

**DEVELOPMENT, BUILDINGS & LICENSING**

Name of CP: \_\_\_\_\_ Project Address: \_\_\_\_\_  
Date: \_\_\_\_\_ Building Permit #: \_\_\_\_\_

Checklist represents minimum requirements for full or staged building permit applications. Find all City forms, guides, and resources at <https://vancouver.ca/home-property-development/certified-professional-program.aspx>.

**NOTE:** The CP should indicate documents submitted for each stage in the applicable column or mark N/A (not applicable).

No.	Item <b>**All submitted documents and drawings must have original, verifiable professional seals and CP stamp.**</b>	Excavation / Shoring		Fdn/Struct Up to Grade		Super-structure	
		CP	COV	CP	COV	CP	COV
1	<a href="#">Building Permit Application Form</a> (including contractor's business licence number)	Y*					
2	Addressing drawings (site plan, all floor and roof plans, and elevations)	Y*					
3	<a href="#">Authorized Staged Construction Form</a> and <a href="#">Drawing List</a>	Y		Y*		Y*	
4	<a href="#">Project Directory</a>	Y					
5	Land Title Charge Summary and Land Title Search	Y					
6	<a href="#">Building Permit Data Sheet</a>	Y					
7	Building By-law Compliance Report	Y					
8	Development Permit <a href="#">Confirmation/Change</a> Letter	Y		Y		Y	
9	<a href="#">Owner's Undertaking Letter (Schedule E-1)/Owner's and Tenant's Undertaking Letter (Schedule E-2)/Strata Letter</a>	Y					
10	<a href="#">Schedule CP-1</a> (Confirmation of Commitment by Owner and CP)	Y					
11	<a href="#">TI Development Review Confirmation Letter</a> (for first TIs in new buildings)	Y*					
12	<a href="#">Schedule A</a>	Y					
13	Architectural <a href="#">Schedule B</a>					Y	
14	Structural <a href="#">Schedule B</a>			Y			
15	<a href="#">Structural Concept Review Checklist</a>			Y			
16	Mechanical & Plumbing <a href="#">Schedule B</a>					Y	
17	Confirmation of sprinkler permit application			Y		Y	
18	Electrical <a href="#">Schedule B</a>					Y	
19	Geotechnical <a href="#">Schedule B</a>	Y					
20	Building Envelope <a href="#">Schedule D</a>					Y	
21	Confirmation of <a href="#">Home Warranty Insurance or Exemption</a>	Y					
22	Adjacent Owner Notification (snow drifting)	Y					
23	Adjacent Owner Acknowledgement (encroachment)	Y					
24	<a href="#">Energy Compliance Documents (checklist and supporting documents)</a>					Y	
25	<a href="#">Green Building Policy for Rezonings Checklist</a> & compliance documentation					Y	
26	<a href="#">Embodied Carbon Design Report</a> (Excel and PDF), raw data from software tool (Excel), and manual calculations (if applicable, Excel) (See Section 6 of the <a href="#">Embodied Carbon Guidelines</a> ), required at Full Construction if first BP application is accepted on or after Oct. 01, 2023					Y	
27	<a href="#">BC Hydro Clearance Form</a>	Y					
28	<a href="#">Electrical Plan Examiner's Transmittal Form</a>	Y					
29	<a href="#">Kitchen Ventilation Details Checklist (Form K2)</a> , <a href="#">Schedule B</a> & drawings					Y	
30	Geotechnical Report	Y					
31	Sealed Topographical site survey	Y					
32	Building By-law Compliance drawings	Y					
33	Architectural drawings & Architectural/Building Envelope Detail Books					Y	
34	Landscape drawings (as issued by City of Vancouver for Development Permit)					Y	
35	Structural drawings			Y		Y	
36	Mechanical & Plumbing drawings					Y	
37	Electrical drawings					Y	
38	Excavation and shoring drawings	Y					
39	Erosion and sediment control drawings	Y					
40	<a href="#">Site Disclosure Statement</a>	Y					

Y – Required documents for the noted construction stage  
Y\* – Minimum required documents to submit application for each stage.  
Detailed review begins when all required documents are received.