

Development, Buildings, and Licensing

To submit your application online, visit <https://vancouver.ca/building-development-support>.

When submitting your application package:

1. Ensure that one PDF copy of each required drawing/document is included in your application package, unless otherwise stated.
2. Use vector format PDF for drawings (scanned paper drawings will not be accepted).
3. Submit all drawings separately from other non-drawing documents, such as schedules, forms, and reports.
4. Submit landscape drawing separately from all other drawings.
5. Submit an individual file for each document (e.g. schedule, form, report, etc.).

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

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

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

Documents required	
Document Title	Details
Application Form	<ul style="list-style-type: none"> • Development and/or Building Application Form²
Operational Letter & Relaxation Rationale	<ul style="list-style-type: none"> • A written statement conveying the owner or tenant's proposed use and its response to the by-law and relevant sections of applicable guidelines, including justification of request for any discretionary zoning or parking provisions (relaxations, increases, etc.). Review Operational Letter Requirements ³ for more information.
Title Search and Charge Summary	<ul style="list-style-type: none"> • A current title search from the Land Title Office, for each parcel involved in the proposal. If there are charges on the land title: <ul style="list-style-type: none"> • A written charge summary by a solicitor (on their company letterhead) describing each charge on title (except financial charges) and advising whether the charges are affected by the proposal.

Drawings required	
Drawing Title	Details
Architectural Site Plan	<ul style="list-style-type: none"> • Address • Legal description • Street names and location, as well as location and width of any lanes • Dimensions of site (including north arrow and location of all property lines) • Location and dimensions of buildings (and distances/setbacks to property lines) • Required yards or setbacks and building lines • Size and location of off-street parking and loading, including paving material • Size of manoeuvring aisles • Access to parking and loading • Garbage and recycling facilities • Site plan to indicate all addresses and building entrances and exits

Drawings required, continued	
Drawing Title	Details
Architectural Floor Plans	<ul style="list-style-type: none"> Number of storeys including details of basement and underground parking All uses on each floor and square footage to be listed and parking and loading required for each use indicated All outside dimensions Dimensions of all rooms and areas Layout and uses of all rooms and areas, including the proposed layout of all furniture, shelving, counters, etc. Proposed changes or alterations to existing buildings (areas outlined highlighted in red pen); and Number of square feet of proposed change of use areas Weather protection
Technical Data Summary	<p>Cover Sheet on the drawings with project statistics provided, including but not limited to:</p> <ul style="list-style-type: none"> Total site area; Permitted and Proposed: <ul style="list-style-type: none"> Total floor space; Site coverage; Building height(s); Yard setbacks; FSR statement, including accessory uses, amenities and FSR exclusions (e.g. enclosed balconies or bulk storage) Required and Proposed - Parking, loading, bicycle parking, and passenger spaces statement; Statement of dwelling uses (units/types/sizes); Statement of balconies (if applicable); and List of proposed relaxations.

Additional drawings that may be required		
Drawing Title	Details	Notes
Architectural Elevations	<p>Required when exterior work is proposed.</p> <ul style="list-style-type: none"> Provide existing vs proposed drawings Exterior cladding details (colour, material, sizing, etc.) Dimensions and details of guards/railings Window and door openings (location and sizing) Weather protection details (awning, canopy, etc) HVAC or duct work details, including elevations of any roof top equipment, including locations, size and height of equipment 	
Architectural Roof Plan	<ul style="list-style-type: none"> Indicate all existing and proposed roof top units, including location, dimensions, setbacks from roof edges and separation between units 	
FSR Compliance	<p>Required in zones with FSR limits for the proposed use(s) or for proposals that are close to or exceed the allowable accessory use area.</p> <ul style="list-style-type: none"> Proof of compliance with FSR (colour-coded floor plans cross-referenced to data sheets) <p>Review Area Calculation and Tracing Overlay Requirements⁴ for more information. For industrial zones, also review Accessory Uses – Industrial Districts⁵. Not required at time of application submission. May be submitted directly to the Project Coordinator.</p>	
Key Plan or Location Plan, if applicable	<p>Required for applications where the suite does not occupy the full floor.</p> <ul style="list-style-type: none"> Indicate where the suite is located on the floor Indicate all other suite numbers and entrances on the floor 	
Survey Plan	Prepared, signed, and sealed by a BC Land Surveyor.	

