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BULLETIN 2005-001-BU

*Revised January 14, 2015*

## OWNER'S UNDERTAKING FOR TENANT IMPROVEMENT AND LESSEE'S UNDERTAKING FOR TENANT IMPROVEMENT LETTERS

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The Vancouver Building By-law (VBBL) identifies that the owner and lessee are responsible for carrying out any work in compliance with the By-law. The VBBL further indicates that a person shall not rely on the City to ensure compliance for any work authorized under a building permit.

In order to ensure that the owner and lessee are aware of their full responsibility and acknowledges this, it is a requirement that the owner or lessee provide a standard "Undertaking" letter with each building permit application for work on property which he/she owns. The purpose of this bulletin is to clarify which types of permit applications require "Undertaking" letters.

An Undertaking letter is a required submission document for every building and combined building/development permit application (including sign and awning permit applications). Incomplete applications without an Undertaking letter will **not** be accepted into the permit process. The only exception from this requirement is for Plumbing, Electrical, Gas, Sprinkler, Trees, Street Occupancy, Fire, Oil Tank Removal, and Drain Tile permit types.

There are three types of Undertaking letters (see attachments). The applicable letter must be signed and witnessed as indicated thereon **without any additions deletions or modifications**. Please note that new letters are attached and discard any old copies that you may have on hand.

To avoid permit processing delays please ensure that your designer is aware of this requirement.

They may also be found electronically at <http://vancouver.ca/home-property-development/application-forms-and-checklists.aspx> and in Part 1, Division C of Vancouver's Building By-law.

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Attachments: Schedule E1, E2 and E3