

DEVELOPMENT SERVICES, BUILDING & LICENSING

For more information on Field Review Applications, visit Vancouver.ca/FieldReview.
For more information on TIPS applications, visit Vancouver.ca/TIPS.

If you have any questions regarding the information requested on this form, please call the Enquiry Centre at 604-873-7611.

Project Address:

These applications will NOT be considered for the Field Review or TIPS application process:

- Assembly occupancies that increase occupant load, impact exiting, or include work to kitchens and/or bathrooms;
- Involving change in major occupancy (except for small tenant spaces of 600m² or less, changing from 'D' to 'E' or 'E' to 'D' occupancies);
- Balcony enclosures;
- Most exterior alterations (except for the following which MAY be acceptable for the field review process: minor repairs such as deck repair/resurfacing, stair repairs, cornice repairs, or small changes to store fronts);
- Floor area additions, including mezzanines;
- Most major renovations;
- Involving interconnecting floors, upgrading existing systems, fire alarms, sprinkler systems, or seismic upgrading;
- Certified Professional Project buildings prior to building occupancy.

Drawings Required -

Note: Required scale is 1/4" = 1'0" (1:50) unless otherwise specified in Notes. If plans exceed A1 paper (24"x36"), then scale may be reduced to 1/8" = 1'0" (1:100).

Staff Use Only

Drawing	Copies Required	Details to be shown on the drawing	Notes	Staff Use Only	
				Screeener	ECO
Architectural Site Plan	2	<input type="checkbox"/> Dimensions of site (including north arrow and location of all property lines) <input type="checkbox"/> Location and dimension of all buildings on the site (and distances to property lines) <input type="checkbox"/> Street names and location, as well as location and width of any lanes <input type="checkbox"/> Legal Description (Lot number, Block number, District Lot number, Plan number) <input type="checkbox"/> Street address, floor number and tenant suite number <input type="checkbox"/> Indicate area to be developed and adjoining tenants, including occupancy <input type="checkbox"/> Indicate existing/proposed surface parking and loading <input type="checkbox"/> Indicate all trees on or immediately adjacent to the site, with tree protection if required by the Landscape Review group.	<p>1/8" = 1'-0" (1:100), however if plans exceed standard A1 (2'x3') paper the site plan may be reduced to 1/16" = 1'0" (1:200).</p> <p>For strata buildings, pages from the Land Title and Survey Authority (LTSA) strata plans may be acceptable in lieu of an architectural site plan:</p> <ol style="list-style-type: none"> 1. Page showing entire site and building location; and 2. Page of the floor on which the unit is located. <p>Note: Tree protection barriers MUST be clearly shown and dimensioned. Refer to Schedule A of the Protection of Trees Bylaw 9958 for more information.</p>		
Key Plan	2	<input type="checkbox"/> Indicate all suite number and locations of demising walls	For large lots or floors with multiple suites, a key plan is required in addition to the site plan to clearly identify the unit/area of work.		

Field Review and Tenant Improvement Applications cont'd.

