

**DEVELOPMENT, BUILDING AND LICENSING - Development & Building Review Branch**

The checklist to help individuals that are proposing to install a patio.

If you have any questions regarding the information requested below, on this form, please call the Enquiry Centre at 604-873-7611 or email [patio.permits@vancouver.ca](mailto:patio.permits@vancouver.ca)

Link to an example of submission plans: <https://vancouver.ca/files/cov/private-patio-sketch.pdf>

<b>Project Address:</b>	<b>Development/Building Application:</b>
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Drawing	Details	Notes
Site Plan	Site plans should include the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Street Address</li> <li><input type="checkbox"/> Tenant Suite Number (if applicable)</li> <li><input type="checkbox"/> Street names/lanes</li> <li><input type="checkbox"/> Location and dimensions of patio</li> <li><input type="checkbox"/> Location of Fire Connection</li> <li><input type="checkbox"/> Location of any existing and/or proposed guards or fences</li> <li><input type="checkbox"/> Indicate North arrow</li> <li><input type="checkbox"/> Property Lines</li> </ul>	Clearly indicating patio seating within property boundaries.
Floor Plans	Floor plans should include the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Location and dimensions of patio (on grade or raised) with property lines (if known)</li> <li><input type="checkbox"/> Location of related guards and fences</li> <li><input type="checkbox"/> Seating layout of patio</li> <li><input type="checkbox"/> Layout of interior space</li> <li><input type="checkbox"/> All exit doors, size and location</li> <li><input type="checkbox"/> Location and type of all washrooms</li> <li><input type="checkbox"/> Stair location, width, rise &amp; run(if applicable)</li> <li><input type="checkbox"/> Ramp location and slope (if applicable)</li> </ul>	This information may be combined with your site plan (above).  Please indicate the number of washrooms in the tenancy.
Elevation Plans	Elevation plans should include the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Patio (height and stair location, if raised)</li> <li><input type="checkbox"/> Guard/fence details (height of guard, material and colour, etc.)</li> <li><input type="checkbox"/> Ramp location and slope (if applicable)</li> <li><input type="checkbox"/> Framing and construction details to be provided for raised platforms.</li> </ul>	Sufficient number of elevations to clearly represent the proposed alterations

## Checklist for Open and Uncovered Outdoor Patio Seating cont'd

**Drawings Required** continued - Required scale 1/4" = 1'0" (1:50) unless otherwise specified in Notes, or if plans exceed standard A2 paper (2'x3') at the above-noted scale, then plans at 1/8" = 1'0" (1:100) scale may be acceptable.

Drawing	Details	Notes
Construction Details	Construction details should include: <input type="checkbox"/> Indicate structure (written description with architectural cross section drawing)	For all raised patios.
Landscape Plans (if applicable)	Landscape Plans should include the following: <input type="checkbox"/> All landscape elements that are being altered due to this change (if applicable)	
Structural Drawings (if applicable)	Structural drawing should include the following: <input type="checkbox"/> Locations and size of structural elements <input type="checkbox"/> Guard attachment detail <input type="checkbox"/> Material Specifications	For patios raised 2'-0" or higher above grade.  Signed and sealed by a professional engineer.

**Documents Required** - All letters/ documents from professionals **MUST** have original signatures.

Staff Use Only

All forms are available at: <https://vancouver.ca/home-property-development/application-forms-and-checklists.aspx>

Document Title	Notes
Application Form	
Schedule E-1 or E-2	Required for Permanent Patios: Owner's undertaking letter (E-1) or Owner's and tenant's undertaking letter (E-2) Form letter available at <a href="https://vancouver.ca/home-property-development/application-forms-and-checklists.aspx">https://vancouver.ca/home-property-development/application-forms-and-checklists.aspx</a>
Strata Letter	On strata letterhead indicating knowledge and acceptance of proposal signed by strata council member.
Operational Letter	A letter describing the business including, but not limited to: <input type="checkbox"/> Hours of operation <input type="checkbox"/> Number of patrons and staff <input type="checkbox"/> Name of operator <input type="checkbox"/> Noise mitigation
Letter of Assurance (Schedule A)	Will be required when more than one professional is involved in the proposal and provides signed/sealed plans and B letters
Architectural Letter of Assurance (Schedule B)	Required when drawings are prepared by a registered architect.
Structural Letter of Assurance (Schedule B)	Required when structural drawings are submitted for patios that are 2'-0" or more above grade.
Title Search	When adding floor area to the site. (ie: placing a roof over the patio area).

### Additional Information (where applicable):

- The above noted list of requirements is not limited in its content. Further review of the application documents may reveal additional requirements.
- If your patio sits partly on private property and partly on City property, you will need both a development & building permit and a sidewalk patio permit.
- Your total number of guests including the patio cannot be more than you are allowed by your occupancy certificate.