

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:
-------------------------	-------------------------

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
Reduced set of plans	1	<ul style="list-style-type: none"> ▪ Suite number shall be assigned in a clockwise manner 	Drawing size: minimum 8 1/2" x 11", maximum 11" x 17", include exterior entrances & addresses.		
Building Grades Plan	1		Required for all application for new buildings, and may be required for additions to existing buildings. Contact Streets Design - Main building or 604-873-7316.		
Survey	1	Survey Plans 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 ▪ Street names and location as well as location and width of any lanes ▪ Legal description (Lot number, Block number, District Lot number, Plan number) ▪ Indicate proposed and existing buildings 	Required for all application for new buildings, and may be required for additions to existing buildings. Scale not less than 1/16" = 1'0" (1:200).		
Excavation/ Shoring Details	5				
Architectural Cover Sheet	5		Refer to Bulletin 2000-059-AD (www.vancouver.ca/commsvcs/LICANDINSP/bulletins/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) ▪ Street address, floor number and tenant suite number 	Required for ALL building permit applications for new & existing buildings. 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 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 (include exterior entrances & addresses). 1/16" = 1'0" (1:200).		

Construction of New Buildings/Addition to Existing Buildings cont'd

Project Address:	Building Permit:
------------------	------------------

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 Floor Plans	5	Floor Plans should include the following: <ul style="list-style-type: none"> ■ All interior and exterior alteration ■ 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 including fire and sound separations ■ Structural information (may be provided on structural drawings) 	Required for ALL building permit applications. Floor Plans must indicate all work to be carried out including required fire separation, door swings, door dimensions, interior room finishes, etc.		
Architectural Ceiling Plans	5				
Architectural Exterior Elevations	5	Elevation 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. Elevation should include all exterior doors, windows and exterior cladding material, exterior guard heights etc.		
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 			
Landscape Plan	5	<ul style="list-style-type: none"> ■ Provide a full Landscape Plan (including a plant list) illustrating both common and botanical names, sizes and quantity of all proposed plant material ■ Proposed plant material, paved surfaces, other landscape elements and existing trees must be clearly shown on the Landscape Plan ■ Provide details for planters, fences, trellis, etc. ■ Existing site contours, landscaping and material to be removed, include size, common name and placement ■ All landscape elements and details, including new/existing surfaces to be retained, enclosures, site furniture and structures 	All landscaping details shown on the survey is to be transferred to the Landscape Plan. The applicant is responsible for the confirmation of all Landscape information. Building Permit Landscape Plan should reflect approved Development Permit Landscape Plan.		
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(s) 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. Construction details/cross sections should indicate dimensions and construction details for floor, wall and roof assemblies.		

Construction of New Buildings/Addition to Existing Buildings cont'd

Project Address:	Building Permit:
------------------	------------------

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 Building Envelope Details	5	<ul style="list-style-type: none"> ■ Construction details/cross section should indicate dimensions and details of proposed windows, walls, roofs, balconies, decks and typical interface between elements 	Typical 3-D diagram should be provided where the method of assembling is critical, such as window corners, balcony rail attachments, roof parapet. Scale not less than 3" = 1'0" (1:4).		
Architectural Door and Window Schedule Wall and Floor Assembly Schedule	5		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				
Plumbing	5				
Electrical	3				
Kitchen equipment layout/seating layout	5		For any food service use.		
Documents Required					
Application Form/Fees	1				
Building Code Data Sheet	1				
Building Code Analysis	1				
Energy Utilization Calculations	1		Maybe submitted after submission.		
Geo-technical Report	1				
HPO Form	1				
Occupant Load Calculations	1				
Owner/Lessee Undertaking Letters	1		Form letter available. All letters/documents must be originals with original signatures. No photocopies or fax copies will be accepted.		
Strata Council Letter	1		If building is strata titled, letter must be signed by the strata's chairperson indicating knowledge and acceptance of proposal.		
ASHRAE 90.1 2007 Checklist	1	EFFECTIVE MARCH 1 ST , 2012	Fill-able Excel Spreadsheet Checklist is available at: http://vancouver.ca/commsvcs/developmentservices/subreq/index.htm		

Construction of New Buildings/Addition to Existing Buildings cont'd

Project Address:	Building Permit:
------------------	------------------

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	
Letters of Assurance						
** Professionals must sign and seal all individual pages of the Letters of Assurance.						
Schedule A	1					
Schedule B1/B2	1	Architectural				
Schedule B1/B2	1	Electrical				
Schedule B1/B2	1	Fire Protection				
Schedule B1/B2	1	Geotechnical				
Schedule B1/B2	1	Structural				
Schedule B1/B2	1	Mechanical				
Schedule B1/B2	1	Plumbing				
Schedule D1	1	Building Envelope				
Record of Professional Structural Concept Review	1		Refer to Bulletin 2001-007-BU (www.vancouver.ca/commsvcs/LICANDINSP/bulletins/2001/2001-007.pdf)			
The above noted list of requirements is not limited in its content. Further review of the application documents may reveal additional requirements.						

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.