

DEVELOPMENT, BUILDINGS, & LICENSING

All documents/drawings listed in this checklist are required to be included in your Building Permit application package unless otherwise noted.

To submit your Building Permit application online, visit vancouver.ca/building-development-support

If you do not have an online account, visit vancouver.ca/permits/apply to create one.

When submitting your application package:

1. Ensure that each required drawing/document is included in your application package.
2. Use vector format PDF (scanned paper drawings may not be accepted and may delay the approval of your permit). Staff will not accept scanned copies of drawings produced in CAD (computer-aided design).
3. Submit all drawings separately from other non-drawing documents, such as schedules, forms, and reports.
4. Submit each complete document separately (for example, your drawings need to be one complete document file that you upload). Combining multiple or different document types will delay the processing of your application.

For more information on document submission standards, visit [Electronic permit applications](#) ¹

Fees are assessed when staff review the application for completeness and must be paid before the detailed review can start.

This checklist pertains to **Balcony Enclosures on Multiple Dwelling Buildings** building permit applications. For other types of Building Permit applications visit Vancouver.ca/BuildingApplications

This checklist is not limited in its content. Upon review of each submitted application, additional documents or drawings not listed may be required to continue the review process.

Documents - required unless otherwise noted

| Title | Details: Where to find document, instructions and conditions when required | Notes |
|---------------------------------------|--|-------|
| Application Form | Development and / or Building Application Form ² | |
| Building Permit Data Sheet | Building Permit Data Sheet ³ | |
| Energy Compliance Documentation | Use the following tools and checklists located here: Energy Requirements, Forms, And Checklists For All Buildings ⁴ | |
| Building Envelope Renovation Schedule | Visit https://www.bchousing.org/licensing-consumer-services/builder-licensing/building-envelope-renovation-schedule for more information. | |
| Owner's Undertaking Letter | Schedule E-1- Owner's Undertaking Letter ⁵ | |
| Strata Council Letter | Where building is strata titled. For more information on when required refer to Bulletin 2003-014 Permits For Strata Buildings ⁶ Letter must be signed by the strata's chairperson indicating knowledge and acceptance of proposal. From all strata on the site, including both residential and commercial. | |

Letters of Assurance - required unless otherwise noted

| Title | Details: Where to find document, instructions and conditions when required |
|--|---|
| Schedule A - Confirmation of Commitment | Schedule A - Confirmation Of Commitment By Owner And Coordinating Registered Professional ⁷ Required if multiple Registered Professionals involved. Professional Seal and Signature required. See General Notes section for details. |
| Schedule B - Architectural | Schedule B – Architectural ⁸ Required if a Part 3 Building or requires Part 5 Building design. Professional Seal and Signature required. See General Notes section for details. See https://aibc.ca/protecting-the-public/does-your-project-need-an-architect/ for more information on when the services of an architect are required. |
| Schedule B - Structural | Schedule B – Structural ⁸ Professional Seal and Signature required. See General Notes section for details. Designated Structural Engineer (Struct.Eng.) is required for primary structural components of Part 3 buildings. Refer to VBBL 2.2.1.2.(2), Division C ⁹ |
| Independent Review of Structural Designs | Checklist for Professional Structural Review ¹⁰ Refer to Bulletin 2001-007-BU Structural Design Drawings ¹¹ |
| Schedule D - Building Envelope | Schedule D - Building Envelope ¹² Required for buildings requiring Part 5 design. Refer to VBBL Article 5.1.2.2. ⁹ Professional Seal and Signature required. See General Notes section for details. |

