

Development, Buildings, and Licensing

This checklist **MUST** be completed and submitted with your Development Permit Application.

For additional information on the process of developing a childcare centre, please visit:
<https://vancouver.ca/childcare>.

If you have any questions regarding the information requested on this form, please contact the Zoning and Building Enquiry Centre at 604-873-7611 or submit an online form: <https://vancouver.ca/building-development-support>.

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|---|---------------------------------|
| Project Address: | Development Application: |
| Type of Building: <input type="checkbox"/> School <input type="checkbox"/> Church <input type="checkbox"/> Commercial Building <input type="checkbox"/> Residential Building <input type="checkbox"/> Community Building <input type="checkbox"/> Other Building (please specify) _____ | |
| Is this a Heritage Building? Yes <input type="checkbox"/> No <input type="checkbox"/> | |

| Documents required | | | | Staff Use |
|---|--------|--|--|-----------|
| Document Title | Copies | Details | Notes | Accepted |
| CCFL Application for License | 5 | <ul style="list-style-type: none"> Applicant must first apply to CCFL (Community Care Facilities Licensing, Vancouver Coastal Health) for a Provincial childcare license | Applicant must provide a letter from CCFL saying they have applied for child care license before they can apply to the City of Vancouver for a Development Permit. | |
| Application Form | 1 | Form can be found here: Vancouver.ca/BuildingApplications | | |
| Operational Plan | 5 | Description of the proposed childcare program including: <ul style="list-style-type: none"> Contact information of the operator Type of childcare The number of children to be served by age groupings (licensed capacity) Number of sessions, if preschool Ages of the children Hours and days of operation Number of staff Parking, pick up and drop off information If applicable, proof of BC Society status (non-profit associations) for the operator¹ | Refer to the “ Operational Letter Requirements ” handout. ¹ Proof of BC Society status is required in order for applicant to be eligible for the non-profit fee rate. If a Church is the operator, it will qualify for the non-profit rate as charitable institutions. | |
| Title Search | 1 | Copy of the current title search from the Land Title Office. See also “Charge Summary” below. | | |
| Charge Summary | 1 | If there are charges on title, a charge summary will also be required. Written summary by a solicitor, on their company letterhead, describing each charge on title (except financial charges) and advising whether the current proposal affects the charge on title. | | |
| Additional information required on the drawings | | | | |
| Parking By-law Analysis and Statement | 1 | Parking must be provided and conform to the intent and requirements stated in: <ol style="list-style-type: none"> City of Vancouver Childcare Design Guidelines; and Parking By-law No. 6059 For more information and to view a sample parking statement, please review the applicable section in the general Change of Use - Development Permit Checklist . | | |

Drawings required

Notes: 1. Required scale is ¼" = 1'0" (1:50) unless otherwise specified in Notes.

2. If plans exceed 24"x36", then scale may be reduced to 1/8" = 1'0" (1:100).

Staff Use

| Drawings required | | | | Staff Use |
|-------------------------------|---|---|--|-----------|
| Site Plan | 5 | <ul style="list-style-type: none"> ▪ Address ▪ Legal description of the property ▪ Street names ▪ Dimensions of the site ▪ Location and dimension of building ▪ Required side yards or setbacks and building lines ▪ Location of outdoor play area, including schematic design with landscaping ▪ Location of off-street parking and pick up and drop off spaces to be consequently numbered and dimensioned, including the type of paving material used ▪ Size of the maneuvering aisles ▪ Access to the parking (e.g., entrances/exits) ▪ Location of garbage facilities ▪ All addresses and entrances to the building ▪ Uses and/or tenants of adjacent suites/buildings | | |
| Key Plan or Location Plan | 5 | <ul style="list-style-type: none"> ▪ Indicate where you are located on the floor ▪ Indicate all suite numbers on the floor | Required for floors with multiple suites | |
| Floor Plan | 5 | <ul style="list-style-type: none"> ▪ Number of storeys, including details of basement and underground parking, if applicable ▪ All outside building dimensions ▪ All uses on each floor and square footages to be listed and parking and loading required for each use indicated, if applicable¹ ▪ Total size of child care space (gross dimensions) ▪ Layout and dimensions of all rooms and areas with a table listing net sizes of the indoor and outdoor spaces as per Table 1, page 5 of the City's Childcare Design Guidelines ▪ Location of fixed equipment such as toilets, art area, sinks, cubbies and storage units (including millwork and plumbing fixtures) ▪ Proposed changes to the interior and exterior of the existing building (outline the areas in red) ▪ Number of square feet of proposed change of use areas ▪ Weather protection (awnings, covered play areas, etc) | ¹ All uses for each floor and square footages plus parking are only required if it is a multiple tenant building - you may need to request this information from the property owner or landlord | |
| Elevation Plan, if applicable | 5 | <ul style="list-style-type: none"> ▪ Provide existing vs proposed ▪ Exterior cladding ▪ Dimensions of exterior guards/details where applicable ▪ Window and door openings ▪ Weather Protection ▪ For HVAC or duct work, provide an elevation of any roof top equipment, including location, size and height of units | Required for applications with exterior work proposed. | |
| Roof Plan, if applicable | 5 | <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 | Required for applications which involve work to the roof (e.g. new HVAC units). | |
| Survey Plan | 5 | May be requested by the Project Coordinator | | |