

ELECTRICAL PLAN REVIEW

This bulletin clarifies the electrical plan review process and requirements. This bulletin replaces Bulletin 2000-026-EL, Bulletin 2000-036-EL and Bulletin 2000-048-EL.

Background

The Canadian Electrical Code, Part I, Rule 2-014 requires that the owners or their agents to submit plans and specifications for acceptance by the inspection department before work is commenced. Section 5.5 of the [Electrical By-law No. 5563](#) mandates that as a condition precedent to the issuance of any permit, the City Electrician may require that any plans, specifications, or drawings required by this By-law be approved by the City Electrician.

Building permit submission

Where the submission of electrical plans is required during the application for a building permit, an applicant for a building permit needs to provide sealed and signed electrical plans together with the corresponding Letter of Assurance (Schedule B) and a completed ***Electrical Plan Examiner's Transmittal Form*** (see the attachment of this bulletin). Bulletin 2018-004-BU/EL provides additional information for the requirements of building and electrical permits.

Electrical plan review and permit submission

- ***Permit submission online:*** Where drawings are required prior to the issuance of a permit, the applicant shall upload a complete set of drawings, the Registered Professional of Record must provide these drawings with their stamp and digital signature. Where the building permit is under a Certified Professional (CP) Program, these drawings shall be provided with the CP stamp and digital signature as well.
- ***Interim Permit:*** Where drawings or plans have not yet been approved, the City Electrician may issue an interim permit in accordance with Section 5.16 of the [Electrical By-law No.5563](#). The fees for a main permit and associated interim permit pursuant to Section 5.16 shall be based on SCHEDULE A of the [Electrical By-law No.5563](#).
- ***Electrical permits and associated building permits (E.g. Building permit for site work, below grade facilities, common underground parking. Spin-off building permits for buildings):***
 - a) The fee for an electrical permit associated with the site building permit to be based on the total installation value including materials and labour for the entire project, plus
 - b) The fee for an electrical permit associated with a spin-off building permit to be based on \$250 cost.
- ***Plan review:*** Upon completion of the plan review, the electrical plan checker will stamp and digitally sign the drawings and upload the accepted drawings to the associated permits during issuance of the permits. If the electrical contractor deviates from the accepted drawings during the installation, a permit amendment must be requested online. All essential deviations must be reflected on updated drawings. Resubmission of drawings for further evaluation by plan checker is subject to the fees based on the time actually spent on the additional plan review as set out in Schedule A of the [Electrical By-law No.5563](#).

Learn more about submitting your permit application electronically:

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

• **Requirements for plans submittal where the electrical installation involves (General):**

1. Wiring installations of new public buildings, industrial establishments, factories, and other new buildings in which public safety is involved - CE Code Rule 2-014, Section 5.5 of the Electrical By-law.
2. High voltage (HV) installation - any voltage exceeding 1000V. [Bulletin 2005-004-EL](#).
The following information must be provided with the permit application for a special event that includes a portable unit substation utilized for the event's power supply:
 - a) Electrical Registered Professional's letter stating his responsibility for the installation.
 - b) Data regarding short circuit interrupting capacity, step and touch voltage.
 - c) Details of system grounding - conductor size, ground rods, etc.
 - d) Warning signs, physical separation of HV station fencing - grounding of the fence if it is metal.
 - e) Approval of electrical equipment – CE Code Rule 2-024.
 - f) A single line diagram indicating the extent of field installation on the secondary side (what the supplied number of buildings, tents or other structures is, and service panels in these structures, transformers, grounding of each service, etc.).
 - g) Wiring methods - underground or covered by acceptable means.
3. Installation of electrical equipment in hazardous locations (i.e., gasoline / propane dispensing and service stations, commercial repair garages, finishing processes (spray booth), distilleries, sewage lift and treatment plants).
4. Installation of electrical wiring and equipment within patient care areas of health care facilities.
5. Modification or upgrade of fire alarm system (FAS), or installation of new FAS or DDRS. [Bulletin 2018-004-BU/EL](#).
6. Installation of service or feeder - $3 \phi \geq 800$ Amp or $1 \phi \geq 800$ Amp.
7. Installation of transformers equal or greater than 225 kVA.
8. Solar photovoltaic installations. [Bulletin 2021-001-EL](#).
9. Installation of emergency electrical power supply systems, renewable energy systems, energy production systems, energy storage systems, energy management systems etc.
10. Installation of electric vehicle energy management system or equipment. [Bulletin 2019-006-BU/EL](#).
11. Other installations as may be prescribed by the City Electrician.

