phase.

- Fit-Out –
  
- Games-time Activities –
  
- Move-Out –

### Liquor Service/Licensing Information:

Please describe your plans for alcohol service. Does the facility/property owner/tenant have an existing liquor license? Will liquor be served free or sold to patrons. Do you plan to allow minors in areas where liquor will be served? Please provide serving dates and hours and indicate on drawings the locations where alcohol will be served.

### Food Service Plans:

Please provide your plans for food service – dates and hours of service, type of menu that will be served, etc.

**Security Plans:**

Please provide any security plans for this activity – contracted security firm, attendee screening plans (i.e. – magnetometers, bag checks), accreditation or tickets required, etc.

**Transportation Plans:**

Please provide transportation plans for the activity – bus/shuttle information, number of vehicles, load zones, parking plan, activity arrival and departure times, etc.

**Impacts to Public Domain:**

Please note any proposed use of streets, sidewalks, parks or public rights of way. Also note any noise or other nuisance impacts and mitigation strategies. These items can be described in the space below and noted on submitted drawings.

**Checklist of items to include that can provide more information for a thorough review:**

**Drawings/Photos** – Graphic representations of the proposed development. A typical drawing set will include the following:

- **Site Plan** – Shows legal lot(s) upon which the development is proposed and how all buildings are situated on the site, relative to zoning setback requirements. Show emergency access to site. Show the limits of any rights of way on the property.
- **Floor Plans** – Illustrate the room or unit layout for each floor level, including access from the street and to on-site parking, loading and garbage facilities where available, temporary electrical installations if required. Show all emergency exits.
- **Elevation Drawings** – Show the appearance of the exterior of the building(s).
- **Building Cross-section** – Show room heights, attic spaces, crawlspaces, and finished grade.
- **Project Statistics/Code Analysis** – State how the proposed development compares to bylaw regulations.
- **Signage Plan** – Show all signage graphics and installation plans.
- **Code Compliance Drawings** – Provide all code compliance drawings.
- **Photos of the facility/property** – please provide photos of the facility/property as it currently exists.

**Documentation –**

- **Identify design team** – Structural Engineer, Architect, Code Consultant and Electrical Engineer.
- **Rights of Way Agreements** – provide a copy of any rights of way agreements on any part(s) of the property being used for the proposed activity.

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- - Below this point for City of Vancouver Use Only - -