

**DEVELOPMENT, BUILDINGS & LICENSING**

For more information on submitting your building application for restaurant or kitchen exhaust systems refer to: [Bulletin 2007-005 Kitchen Ventilation Systems](#) <sup>1</sup> and [Building permits for restaurant kitchen ventilation and fire protection systems](#) <sup>2</sup>

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](http://vancouver.ca/building-development-support).

If you do not have an online account, visit [vancouver.ca/permits/apply](http://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. Where file sizes are large (over 300mb) and drawings must be separated, each discipline must be uploaded as a separate file.

For more information on document submission standards, visit [Electronic permit applications](#) <sup>3</sup>

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

This checklist pertains to **K1 - Restaurant or Kitchen Exhaust Systems** building permit applications. For other types of Building Permit applications visit [Vancouver.ca/BuildingApplications](http://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	<a href="#">Development and / or Building Application Form</a> <sup>4</sup>	
Building Permit Data Sheet	<a href="#">Building Permit Data Sheet</a> <sup>5</sup>	
Clean Duct Letter	Required if reusing existing duct work. Letter from an ASTTBC-CO member certifying the existing duct is clean. Refer to Bulletin 2007-005 <a href="#">Kitchen Ventilation Systems</a> <sup>6</sup>	
Energy Compliance Documentation	Use the following tools and checklists located here: <a href="#">Energy Requirements, Forms, And Checklists For All Buildings</a> <sup>7</sup>	
Kitchen Ventilation Details Checklist	<a href="#">K2 - Kitchen Ventilation Details Checklist</a> <sup>8</sup> (Class 1 Cooking Operation) or <a href="#">K4 – Confirmation of Ventilation Design for Recirculation System</a> <sup>19</sup> (Class 4 Cooking Operation)	
Commitment Not To Create Grease-Laden Cooking Vapours	<a href="#">K3 - Commitment Not To Create Grease-Laden Cooking Vapours</a> <sup>9</sup> (class 2 Cooking Operation)	
Letter of Operation	Including class of cooking, hours of operation, occupant load.	
Menu		
Owner/Tenant Undertaking Letter	<a href="#">Schedule E-1- Owner's Undertaking Letter</a> <sup>10</sup> OR <a href="#">Schedule E-2 Owner's and Tenant's Undertaking Letter</a> <sup>11</sup>	
Strata Council Letter	May be required if building is strata titled For more information on when required, refer to Bulletin 2003-014 <a href="#">Permits For Strata Buildings</a> <sup>12</sup> Letter must be signed by the strata's chairperson indicating knowledge and acceptance of proposal. From all strata parcels 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	<a href="#">Schedule A - Confirmation Of Commitment By Owner And Coordinating Registered Professional</a> <sup>13</sup> Professional Seal and Signature required. See General Notes section for details.
Schedule B - Architectural	<a href="#">Schedule B - Architectural</a> <sup>14</sup> Professional Seal and Signature required. See General Notes section for details.
Schedule B - Electrical	<a href="#">Schedule B - Electrical</a> <sup>14</sup> Professional Seal and Signature required. See General Notes section for details.
Schedule B – Fire Suppression System	<a href="#">Schedule B - Fire Suppression Systems</a> <sup>14</sup> Kitchen Hood Fire Protection NFPA 96. Professional Seal and Signature required. See General Notes section for details.
Schedule B - Mechanical	<a href="#">Schedule B - Mechanical</a> <sup>14</sup> Professional Seal and Signature required. See General Notes section for details.
Schedule B - Plumbing	<a href="#">Schedule B - Plumbing</a> <sup>14</sup> Professional Seal and Signature required. See General Notes section for details.
Schedule B - Structural	<a href="#">Schedule B - Structural</a> <sup>14</sup> 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: <a href="#">VBBL 2.2.1.2.(2), Division C</a> <sup>15</sup>
Independent Review of Structural Designs	<a href="#">Checklist for Professional Structural Review</a> <sup>16</sup> Required when structural drawings are provided. Refer to Bulletin 2001-007-BU <a href="#">Structural Design Drawings</a> <sup>17</sup>
Schedule D – Building Envelope	<a href="#">Schedule D - Building Envelope</a> <sup>18</sup> Professional Seal and Signature required. See General Notes section for details. Required if Part 5 Building and Envelope alterations are included in scope of work.

