

**Development, Buildings, and Licensing**

Applicants are encouraged to [obtain advice from a Development Planner](#)<sup>1</sup> prior to submitting their application.

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
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](#)<sup>2</sup>.

Fees are calculated when staff review the application for completeness and must be paid 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.

**Note regarding preliminary development applications**

A preliminary development application in cases involving the enclosure of a number of balconies is recommended when it is necessary to establish comprehensively the future appearance of the building.

Having established a “master plan” for balcony enclosures through approval-in-principle of preliminary development application, applicants may then apply for a combination development/building permit for all intended or individual enclosures. The submission requirements for a preliminary development application are generally the same as those for a complete development permit application described in this checklist.

Generally, to obtain a combined development/building permit after receiving a preliminary approval, applicants are required to submit drawings that indicate compliance with any conditions of the preliminary approval as well as indicate details pertaining to compliance with the Vancouver Building By-law.

**Documents required**

Document Title	Details
Application Form	<ul style="list-style-type: none"> <li>• <a href="#">Development and/or Building Application Form</a><sup>3</sup></li> </ul>
Title Search and Charge Summary	<ul style="list-style-type: none"> <li>• A current title search from the Land Title Office, for each parcel involved in the proposal.</li> </ul> <p>If there are charges on the land title:</p> <ul style="list-style-type: none"> <li>• A written charge summary by a solicitor (on their company letterhead) describing each charge on title (except financial charges) and advising whether the charges are affected by the proposal.</li> </ul>

**Documents that may be required**

Document Title	Details
Architectural Design Rationale	<p>Required for these scenarios: Where the building does not already have some approved enclosed balconies; or Proposal is for the enclosure of multiple balconies/units.</p> <p>A written statement, with illustrations as needed, conveying how the proposal conforms to the <a href="#">Balcony Enclosure Guidelines</a><sup>4</sup>.</p>

Drawings required	
Drawing Title	Details
Site Plan	<ul style="list-style-type: none"> <li>Address and street name(s)</li> <li>Legal description (found on tax notice)</li> <li>North arrow</li> <li>Dimensions of site and site area</li> <li>Location, dimensions, and sizes of all buildings (principal, infill, and accessory)</li> <li>Required yards, setbacks and building lines</li> </ul>
Floor Plans	<ul style="list-style-type: none"> <li>North arrow</li> <li>Plan of entire floor where the affected dwelling unit is located</li> <li>All outside floor dimensions (outer wall to outer wall), including balcony area</li> <li>Room uses and dimensions</li> <li>All door, window, and skylight sizes and locations</li> <li>Notation to be added on the plans stating: "All enclosed balconies shall be designed and constructed in accordance with the Council-approved Balcony Enclosure Guidelines."</li> </ul> <p>Review <a href="#">Balcony Enclosure Guidelines</a><sup>5</sup> for more information.</p> <p><u>Notes</u></p> <ol style="list-style-type: none"> <li>Sufficient plans to show the floor area of all balconies in the development may be required if that information is not available on City records.</li> <li>No more than 50% of excluded open balcony floor area for the entire development is to be enclosed.</li> </ol>
Sections	<ul style="list-style-type: none"> <li>Longitudinal and cross sections</li> <li>Indicate exterior finish materials, colours, window frame finishes, and height (existing and proposed)</li> </ul>
Elevations	<p>Provide an elevation of all sides of the building.</p> <ul style="list-style-type: none"> <li>Indicate the location, dimensions, and details of all proposed balcony enclosures</li> <li>Indicate exterior finish materials, colours, window frame finishes, and height (existing and proposed)</li> </ul>
Details	<ul style="list-style-type: none"> <li>Sufficient details to indicate compliance with <a href="#">Section 5.4 Architectural Components – Balconies</a><sup>6</sup> of the Balcony Enclosure Guidelines</li> </ul>
Context Photos	<ul style="list-style-type: none"> <li>Photos of the affected elevation(s) of the building.</li> </ul>

Additional drawings or items that may be required	
Drawing Title	Details
FSR Compliance	<p>May be required, as determined by the Project Coordinator after application intake.</p> <ul style="list-style-type: none"> <li>Proof of compliance with FSR (colour-coded floor plans cross-referenced to data sheets)</li> </ul> <p>Review <a href="#">Area Calculation and Tracing Overlay Requirements</a><sup>7</sup> for more information.</p>

Statements Required																										
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Technical Data Summary (Zoning Analysis)	<p>Cover Sheet on the drawings with site statistics provided, including but not limited to:</p> <ul style="list-style-type: none"> <li>List of proposed relaxations, if any</li> <li>The items listed in this sample table:</li> </ul> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th></th> <th>Dimension (Total Area)</th> <th>Permitted or Required</th> <th>Existing</th> <th>Proposed</th> </tr> </thead> <tbody> <tr> <td>Site Area</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>FSR Total</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Open Balconies</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Enclosed Balconies</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Dimension (Total Area)	Permitted or Required	Existing	Proposed	Site Area					FSR Total					Open Balconies					Enclosed Balconies				
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- <sup>1</sup> <https://vancouver.ca/home-property-development/development-permit.aspx#planner>
  - <sup>2</sup> <https://vancouver.ca/home-property-development/electronic-permit-applications.aspx#upload>
  - <sup>3</sup> <https://vancouver.ca/files/cov/dev-build-app-form.pdf>
  - <sup>4</sup> <https://guidelines.vancouver.ca/guidelines-balcony-enclosure.pdf>
  - <sup>5</sup> <https://guidelines.vancouver.ca/guidelines-balcony-enclosure.pdf>
  - <sup>6</sup> <https://guidelines.vancouver.ca/guidelines-balcony-enclosure.pdf#page=5>
  - <sup>7</sup> <https://bylaws.vancouver.ca/bulletin/bulletin-floor-area-calculation-tracing-overlay.pdf>