

**DEVELOPMENT, BUILDINGS & LICENSING**

**Submission of revision(s) for issued building permit applications:**

**Ways you can submit:**

- A. As the listed applicant: log onto your [online permit account](#) and select the permit you want to submit a change for. For instructions on submitting your request, refer to the 'How do I request a change / revision / amendment to my issued permit?' in the user guide: <https://vancouver.ca/files/cov/building-permit-online-account-guide.pdf>
- B. If you are not the listed permit applicant, you can still submit a request by contacting the Development and Building Services Centre by completing the enquiry form: <https://vancouver.ca/home-property-development/contact-development-buildings-services-centre.aspx>

**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

**What to include with your submission:**

- 1. A completed revision application form: <https://vancouver.ca/files/cov/building-permit-revision-application.pdf>

If you are not the original permit applicant, you must provide an authorization letter from the original permit applicant or property owner to proceed with your application; or, the original permit applicant or property owner must sign the revision application form.

- 2. Supporting drawings and documents related to your revision request:
  - Ensure that revised plans reflecting all proposed changes are listed in the revision application form
  - Only provide the pages outlining the changes you are seeking to have approved
  - Bubble all changes made to drawings and label each bubble with a revision number (see example below). Reference all changes with a corresponding list and show this revision list on all revised pages. This list should note exactly what the revision is and reference where it's located by the label (e.g. #1-Second floor master bedroom window size on East elevation reduced from 4030 to 2030)
  - Ensure any professional drawings/documents have seals and digital signatures
  - Any wall assembly detail change requires an updated **Pre-Permit Energy Checklist** <https://vancouver.ca/files/cov/new-homes-energy-checklist-2022.XLSM> signed and dated with reflected rain screen and assembly detail on the drawings to match
  - Provide an updated landscape arborist report, and letter of assurance with your revision submission if applicable
  - Ensure that all of the required documents are included with your submission. Not submitting all required documents will delay the application process
  - Applications will not be accepted if the requested revision does not comply with the applicable by-laws
  - The project coordinator reviewing the revision may contact you for additional documentation and/or information if required
  - Fees are assessed when staff review the application and must be paid before the approved change request is issued

**Issuance:**

- If your revision request is approved, the revised building permit and revised drawings will be available to be downloaded by the listed permit applicant or contractor through their online permit account
- Please note that the revised Building Permit and the City of Vancouver-accepted revised drawings displaying the City accepted stamp will need to be printed (full-sized and to scale), and to be made available for viewing at the jobsite for City Inspectors

**Revision clouds/bubbles examples**



REVISION # 3	
1	Second floor master bedroom window size on East elevation reduced from 4030 to 2030
2	Main floor kitchen layout changed