## 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 Building Envelope Details	Required if scope includes a new or altered envelope <ul style="list-style-type: none"> <li>Construction details/cross section should indicate dimensions and details of proposed windows, walls, roofs, roof classification rating, balconies, decks, and the typical interface between elements</li> <li>Details for penetrations through roof &amp; exterior wall(s)</li> <li>Typical 3-D diagram should be provided where the method of assembling is critical</li> </ul>	Scale not less than 3" = 1'-0" (1:4)
Architectural Ceiling Plans	Required if scope of work includes ceiling/light alterations <ul style="list-style-type: none"> <li>Indicate lighting fixtures</li> <li>Finish materials, including T-bar layout if applicable</li> <li>Include details of floor/ceiling penetrations</li> </ul>	
Architectural Cover Sheet	<ul style="list-style-type: none"> <li>Project summary</li> <li>List of all design professionals' names and contact information</li> <li>Occupant load calculations</li> </ul>	
Architectural Cross Section	See Architectural Cross Sections requirements listed at the end of this checklist.	
Architectural Door Window Schedule, Wall and Floor Assembly Schedule	Fire-resistance rated assemblies shall be ULC/CSA listed, or tested by a recognized laboratory, or comply with <a href="#">Appendix D of the VBBL</a> <sup>15</sup> , or if applicable, Table A9.10.3.1.A & A-9.10.3.1.B. Provide copy of listed assemblies where applicable.	
Architectural Exterior Elevations	Required if exterior alterations proposed in scope of work <ul style="list-style-type: none"> <li>Indicate all new and existing window, door, intake and exhaust openings</li> <li>Indicate all mechanical equipment, shafts, and related screening</li> </ul>	
Architectural Floor Plans	See Architectural Floor Plans requirements listed at the end of this checklist.	
Architectural Key Plan	Required when work is being carried out in a portion of the building only. <ul style="list-style-type: none"> <li>Street address, floor numbers and tenant suite numbers - Suite numbers to be assigned in a clockwise manner - Refer to Bulletin 2015-005-BU Addressing And Suite Numbering 16</li> <li>Indicate proposed and existing construction including the type of use of adjacent (side/above or below) occupancies</li> <li>Locate the project area on the overall floor plan including the building's exit system (include exterior entrances &amp; addresses)</li> </ul>	Scale not less than 1/16" = 1'-0" (1:200)
Architectural Roof Plan	Required if roof alterations or new mechanical units proposed in scope of work. Indicate all roof top mechanical unit locations, dimensions, setback from roof edges, and separation between units, anchorage, and differentiation of proposed/existing exhaust intake, skylights, accessible decks, guard rails, planters, landscape, and the standpipe.	
Electrical Plans	Indicate all manual stations, exit directional signs, alarms, detectors, and emergency lights.	
Kitchen Plans	Indicate all kitchen equipment and seating layout. Sink type(s) and number of compartments.	
Mechanical Plans	Indicate all clearances, dimensions, assembly penetrations, and fire stops. Provide material specifications and listed assemblies. Indicate kitchen exhaust hood and ducting, ecology unit, makeup air unit, and hood fire suppression.	
Photographs	Exteriors and roof of the existing building(s).	