(Original signed by)

Jason Rowley
Electrical Safety Manager
Deputy City Electrician

(Original signed by)

Saul Schwebs, Architect AIBC
Chief Building Official
Director Building Code and Policy

ELECTRICAL PLAN EXAMINER'S TRANSMITTAL FORM

(To be completed by CP / Electrical Engineer and submitted to the Electrical Plan Examiner with Electrical Plans)

Address: _____ Building Permit No.: _____

Major Occupancy Classification: _____ Construction Article: _____

New Construction: ☐

Addition: ☐

Alteration: ☐

Please check the appropriate boxes accordingly.

Attachment to Bulletin 2001-008-BU/EL

Revised March 19, 2025

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Schedule B provided – VBBL Division C 2.2.7.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Building is required to be of non-combustible construction – VBBL Subsection 3.2.2.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	High building – VBBL Subsection 3.2.6.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Building on designated flood plain - VBBL Division C 2.2.9. CE Code Rule 6-206 1) c) v), Rule 26-652.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Electrical equipment and wiring in plenum spaces – VBBL Article 3.6.4.3.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Smoke alarms are required – VBBL Article 3.2.4.20.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Permanently connected carbon monoxide (CO) alarms are required – VBBL Article 6.9.3.1.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Fire alarm system is required – VBBL Subsection 3.2.4.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	2-stage fire alarm system is provided – VBBL Sentence 3.2.4.3.(1).
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Voice communication is required – VBBL Articles 3.2.4.22., 3.2.6.8.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Radio antenna system is required – VBBL Article 3.2.5.20. (See Note A-3.2.5.20.)
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Strobe lights (visible signal devices) are provided – VBBL Article 3.2.4.19.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Audible signal devices are provided for persons on roof deck or balcony – VBBL Sentence 3.2.4.18.(13).
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Signal to fire department is required – VBBL Article 3.2.4.7.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Electrical supervision is provided for fire alarm system - VBBL Article 3.2.4.9.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Electromagnetic door locks – VBBL Article 3.4.6.16.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Door Holders (Hold-Open Devices) and Door Closers - VBBL Article 3.1.8.14., CAN/ULC-S524.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Manual switches for smoke control & smoke venting equipment at the CACF - VBBL Articles 3.2.6.2.; 3.2.6.7.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Emergency Lighting is required – VBBL Article 3.2.7.3.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Exit signs are required – VBBL Article 3.4.5.1.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Protection of emergency conductors is required – VBBL Article 3.2.7.10.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Emergency generator is required – VBBL Article 3.2.7.9.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	By-pass isolation in a transfer switch is required – CSA C282
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Sprinklers are required – VBBL Article 3.2.5.12.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Listed heat tracing system for sprinkler system is required – Bulletin 2020-003-BU/EL/SP
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Standpipe system is required – trouble signal is provided on annunciator – VBBL Sentence 3.2.4.9.(2).
Yes <input type="checkbox"/>	No <input type="checkbox"/>	VBBL Alternative Solution related to the life safety system
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Electric motor-driven fire pump is required – VBBL Sentence 3.2.5.18.(1).
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Dwelling units contain pre-wired outlet boxes for Enhanced Accessibility – VBBL Subclause 3.8.3.1.(3)(f)(ii)
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Dwelling units provided with special outlet boxes to allow operation of strobe lights – VBBL Sentence 3.8.2.12.(5)
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Controls, switches, outlets, receptacles are provided in conformance with VBBL Articles 3.8.2.6.; 3.8.5.7.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Parking spaces are provided with an energized outlet for Level 2 EV charging – Bulletin 2019-006-BU/EL
Yes <input type="checkbox"/>	No <input type="checkbox"/>	EVEMS is implemented; 12 kWh / EVSE performance level is provided – Bulletin 2019-006-BU/EL
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Building is electrically designed to meet the energy efficiency requirements – VBBL Section 10.2.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	High voltage installation – CE Code Section 36
Yes <input type="checkbox"/>	No <input type="checkbox"/>	CE Code Section 64 - Renewable energy systems: Solar photovoltaic systems <input type="checkbox"/>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	CE Code Section 64 - Renewable energy systems: Energy storage systems <input type="checkbox"/> Storage batteries <input type="checkbox"/>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Series Rated System conforming to Canadian Electrical Code Rule 14-014 is utilized
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Owner is advised that an annual permit must be obtained – Electrical By-law No.5563 , Bulletin 2019-003-EL

(Affix Professional Stamp Here)

CP/Electrical Engineer: _____ Email: _____ Date: _____

DOC/2024/040610