Drawings Required				Staff Use Only	
Note: Required scale is 1/4" = 1'0" (1:50) unless otherwise specified in Notes. If plans exceed A1 paper (24"x36"), then scale may be reduced to 1/8" = 1'0" (1:100).					
Drawing	Copies Required	Details	Notes	Screeener	ECO
Architectural Floor Plans	2	<input type="checkbox"/> Provide existing vs proposed <input type="checkbox"/> All outside dimensions of tenant space <input type="checkbox"/> Total area (sq ft or m2) of tenant space <input type="checkbox"/> Dimensions and uses of all rooms and areas <input type="checkbox"/> Layout of all rooms and areas, including proposed layout of all furniture, shelving, counters, etc. <input type="checkbox"/> All door sizes and corridor widths <input type="checkbox"/> Exiting for new tenant space and all other tenant spaces on the floor where construction or alterations will occur <input type="checkbox"/> Location of new or existing washrooms (including fixtures) and any common washroom spaces * <input type="checkbox"/> All exit signs, emergency lights and fire alarm pull stations For food or drink service establishments: <input type="checkbox"/> Seating and counter layout for retail - limited food service - maximum 16 seats <input type="checkbox"/> Existing or proposed location of the required grease interceptor, for any establishments where food is prepared.**	Scale to be 1/4" = 1'0" (1:50) *For new, accessible washrooms, interior elevation drawings are also required. **Refer to Bulletin 2014-001-PL/EV for more information, including a list of operations which are exempt from requiring a grease interceptor.		
Architectural Elevations	2	<input type="checkbox"/> Provide existing vs proposed <input type="checkbox"/> Exterior cladding <input type="checkbox"/> Dimensions of exterior guards/details where applicable <input type="checkbox"/> Indicate all window/door opening <input type="checkbox"/> For HVAC or duct work, provide an elevation of any roof top equipment, including location, size and height of units.	Scale to be 1/4" = 1'0" (1:50) If exterior changes being made, including windows and doors. Development permit or M/A may also be required.		
Architectural Reflected Ceiling Plan	2	<input type="checkbox"/> Lighting layout - existing and proposed <input type="checkbox"/> Mechanical (HVAC and/or kitchen) equipment layout - existing and proposed <input type="checkbox"/> Sprinkler layout - existing and proposed installations* <input type="checkbox"/> Dropped ceiling areas	Scale to be 1/4" = 1'0" (1:50) Required for applications which involve work to the ceiling area. *For sprinklered buildings - see also the relevant note under "General Requirements".		
Architectural Roof Plan	2	<input type="checkbox"/> Indicate all existing and proposed roof top units, including location, dimensions, setbacks from roof edges and separation between units, and anchorage	Scale to be 1/4" = 1'0" (1:50) Required for applications which involve work to the roof (i.e. new HVAC units).		
Architectural Cross-Section	2		May be required depending on scope of work.		
Architectural Construction Details	2	Construction details should include: <input type="checkbox"/> Indicate wall structure* <input type="checkbox"/> Details of air conditioning or heating units and duct work <input type="checkbox"/> Indicate the fire resistance rating of any required fire separations, new & existing <input type="checkbox"/> Fire stopping details for service penetrations of fire separations	*Wall structures to be provided as a written descriptions or drawn cross-sections.		
Structural	2		May be required depending on scope of work.		
Other Professional Plans	2	i.e. Plumbing, Mechanical, Electrical, Fire Suppression, Landscape, etc.	May be required depending on scope of work.		

Field Review and Tenant Improvement Applications cont'd.

Documents Required

Form letters can be found here: Vancouver.ca/BuildingApplications

Document (One copy required)	Details	Notes	Screeener	ECO
Application form/fees		Form letter available online (link above).		
Operational Letter	May be required (for uses that don't meet our current Zoning and Development By-law definitions, for conditional uses, or applications with multiple uses)	For operational letter requirements, refer to: http://vancouver.ca/files/cov/operational_letter_requirements.pdf		
Owner's Undertaking Letter	Schedule E-1 or Schedule E-2. If submitting E-2, see next line.	Form letter available online (link above).		
Tenant's Undertaking Letter	Schedule E-3 - required only when Sched. E-2 is submitted (see line above)	Form letter available online (link above).		
Strata Letter	On strata letterhead indicating knowledge and acceptance of proposal.			
Alternative Solution	Must be Accepted by City Building Official.	For magnetic locking devices.		
Building Permit Data Sheet	Required for "shell" buildings with previously unoccupied tenant space.	Form letter available online (link above).		
Renovation Energy Upgrade Proposal (REUP) Note: For existing One- & Two-Family dwellings built prior to 2010.	If a REUP is required, it must be completed by a Certified Energy Advisor (CEA). For a list of qualified experts, visit: http://www.cacea.ca	Web link to the REUP form (to be completed by the Certified Energy Advisor only) can be found through this webpage: Vancouver.ca/FieldReview		
Energy Checklist Note: For all buildings (except for one and two family dwellings).	One set of printed, completed energy documents is required at application intake. Within 24 hours of application submission, submit the MS excel documents by email to: CSGdevenenergy@vancouver.ca	Web link to the energy documents can be found through this webpage: Vancouver.ca/FieldReview		
Qualified Professional Declaration	Required for all interior demolition work or work involving removal of hazardous material. Web link to the Qualified Professional Declaration Form: http://vancouver.ca/files/cov/qualified-professional-declaration-form-salvage-abatement-permit.pdf For interior alterations where significant amounts of material are being removed, the district building inspector (DBI) may ask for a Risk Assessment from the Qualified Professional. If hazardous materials are identified, the DBI will not perform any inspections until the hazardous materials have been safely contained or removed, as confirmed by a Qualified Professional.			

