

Development, Buildings, and Licensing

To submit your application online, visit <https://vancouver.ca/building-development-support>.

When submitting your application package:

1. Ensure that one PDF copy of each required drawing/document is included in your application package, unless otherwise stated.
2. Use vector format PDF for drawings (scanned paper drawings will not be accepted).
3. Submit all drawings separately from other non-drawing documents, such as schedules, forms, and reports.
4. Submit landscape drawing separately from all other drawings.
5. Submit an individual file for each document (e.g. schedule, form, report, etc.).

For more information on document submission standards, visit [Electronic permit applications](#)¹

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

This checklist is not limited in its content. Upon review of each submitted application, additional documents or drawings may be required to continue the review process.

Additional mural information

Refer to the [Mural Guidelines](#)² and [Mural Support Program](#)³ for additional information.

Further information is also available at <https://vancouver.ca/home-property-development/manage-graffiti.aspx>

Documents required

Document Title	Details
Application Form	<ul style="list-style-type: none"> • Development and/or Building Application Form⁴
Letter of Approval from Property Owner	<ul style="list-style-type: none"> • A letter indicating knowledge and acceptance of proposal, signed and dated with the printed name (and position, if applicable) of the owner or person signing on behalf of a corporation/owner.
Artist information and design rationale	<ul style="list-style-type: none"> • The name of the artist(s) and curriculum vitae (portfolio or a summary of a person's educational qualifications, skills & publications) • A statement on the subject matter and the content of the proposed mural(s) • A description of the relationship between the image proposed and the character of the host site and/or the surrounding neighbourhood including any murals on adjacent sites.

Drawings required

Drawing Title	Details
Architectural site plan	<ul style="list-style-type: none"> • Address • Legal description • Location and names of all streets and lanes • Dimensions of site (including north arrow and location of all property lines) • Location and dimensions of buildings (and distances/setbacks to property lines) • Required yards or setbacks and building lines
Coloured elevation drawing	<ul style="list-style-type: none"> • Full wall elevation indicating the location and dimensions of proposed mural • Details of graphic depiction, including colours and materials. • A reasonably detailed rendering of the final image proposed. • Photograph(s) showing the full wall of the building on which the mural is to be painted or inscribed.

¹ <https://vancouver.ca/home-property-development/electronic-permit-applications.aspx#upload>

² <https://guidelines.vancouver.ca/guidelines-mural.pdf>

³ <https://vancouver.ca/parks-recreation-culture/make-an-outdoor-mural.aspx>

⁴ <https://vancouver.ca/files/cov/dev-build-app-form.pdf>