

**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's Undertaking Letters	1		Form letter available at: <a href="http://vancouver.ca/commsvcs/CBOFFICIAL/vbbl/pdf/owner.pdf">vancouver.ca/commsvcs/CBOFFICIAL/vbbl/pdf/owner.pdf</a> All letters / documents must have original signatures; no photocopies or fax copies will be accepted.		
<b>Drawings Required</b> - Design Professional must sign and seal each page of all drawings and details. Scale not less than ¼" = 1'0" (1:50) unless otherwise noted.					
Site Plan	2		Copy of Microfilm drawing (if available) or VanMap™ print-out sufficient.		
Roof Plan	2	<ul style="list-style-type: none"> <li>▪ Show solar panel location, size, height (if not flush mount) and setback dimension from edge of roof</li> <li>▪ Indicate any other rooftop accessories such as skylights, accessible decks, guard rails, etc.</li> </ul>	Copy of Microfilm drawing (if available) or VanMap™ print-out (with notations) sufficient.		
Elevations			Photos are sufficient.		
Structural	2 Signed & Sealed	Structural framing details of installation area and panel to roof connection detail			
<b>Letters of Assurance</b> - Design Professionals must sign and seal all individual pages of the Letters of Assurance					
Schedule B1/B2	1	Structural			
<b>Additional Information</b>					
<ul style="list-style-type: none"> <li>▪ 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></li> <li>▪ Automatic Development clearance will be granted if certain specified criteria are met (within height envelope and setback from roof edge a distance equal or greater than the height of the panels)</li> </ul>					
<p><b>** NOTE **</b> 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.</p>					

- 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)