Drawings - required unless otherwise noted - Scale not less than 1/4" = 1'0" (1:50) unless otherwise noted

| Title | Details: Where to find document, instructions and conditions when required | Notes |
|--|---|---|
| Architectural Construction Detail/ Cross Sections | <ul style="list-style-type: none">• 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. Provide copies of listed assemblies where applicable.• Fire stopping details for service penetrations of fire separations | |
| Architectural Elevations | See Architectural Construction Details requirements listed at the end of this checklist. | |
| Architectural Floor Plans | See Architectural Floor Plans requirements listed at the end of this checklist. The existing door assembly separating the suite from the existing open balcony is maintained. | |
| Key Plan/Site Plan | See Key Plan/Site Plan requirements listed at the end of this checklist. Required for all building permit applications for existing buildings where work is being carried out on a portion of the building only. For large strata lots, an additional strata key plan may be required in addition to the site plan to clearly identify the strata unit/area of work. | Scale not less than 1/16" = 1'-0" (1:200) |
| Structural Plan | | |

General Notes

Professional Seal and Signature Requirements:

Some files listed above require a professional seal and digital signature from the Association's endorsed signing authority. Please have your engineer, architect, qualified professional or other follow the instructions outlined by their Association's endorsed signing authority. For example, if the Association uses Notarius, please follow their instructions to digitally stamp and sign a document. Note that an image of a signature or initials does not constitute a digital signature.

For more information on how to add a digital signature, refer to the [Electronic Permit Applications](#)¹ page.

Drawing Details

Architectural Elevations requirements:

- Identify upfront if the existing exterior wall enclosed within the balcony enclosure is an EIFS system
- Exterior cladding—per spatial separation
- Determine number of storeys in building and building height
- Indicate size of all window and door openings of the suite (specify if window frames are combustible or non-combustible)
- Indicate proposed and existing construction including glazing details and construction of guards and enclosing walls
- Indicate location of ventilation grilles, if existing air exhausts vent into the balcony

Architectural Floor Plan requirements:

- Details of proposed exterior enclosure
- Indicate the use of all rooms and areas of the suite
- Indicate all new and existing patio door and windows sizes
- Construction of new wall and ceiling assemblies including fire and sound separations from units above and adjacent to the enclosure
- Indicate if building is sprinklered
- Structural information (may be provided on structural drawings)
- Indicate all floor dimensions (to be taken from the foundation walls and to the face of cladding of the building)
- Indicate the location of all exit signs, emergency lighting and fire alarm devices where applicable
- Indicate the locations of all smoke and carbon monoxide alarms where applicable

Key Plan/Site Plan Requirements:

- Dimension of site including north arrow
- Location and dimensions of the building relative to the site property lines, 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 numbers and tenant suite numbers
- Locate the project area on the overall floor plan including the building's exit system (include exterior entrances & addresses)
- Indicate limiting distance to applicable exposing building face
- Indicate location of all existing trees, refer to the [Protection of Trees By-law](#)¹³
- Any right-of-ways, registered easement or encroachments are to be indicated

¹ <https://vancouver.ca/home-property-development/electronic-permit-applications.aspx>

² <https://vancouver.ca/files/cov/dev-build-app-form.pdf>

³ <https://vancouver.ca/files/cov/building-permit-data-sheet-2019-building-bylaw.xls>

⁴ <https://vancouver.ca/home-property-development/large-building-energy-requirements-forms-checklists.aspx>

⁵ <https://vancouver.ca/files/cov/schedule-e-1-owners-undertaking-letter-building-bylaw-2019.pdf>

⁶ <https://vancouver.ca/files/cov/2003-014-permits-for-strata-buildings.pdf>

⁷ <https://vancouver.ca/files/cov/schedule-a-confirmation-commitment-by-owner-building-bylaw-2019.pdf>

⁸ <https://vancouver.ca/files/cov/schedule-b-assurance-professional-design-field-review-building-bylaw-2019.pdf>

⁹ <https://www.bcpublications.ca/BCPublications/>

¹⁰ https://vancouver.ca/files/cov/structural_review_checklist.pdf

¹¹ <https://vancouver.ca/files/cov/2001-007-structural-design-drawings.pdf>

¹² <https://vancouver.ca/files/cov/schedule-d-commitment-building-envelope-prof-review-building-bylaw-2019.pdf>

¹³ <https://vancouver.ca/your-government/protection-of-trees-bylaw.aspx>