

**DEVELOPMENT SERVICES**

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

<b>Project Address:</b>				<b>Permit Number:</b>	
<b>Documents Required</b>				<b>Staff Use Only</b>	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
Application Form & Fees	1	Development and Building (DB) Permit	Plumbing Permit (required) and Electrical Permit (if required) are separate submissions.		
Owner and Lessee Undertaking Letters	1		Form letters available at: <a href="http://vancouver.ca/commsvcs/developmentservices/appforms/index.htm">vancouver.ca/commsvcs/developmentservices/appforms/index.htm</a> All letters / documents must have original signatures; no photocopies or fax copies will be accepted.		
Strata Council Authorization Letter	1		If building is strata titled, letter must be signed by the strata's chairperson indicating knowledge and acceptance of proposal; no photocopies or fax copies will be accepted.		
<b>Drawings Required - Design 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.</b>					
Site Plan	3	Site Plan should include the following: <ul style="list-style-type: none"> <li>▪ Dimensions of site (including North arrow)</li> <li>▪ Location of the building(s) on the site</li> <li>▪ Street address, street names and location as well as location of any lanes</li> <li>▪ Building setback dimensions from property lines</li> </ul>	Minimum scale: 1/16" = 1'-0" (1:200)		
Roof Plan and Elevations	3	<ul style="list-style-type: none"> <li>▪ Show roof line/parapet height</li> <li>▪ Show solar panel location and setback dimension from edge of roof</li> <li>▪ Indicate any rooftop mechanical units, skylights, accessible decks, guard rails, planters, landscaping and standpipes</li> </ul>	Affected elevations only		
Architectural Building Envelope roof/wall penetration Details	3 Signed & Sealed	Construction details	Scale not less than 3" = 1'-0" (1:4).		
Structural	3 Signed & Sealed	Structural framing details of installation area and panel to roof connection			
Mechanical and Plumbing	3 Signed & Sealed		Where possible, these may be combined on one sheet.		

Retro-fits for Solar Hot Water Heating Systems  
 In Multiple Family Dwellings and Commercial Buildings cont'd

<b>Project Address:</b>	<b>Permit Number:</b>
-------------------------	-----------------------

Document	Copies Required	Details	Notes	Copies Attached	Accepted
<b>Letters of Assurance - Design Professionals must sign and seal all individual pages of the Letters of Assurance</b>					
Schedule A	1				
Schedule B1/B2	1	Architectural			
Schedule B1/B2	1	Structural	Professional structural concept review will be required for a Part 4 building structure		
Schedule B1/B2	1	Mechanical			
Schedule B1/B2	1	Plumbing			
Schedule D1	1	Building Envelope			
<b>Additional Information</b>					
Refer to Bulletin 2011-001-BU/PL - <a href="http://vancouver.ca/commsvcs/LICANDINSP/bulletins/2011/2011-001.pdf">http://vancouver.ca/commsvcs/LICANDINSP/bulletins/2011/2011-001.pdf</a>					
** NOTE ** Work on/near the property line may require a Street Occupancy (Hoarding) Permit. Contact the Engineering Department at 604-873-7322 or 604-873-7773.					

- Yes    No   Is a cross-connection control device (backflow preventer) proposed?  
 Yes    No   Is an Electrical (EL) Permit application required?  
 Yes    No   Will a Plumbing (PL) Permit application be concurrent? (licensed contractor must apply for PL permit)