Professional Documents Required:

Note: These documents must be ORIGINAL with original, ink signatures. No photocopy/fax/email copies accepted.

Letters of Assurance - Professionals must sign & seal all individual pages of the Letters of Assurance

Schedule A	Confirmation of Commitment by Owner and Coordinating Registered Professional	Required when more than one professional is involved in the proposal and provides signed/sealed plans and Schedule B letters.		
Schedule B	Architectural	(may be required regarding accessibility and when roof membrane is cut for HVAC or rooftop mechanical equipment)		
Schedule B	Structural	(if any structural work taking place, including installation of any rooftop mechanical equipment)		
Schedule B	Other (mechanical, plumbing, electrical, fire suppression, etc.)	Mechanical Schedule B is required when HVAC or rooftop units are proposed Others may be required, depending on scope.		

Field Review and Tenant Improvement Applications cont'd.

Additional Information & Clearances

Department	Notes	Screener	ECO
<input type="checkbox"/> Sprinkler contractor's name and Business License Account number	Indicate this information on page 2 of the application form. See note under General Requirements section below.		
<input type="checkbox"/> Engineering Services	Clearance will be obtained after permit application. For applications involving encroachments onto City streets or sidewalks, a pre-application review to the Engineering Services counter is recommended. The Engineering Services department is located at 5 th floor - 507 West Broadway.		
<input type="checkbox"/> Environmental Services	Required for facilities listed on the last page of this checklist, as well as uses similar to those listed, as determined by City staff. Also required for approvals related to contaminated sites, underground storage tanks, remedial excavations, demolitions, and other hazardous materials use/removal. It is recommended that applicant contact the Environmental Services Department PRIOR to application to determine if there are any specific requirements to be shown on the drawings. Call 3-1-1 or 604.873.7000 for assistance.		
<input type="checkbox"/> Vancouver Coastal Health (VCH) approval stamp and memo on the 2 copies of the floor plan (submitted with the permit application)	<u>Prior to</u> permit application. Required for facilities listed on the last page of this checklist, as well as uses similar to those listed, as determined by City staff. Please note that applications requiring Health approval are reviewed for compliance with provincial Health regulations at the Vancouver Coastal Health offices located at #1200 - 601 West Broadway.		
<input type="checkbox"/> Zoning & Development By-law Clearance	If exterior changes are proposed or if the proposed use differs from the last approved use. An operational letter may be required.		

General Requirements

- Building permit application fees must be submitted at the time of application. Payment may be made by cheque, cash, VISA, MasterCard, American Express or bank debit card. Due to fluctuating interest rates, cheques cannot be accepted from out of country financial institutions.
- No pencil drawings, free hand drawings, sketches or notations.
- Separate permits are required for each floor, even if occupied by the same tenant.
- **SPRINKLERED BUILDINGS:** If a building has an existing sprinkler system, a sprinkler contractor should be consulted to determine if the proposed scope of work will also require additional sprinkler work. If sprinkler work is required and/or proposed a sprinkler contractor will need to apply for a sprinkler permit (SP). If no sprinkler work is proposed and/or if the applicant is unable to determine if sprinkler work is required, a special inspection (IA) will be required.

