

**DEVELOPMENT SERVICES - Enquiry Centre**

If you have any questions regarding the information requested on this form, please call 604-873-7611 or 604-873-7613.

*(MUST be completed by Applicant and attached to submission)*

**Project Address:**

Drawings Required - Required scale 1/4" = 1'0" (1:50) unless otherwise specified in Notes, or if plans exceed standard A2 paper (2'x3') at the above-noted scale, then plans at 1/8" = 1'0" (1:100) scale may be acceptable.				Staff Use Only	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
Site Plan	3	Site Plans should include the following: <ul style="list-style-type: none"> <li>Dimensions of site (including north arrow)</li> <li>Location and dimension of all buildings on the site</li> <li>Legal Description (Lot #, Block #, District Lot #, Plan #)</li> <li>Street Address</li> </ul>	* Scale 1/16" = 1'0"		
Floor Plans	3	Floor Plans should include the following: <ul style="list-style-type: none"> <li>All outside dimensions</li> <li>Dimensions and uses of all rooms and areas</li> <li>Indicate size, loads and location of water pipe</li> <li>Fire separations where applicable</li> </ul>	Typical floor layout.		
Construction Details	3	Construction details should include the following: <ul style="list-style-type: none"> <li>Indicate wall structure (written description or cross sections)</li> <li>Indicate the fire resistance rating of any required fire separations, new and existing</li> <li>Fire stopping details for service penetrations of fire separations</li> </ul>			
Plumbing	3	<ul style="list-style-type: none"> <li>Indicate waterpipe size, location and loads</li> </ul>			
Structural	3		If structural work taking place.		
<b>Documents &amp; Clearances Required</b>					
Document	Copies Required	Details	Notes		
Application form/fees	1				
Owner's Undertaking Letter	1		Form letter available. All letters/ documents must have original signatures. No photocopies or fax copies will be accepted.		
Strata Letter	1		(if building strata titled)		
Plumbing Permit	1	Must be obtained by a Licensed Plumbing Contractor			
Zoning and Development By-law Clearance	1		(if exterior changes being made)		

## Re-piping Domestic Water System cont'd

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
<b>Letters of Assurance</b> - *Professionals must sign & seal all individual pages of the Letters of Assurance					
Schedule B1/B2	1	Plumbing			
Schedule B1/B2	1	Structural	(if structural work taking place)		

### General Requirements

- Building permit application fees must be submitted at the time of application. Payment may be made by cheque, cash, Visa, Master card, American Express or Bank Debit card, however, due to fluctuating interest rates, cheques can not be accepted from out of country financial institutions.
- If the building is strata-titled, a letter from the strata council is required, indicating knowledge and acceptance of the proposed work. This letter must be submitted at the time the application is made.
- Three sets of plans are required. Drawings, sketches and notations done in pencil are NOT acceptable.
- Two sets of plans are to be submitted to the Enquiry Centre, the third set is to be given to the Plumbing Plan Checker at the Inspection Counter, on the first floor
- A Plumbing permit application must be made by a Licensed Plumbing contractor.