

DEVELOPMENT SERVICES, BUILDING & LICENSING

If you have any questions regarding the information requested on this form, please call 604-873-7611 and ask to be forwarded to the Processing Centre - Building staff member "ON DUTY" for general inquiries.

Project Address:	Building Permit:
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Drawings Required - Professional must sign and seal each page of all drawings and details. Scale not less than 1/4" = 1'0" (1:50) unless otherwise noted.				Staff Use Only	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
Key Plan/ Site Plan	3	Key plan/site plan should include the following: <ul style="list-style-type: none"> ▪ Dimensions of site (include north arrow) ▪ Location and dimensions of the building relative to the site, in particular, dimension to nearest property line from enclosed balcony ▪ Street names and location as well as location and width of any lanes ▪ Legal description (Lot number, Block number, District Lot number, Plan number) ▪ Street address, floor number and suite number 	Required for all building permit applications for existing buildings where work is being carried out on a portion of the building only. Key plan is required to locate the project area on the overall floor plan. Scale not less than 1/16" = 1'0" (1:200).		
Strata Key Plan	1		For large strata lots additional strata key plan may be required in addition to the site plan to clearly identify the strata unit/area of work.		
Architectural Floor Plans	3	Floor Plans should include the following: <ul style="list-style-type: none"> ▪ Details of proposed exterior enclosure ▪ Indicate the use of all rooms and areas of the suite ▪ Indicate all new and existing patio door and windows sizes ▪ Construction of new wall and ceiling assemblies including fire and sound separations from units above and adjacent to the enclosure. ▪ Indicate if building is sprinklered ▪ Structural information (may be provided on structural drawings). 	Existing patio door to the balcony must remain. Fire resistance assemblies shall be ULC listed, or recognized laboratory tested or Appendix D of the Vancouver Building By-law or if applicable, Table A-9.10.3.1.A & A-9.10.3.1.B.		
Architectural Elevations	3	Elevation/Interior elevations should include the following: <ul style="list-style-type: none"> ▪ Exterior cladding—per spatial separation ▪ Determine number of storeys in building and building height (if over 18 m) ▪ Indicate size of all window and door openings of the suite ▪ Indicate proposed and existing construction including glazing details and construction of guards and enclosing walls ▪ indicate location of ventilation grilles if existing air exhausts vent into the balcony 	Specify if window frames are combustible or non combustible.		
Architectural Construction Details	3	Construction Detail/Cross Sections should include the following: <ul style="list-style-type: none"> ▪ Wall, floor, roof and/or ceiling assemblies (written descriptions or cross sections) ▪ Fire resistance rating details of any required fire separations including test(s) references ▪ Fire stopping details for service penetrations of fire separations 			

Structural Details	3	<ul style="list-style-type: none"> ■ A structural engineer's review is required 			
Staff Use Only					
Document	Copies Required	Details	Notes	Copies Attached	Accepted
Documents Required					
Application Form/Fees	1				
Building Code Data Sheet	1				
Owner/Lessee Undertaking Letter(s)	1		All letters/documents must be originals with original signatures. No photocopies or fax copies will be accepted.		
Spatial Separation Calculations	1				
Strata Council Letter	1		If building is strata titled, letter must be signed by the strata's chairperson indicating knowledge and acceptance of proposal.		
Insurance Provider's Letter	1		If building is under warranty, a letter from the home warranty insurance provider indicating knowledge and acceptance of proposal.		
Zoning & Development By-law Clearance	1				
ASHRAE90.1 2010 Checklist	1	A set of completed energy documents is not needed for application intake, but is necessary before a building permit can be issued.	Refer to the City of Vancouver's Building By-law and Energy Requirements document found on http://vancouver.ca/files/cov/energy-requirements-for-tenant-improvements.pdf . ASHRAE energy documents can be emailed to CSGdevenery@vancouver.ca .		
Letters of Assurance					
Schedule A	1				
Schedule B - Architectural	1				
Schedule B - Structural	1				
Record of Professional Structural Concept Review	1				
Schedule D1 - Building Envelope	1		For buildings constructed after September 1996.		
Additional Information					
<ol style="list-style-type: none"> 1. Balcony Enclosures must conform to both the Zoning & Development By-law and the Vancouver Building By-law. You can obtain a copy of Vancouver's Balcony Enclosure Guidelines at the Development and Building Services Centre at: 515 W.10th Ave (City Hall - West Annex) or view it on the City's web site at www.vancouver.ca. 2. Please identify upfront if the existing exterior wall enclosed within the balcony enclosure is an EIFS system. 3. Work on/near City property may require a Street Occupancy Permit. Contact the Engineering Department at 604-873-7322 or 604-873-7773. 					