Field Review and Tenant Improvement Applications cont'd.

Vancouver Coastal Health Approval Required For:

- Assembly Hall
- Barber Shop / Beauty Salon/ Beauty & Wellness Centres
- Billiard Hall
- Bottling Plant
- Bowling Alley/Ancillary Coffee Shop etc.
- Cabaret/Night Club
- Caterer
- Commercial Building with Swimming Pool, Whirl Pool, Hot Tub or Spa
- Commissary
- Community College
- Dairy Products Manufacturing
- Fish Processing / Plant
- Food or Drink Establishments (Limited service snack bar)
- Food or Drink: Retail, Manufacturing, Processing, Plants, or Wholesale
- Frozen Food Locker
- Frozen Processing Plant
- Funeral Parlour
- Grain Elevator
- Health Spa / Health Enhancement Centres / Massage Parlours
- Hospital
- Hospital Food Service
- Ice Manufacturing
- Laboratory (Medical/Dental)
- Laundry
- Lunchroom
- Marina
- Neighbourhood Grocery Store
- Neighbourhood Pub
- Personal Service Establishments
- Restaurant - Full Service / Take-out / Drive-In
- School - Public or Private
- Skin Care Salon (Electrolysis)
- Skin Care Salon (Esthetician)
- Steam Bath
- Supermarket
- Swimming Pool (Public)
- Tanning Salon
- Tattoo Parlour
- Theatre
- Warehouse - Food

Approval can be obtained at the Vancouver Coastal Health offices located at #1200 - 601 West Broadway. Please contact Vancouver Coastal Health for more information at 604.675.3800.

Environmental Services Department Approval Required For:

Chemical Industries

- Chemical Processing and/or Suppliers (including personal care product manufacturing)
- Paint & Coating Manufacturers
- Pharmaceutical Firms
- Service Stations (Gas stations)

Laboratories

- Dental Office
- Dental & Medical Labs
- Analytical Testing
- Plastic / Rubber Products Manufacturing

Miscellaneous Industries

- Electrical Products Manufacturing / Repair
- Jewellery Manufacturing
- Concrete and Stone Manufacturing
- Recycling Plants
- Junk Yards

Food & Beverage Industries

- Commissaries
- Slaughterhouses
- Meat / Fish / Poultry Packing Plants
- Breweries
- Dairies
- Soft Drink Bottling Plants
- Breweries (including U-Brew, Wineries, U-Vin, Distilleries, etc.)

Metal Industries

- Welding Shops
- Sheet Metal Shops
- Steel Fabricators and Foundries
- Automotive Equipment Manufacturing
- Marine Repairs / Equipment Manufacturing
- Miscellaneous Metal Products Manufacturing

Wood and Wood Products

- Furniture Manufacturing
- Material Manufacturing
- Wood Products Manufacturing

Service Industries

- Animal Clinic (including dog daycare and kennels)
- Commercial laundries
- Dry Cleaners
- Motor Vehicle Servicing - Repair & Sales
- Photo Finishers
- Printers / Lithographers
- Pest Control
- Restaurants
- Limited Food Service (including coffee shops, bakeries, delicatessens, etc.)

Institutions

- Schools / Community Colleges / Hospitals
- Senior Living
- Community Centres (kitchens, pools, rinks, cultural, churches, etc.)

Textile Industries

- Canvas & Synthetic Products Manufacturing
- Tanneries / Leather Products Manufacturing

Environmental Services Department will review any applications involving the above-noted uses. It is recommended that applicant contact the Environmental Services Department PRIOR to application to determine if there are any specific requirements to be shown on the drawings. Call 604.873.7000 for assistance.