Additional items that may be required, continued		
Drawing Title	Details	Notes
Parking By-law Analysis and Statement	<p><u>Not required</u> for non-residential to non-residential changes of use in the following areas,</p> <ul style="list-style-type: none"> • Central Broadway – Map 2A⁶ • Downtown – Map 2B⁷ • Mount Pleasant Industrial Area⁸ • Suites less than 200 m² in one of these commercial zones: C-1, C-2, C-2B, C-2C, C-2C1, C-3A, C-5, C-5A, C-6, C-7, C-8, FC-1, and FC-2 • Heritage zones: HA-1 & HA-1A (Chinatown), HA-2 (Gastown), and HA-3 (Yaletown). <p><u>Required for all other applications other than those listed above</u>, where the existing and proposed uses are in separate sections and/or have different requirements of spaces per square metre in the Parking By-law or site-specific CD-1 By-law.</p> <p>NOTE: For CD-1 zones, the parking requirement may determined within the CD-1 by-law⁹ itself, in Schedule C¹⁰ of the Parking By-law, or within Section 4¹¹ of the Parking By-law.</p> <ul style="list-style-type: none"> • In addition to drawings that clearly indicate the location of these facilities, plans must include a statement/table that demonstrates compliance to the requirements of the Parking By-law regarding provision of parking, loading, bicycle spaces and passenger spaces (where applicable). • Refer to the sample statement below. <p>If you require assistance in determining which sections apply for your change of use proposal, please contact the Zoning and Building Enquiry Centre via online form: https://vancouver.ca/building-development-support.</p>	

Sample Parking Statement – Calculation of required parking spaces for an entire site.

Address: 123 Main St				Parking By-law Section		
Zone: C-1				<i>i.e. Sect. 4.2.5.1</i>	<i>i.e. Sect. # 4.2.5.12</i>	<i>Sect. # (parking by-law section)</i>
Unit # or suite address	Strata Lot(s), if applicable	Use	Size (sf or m ²)	<i>i.e. General Office, Retail, etc.</i>	<i>Health Care Office</i>	<i>(enter types of uses)</i>
<i>i.e. 123 Main St</i>		<i>Retail store</i>	<i>3000 sf</i>	<i>3000 sf</i>		
<i>i.e. #1 - 125 Main St (east half 2nd floor)</i>		<i>General Office</i>	<i>1500 sf</i>	<i>1500 sf</i>		
<i>i.e. #2 – 125 Main St (west half of 2nd floor)</i>		<i>Health Care Office</i>	<i>1500 sf</i>		<i>1500 sf</i>	
TOTAL FLOOR AREA:			<i>6000 sf</i>	<i>4500 sf</i>	<i>1500 sf</i>	
Total Parking Spaces Required for each section:				<i>7.4 spaces</i>	<i>5 spaces</i>	
Total Parking Spaces Required for ENTIRE SITE				<i>11 spaces required</i>		
Total Parking Provided (and relevant permit # under which the parking layout and original calculation was approved						

NOTE: If applicable, a similar table to show calculation of the existing required parking spaces, or proposed loading, bicycle, or passenger spaces may be required.

¹ <https://vancouver.ca/home-property-development/electronic-permit-applications.aspx#upload>
² <https://vancouver.ca/files/cov/dev-build-app-form.pdf>
³ https://vancouver.ca/files/cov/operational_letter_requirements.pdf
⁴ <https://bylaws.vancouver.ca/bulletin/bulletin-floor-area-calculation-tracing-overlay.pdf>
⁵ <https://bylaws.vancouver.ca/bulletin/a001.pdf>
⁶ <https://bylaws.vancouver.ca/parking/sec02.pdf#page=4>
⁷ <https://bylaws.vancouver.ca/parking/sec02.pdf#page=5>
⁸ <https://bylaws.vancouver.ca/parking/sec02.pdf#page=5>
⁹ <https://cd1-bylaws.vancouver.ca/cd-1a.htm>
¹⁰ <https://bylaws.vancouver.ca/parking/SchedC.pdf>
¹¹ <https://bylaws.vancouver.ca/parking/Sec04.pdf>