

DEVELOPMENT SERVICES - Processing Centre - Building

If you have any questions regarding the information requested on this form, please call 604-873-7611 and ask to be forwarded to the Processing Centre - Building staff member "ON DUTY" for general inquiries.

Project Address:	Building Permit:
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Drawings Required - Professional must sign and seal each page of all drawings and details. Scale not less than 1/4" = 1'0" (1:50) unless otherwise noted.				Staff Use Only	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
Architectural Cover Sheet	5		Refer to Bulletin 2000-059-AD (www.vancouver.ca/commsvcs/LICANDINSP/bulletins/2000/2000-059.pdf)		
Architectural Site Plan	5	Site Plan should include the following: <ul style="list-style-type: none"> ■ Dimensions of site (include north arrow) ■ Location and dimensions of all building on the site, in particular, dimension to nearest property line from enclosed balcony ■ Street names and location as well as location and width of any lanes ■ Legal description (Lot number, Block number, District Lot number, Plan number) 	Required for ALL building permit applications for new & existing buildings. Scale not less than 1/16" = 1'0" (1:200).		
Architectural Key Plan	5	Key plan should include the following: <ul style="list-style-type: none"> ■ Street address, floor number and tenant suite number ■ Indicate proposed and existing construction including the type of use of adjacent (side/above or below) occupancies 	Required for all building permit applications for existing buildings where work is being carried out on a portion of the building only. Key plan is required to locate the project area on the overall floor plan including the building's exit system. Scale not less than 1/16" = 1'0" (1:200).		
Architectural Floor Plans	5	Floor Plans should include the following: <ul style="list-style-type: none"> ■ Location of all interior and exterior alterations ■ Indicate the use of all rooms and areas ■ Indicate all door and windows sizes (may be provided in door and window schedules) ■ Construction of wall assemblies and fire separations where applicable ■ Indicate all plumbing fixtures and access for disables persons where applicable ■ Indicate the locations of all exits/means of egress signs, emergency lighting and fire alarm devices where applicable ■ Room finishes ■ Structural information (may be provided on structural drawings) 	Required for ALL building application. Floor Plans must indicate all work to be carried out including required fire separation, door swings, door dimensions, interior room finishes, etc. Fire resistance assemblies shall be ULC listed, or recognized laboratory tested or Appendix D of the Vancouver Building By-law or if applicable, Table A-9.10.3.1.A & A-9.10.3.1.B.		
Architectural Ceiling Plans	5				

Change of Use of an Existing Building Requiring Major Upgrading cont'd

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Architectural Exterior Elevations	5	Elevation elevations should include the following: <ul style="list-style-type: none"> ■ Exterior cladding ■ Dimensions of exterior guards and guard details where applicable ■ Storey elevation related to building grades ■ Indicate all window and door openings 	Required for all new building permit applications and existing buildings where any exterior work is contemplated (to determine building height).		
Architectural Roof Plans	5	<ul style="list-style-type: none"> ■ Indicate all roof top mechanical units, skylights, accessible deck, guard rails, planters, landscape, and standpipe 			
Architectural Cross Section	5	Construction Detail/Cross Sections should include the following: <ul style="list-style-type: none"> ■ Stair dimensions (width, rise, run, number of risers) height of guards, handrails and extensions ■ Wall, floor roof and/or ceiling assemblies (written descriptions or cross sections) ■ Fire resistance rating details of any required fire separations including test references ■ Fire stopping details for service penetrations of fire separations 	Required for applications for new buildings, additions to existing building and most applications which involve the alteration of existing buildings. Fire resistance assemblies shall be ULC listed, or recognized laboratory tested or Appendix D of the Vancouver Building By-law or if applicable, Table A-9.10.3.1.A & A-9.10.3.1.B.		
Structural	5				
Mechanical	5		If new mechanical work proposed.		
Plumbing	5		If new plumbing work proposed.		
Electrical	3				
Kitchen Equipment and Seating Layout	5		For any food service use.		

Documents Required

Document	Copies Required	Details	Notes	Copies Attached	Accepted
Application Form/Fees	1				
Building Code Data Sheet	1				
Energy Utilization Calculations	1		May be submitted after submission.		
Geo-technical Report	1		Required if major structural upgrade work proposed.		
HPO Form	1		Buildings containing residential units.		
Occupant Load Calculations	1				
Owner/Lessee Undertaking Letters	1		All letters/documents must be originals with original signatures. No photocopies or fax copies will be accepted.		

Change of Use of an Existing Building Requiring Major Upgrading cont'd

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Strata Council Letter	1		If building is strata titled, letter must be signed by the strata's chairperson indicating knowledge and acceptance of proposal.		
Letters of Assurance					
** Professionals must sign and seal all individual pages of the Letters of Assurance.					
Schedule A	1				
Schedule B1/B2 - Architectural	1				
Schedule B1/B2 - Electrical	1				
Schedule B1/B2 - Fire Protection	1				
Schedule B1/B2 - Geo-technical	1				
Schedule B1/B2 - Structural	1				
Schedule B1/B2 - Mechanical	1				
Schedule B1/B2 - Plumbing	1				
Schedule D1 - (Building Envelope)	1		If exterior alterations taking place.		
Record of Professional Structural Concept Review	1		Refer to Bulletin 2001-007-BU (www.vancouver.ca/commsvcs/LICANDINSP/bulletins/2001/2001-007.pdf)		

Health Approval

Please note that applications requiring Health approval are reviewed for compliance with provincial Health regulations at the Vancouver Coastal Health offices located at #1200 - 601 West Broadway. In order to avoid subsequent changes to permit drawings, we strongly advise applicants to meet with Health prior to permit submission. Please contact Vancouver Coastal Health for more information at 604 675 3800.