## Drawings – continued - 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
Plumbing Plans	<ul style="list-style-type: none"><li>Grease Interceptor size and location.</li><li>Piping and equipment connection to grease inceptor.</li></ul>	
Site Plan	<ul style="list-style-type: none"><li>Legal Description and north arrow</li><li>Street names, location and dimension of lanes</li><li>Dimension of site</li><li>Property lines</li></ul>	Scale 1/16" = 1'-0" (1:200)
Structural Plans	Required if structural changes proposed in scope of work. <ul style="list-style-type: none"><li>Highlight shear walls and cross reference with specific details</li><li>Indicate direction, location and size of all joists, beams, lintels, girders, girder supports and trusses</li></ul>	The City encourages improvement to the structural design of the building where possible when the elements are exposed.

## Other non-document requirements

Name	Details	Notes
Health Approval	Applications requiring Health approval are reviewed for compliance with provincial Health regulations. In order to avoid subsequent changes to permit drawings, we strongly advise applicants to meet with Health prior to permit submission. Please contact Vancouver Coastal Health at 604-675-3800 for more information.	

## 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](#),<sup>3</sup> page.

## Drawing Details

### Architectural Floor Plan requirements:

- Indicate all room uses/dimensions, including finished/unfinished areas
- Indicate stair details (rise/run, width, handrails, headroom etc.)
- Indicate all door swings, door dimensions, window and skylight locations and dimensions
- Indicate all plumbing fixtures
- Indicate access for disabled persons where applicable
- Construction of wall assemblies and fire separation where applicable
- Indicate the location of all exit signs, emergency lighting and fire alarm devices where applicable
- Room finishes
- Dining room/bar seating plan
- Indicate plumbing fixtures
- Indicate the locations of all smoke and carbon monoxide alarms on all floors
- Indicate location of all mechanical equipment

### Architectural Cross Sections requirements:

- Stair dimensions (width, rise, run, number of risers, headroom) height of guards, handrails and guardrails
- Wall, floor, roof and/or ceiling assemblies
- Fire-resistance rating details of any required fire separations including test references
- Fire stopping details for service penetrations of fire separations
- Ceiling height of crawl spaces and all habitable floors (floor to ceiling)

- <https://vancouver.ca/files/cov/2007-005-kitchen-ventilation-systems-commercial-type-cooking-operations.pdf>
- <https://vancouver.ca/doing-business/building-permit-for-restaurant-kitchen-ventilation.aspx>
- <https://vancouver.ca/home-property-development/electronic-permit-applications.aspx>
- <https://vancouver.ca/files/cov/dev-build-app-form.pdf>
- <https://vancouver.ca/files/cov/building-permit-data-sheet-2019-building-bylaw.xls>
- <https://vancouver.ca/files/cov/2007-005-kitchen-ventilation-systems-commercial-type-cooking-operations.pdf>
- <https://vancouver.ca/home-property-development/large-building-energy-requirements-forms-checklists.aspx>
- <https://vancouver.ca/files/cov/k2-kitchen-ventilation.pdf>
- <https://vancouver.ca/files/cov/k3-grease-vapours-commitment.pdf>
- <https://vancouver.ca/files/cov/schedule-e-1-owners-undertaking-letter-building-bylaw-2019.pdf>
- <https://vancouver.ca/files/cov/schedule-e-2-owners-and-tenants-undertaking-letter-building-bylaw-2019.pdf>
- <https://vancouver.ca/files/cov/2003-014-permits-for-strata-buildings.pdf>
- <https://vancouver.ca/files/cov/schedule-a-confirmation-commitment-by-owner-building-bylaw-2019.pdf>
- <https://vancouver.ca/files/cov/schedule-b-assurance-professional-design-field-review-building-bylaw-2019.pdf>
- <https://www.bcpublishings.ca/BCPublications/>
- [https://vancouver.ca/files/cov/structural\\_review\\_checklist.pdf](https://vancouver.ca/files/cov/structural_review_checklist.pdf)
- <https://vancouver.ca/files/cov/2001-007-structural-design-drawings.pdf>
- <https://vancouver.ca/files/cov/schedule-d-commitment-building-envelope-prof-review-building-bylaw-2019.pdf>
- <https://vancouver.ca/files/cov/k4-confirmation-of-ventilation-design-for-recirculation-system.pdf>