

Development, Buildings, and Licensing

This checklist is for markets on PRIVATE property only.

For markets in a city park, visit vancouver.ca/doing-business/organize-a-special-event.aspx.

For markets on city streets, visit vancouver.ca/doing-business/organize-an-event-on-a-street-sidewalk-or-plaza.aspx.

MANDATORY PRE-APPLICATION REVIEWS

1. Vancouver Coastal Health - pre-application review and acceptance of any Farmers' Market proposal prior to submission of a Development Permit application. Call 604-675-3800 or email ehvc@vch.ca for more information.
2. City of Vancouver Social Policy Planners - preliminary assessment of the site and operation against the [Farmers' Market Guidelines](#)¹ prior to submission of a Development Permit application. Email foodpolicy@vancouver.ca for more information.

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
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](#)².

Fees are calculated when staff review the application for completeness and must be paid 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 Form³
Business License Application	<ul style="list-style-type: none"> • Special event application form⁴ to be submitted to specialevents.privateproperty@vancouver.ca Visit Temporary Event Licenses and Permits – Private Property ⁵ for more information.
Insurance Letter	<ul style="list-style-type: none"> • Farmers' markets must obtain liability insurance prior to use or occupancy of the site
Letter of Operation	A letter by the operator that includes the following information: <ol style="list-style-type: none"> 1. Description of how the proposal meets the following requirements of the Zoning and Development By-law⁶ : <ol style="list-style-type: none"> a) Farmers' Market definition⁷; b) Farmers' Market regulations found in Section 11⁸; and c) Farmers' Market Guidelines⁹ 2. All items listed in Section 3.(a)(vi) of the Farmer's Market Guidelines: <ol style="list-style-type: none"> a) Hours of operation, inclusive of hours/times for moving in and out of equipment and materials; b) Specify the site area (not to exceed 2,323 m² or 25,000 square feet); c) No more than 40% of all vendors at each market may supply local ready-to-eat foods and local artisan crafts. Vendor list must be submitted to staff prior to operation of market for approval; d) Number of stalls or booths (minimum 11 required); e) Written confirmation that all waste and compost facilities will be removed immediately following each market f) Details on how electrical and water requirements will be addressed (e.g. electric generators, water dispensing units, hook-up to existing service supply, etc).

Documents required, continued	
Document Title	Details
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. <p>If there are charges on the land title:</p> <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.
Traffic and Street Management Plan	<p>Traffic and Street Management Plan that includes the following details:</p> <ul style="list-style-type: none"> Identify the location of way-finding signs (e.g. corners of street intersections and the directional information on the signage) Location of street calming measures, including road closures and barricades Acknowledge that management of barricades, signs, and any other equipment is the responsibility of the operator of the farmer’s market Identify a representative for the farmer’s market (along with contact information and availability) of who can be contacted to address neighbourhood concerns or complaints associated with the traffic management plan <p>Visit Traffic Management for Construction and Special Events¹⁰ for more information. Email traffic.planreview@vancouver.ca for assistance.</p> <p>Additional notes:</p> <ul style="list-style-type: none"> City staff will inform the Film and Special Events department of the date(s) of your farmers’ market(s). Email Engineering staff will install way-finding signs at least 2 weeks prior to market opening Barricades will be provided to farmers’ markets for the duration of each market, and are to be returned at the end of the season City staff will notify applicants/operators of the cost for all of the above-noted activities
Vancouver Coastal Health (VCH) Approval	<ul style="list-style-type: none"> Prior to issuance of a development permit, City staff will confirm with VCH that market organizers have met all food safety requirements. The VCH-approved list of vendors must be submitted to Planning and Development Services staff prior to market opening. <p>Review Guideline for the Sale of Foods at Temporary Food Markets¹¹ for more information. Visit Vancouver Coastal Health – Apply for a food service permit¹² for more information.</p>

Drawings required	
Drawing Title	Details
Site Plan	<ul style="list-style-type: none"> Address Legal description Street names Dimensions of site North arrow Location of all permanent buildings Location and dimensions of proposed tents, stalls, and/or booths Size and location of off-street parking and loading spaces Vendor and visitor parking is to be clearly identified (all parking must be in compliance with the Parking By-law¹³) Access to parking and loading Width of maneuvering aisles Location of washrooms, garbage and composting facilities Location and type of (temporary) power equipment and water source Size and separation distances between all structures, both permanent and temporary structures (e.g. tents, booth, stalls, etc.) <p>Note: Tents/booths/stalls cannot exceed 60 m2 in area. Multiple tents/booths/stalls must be a minimum 3 metres apart in all directions, otherwise a building permit will be required.</p>

¹ <https://guidelines.vancouver.ca/F013.pdf>

² <https://vancouver.ca/home-property-development/electronic-permit-applications.aspx#upload>

³ <https://vancouver.ca/files/cov/dev-build-app-form.pdf>

⁴ <https://vancouver.ca/files/cov/Business-Licence-Application-Form-Special-Event-Activity-Proposal-Private-Property.pdf>

⁵ <https://vancouver.ca/doing-business/event-permits-private-property.aspx>

⁶ <https://vancouver.ca/zoningbylaw>

⁷ <https://bylaws.vancouver.ca/zoning/zoning-by-law-section-2.pdf#page=12>

⁸ <https://bylaws.vancouver.ca/zoning/zoning-by-law-section-11.pdf>

⁹ <https://guidelines.vancouver.ca/F013.pdf>

¹⁰ <https://vancouver.ca/streets-transportation/traffic-management-for-construction-and-special-events.aspx>

¹¹ <http://www.vch.ca/Documents/Guidelines-for-sale-of-foods-at-temporary-food-markets.pdf>

¹² <http://www.vch.ca/public-health/environmental-health-inspections/restaurant-food-safety/apply-for-a-food-service-permit>

¹³ <https://vancouver.ca/parkingbylaw>