

Development, Buildings, and Licensing

To submit your application online, visit [vancouver.ca/building-development support](https://vancouver.ca/building-development-support).

If you do not have an online account, visit vancouver.ca/permits/apply to create one.

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 each complete document separately (for example, your drawings need to be one complete document file that you upload). Combining multiple or different document types will delay the processing of your application. Where file sizes are large (over 300mb) and drawings must be separated, each discipline must be uploaded as a separate file.

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

Sample drawings are available for reference: vancouver.ca/files/cov/sample-drawing-package-1and2family.pdf

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

This checklist pertains to **Bicycle Parking Retrofit 3: Separated Bike Room** building permit application. For other types of Building Permit applications visit [Vancouver.ca/BuildingApplications](https://vancouver.ca/BuildingApplications).

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.

Documents Required: Retrofit Option 3 – Separated Bike Room		
Document Title	Details: Where to find document, instructions and conditions when required.	
Application form	Development and/or Building Application Form	
Owner, Undertaker, or Strata Letter	Written and signed owner, undertaker, or Strata letter approving the changes. Schedule E-1 Owner's Undertaking Letter	
Electrical Permit	You must be a licensed electrical contractor with a valid City of Vancouver or inter-municipality business license to apply for an electrical permit . An electrical permit is required if electrical outlets are being supplied for e-bikes, the cage has an automatic door, or any part of the locking mechanism is electric.	
Fire Sprinkler Permit	A sprinkler permit is required for floor layout changes and changes to sprinkler system piping will require a permit.	

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BC Hydro Lines Checklist	If any part of your development, construction or building is planned in proximity to the existing BC Hydro electrical works, contact BC Hydro	City staff will advise if required
Letters of Assurance – Required unless otherwise noted		
Title	Details: Where to find document, instructions and conditions when required	
Assurance of Professional Design	Assurance of Professional Design and Commitment for Field Review. Required if Registered Professionals Involved.	
Schedule A – Confirmation of Commitment	Schedule A – Confirmation of Commitment By Owner and Coordinating Registered Professional. Required if multiple Registered Professionals Involved. Professional Seal and Signature Required. See General Notes section for details.	
Schedule B – Architectural	Schedule B. Professional Seal and Signature required. See General Notes section for details. City staff will advise if required.	
Drawings Required		
Site Plan	Required for ALL applications. See Site Plan requirements at the end of this checklist.	
Floor Plans	See Floor Plans requirements listed at the end of this checklist. Clearly indicate existing vs proposed work or provide separate existing/demo/proposed plans. Request as-built drawings from the City of Vancouver website and overlay proposed bicycle parking design	
Sections (Longitudinal and Cross)	See Sections requirements listed at the end of this checklist.	
Elevations	See Elevations requirements listed at the end of this checklist. Include all elevations that are relevant to the proposed scope of work. For RS-1, also: <ul style="list-style-type: none"> • Show building height envelope, including primary and secondary envelopes • Show critical elevations for both primary and secondary height envelopes 	
Details	See Details requirements listed at the end of this checklist	

General Notes

Site Plan requirements: <ul style="list-style-type: none"> • Address and street name(s) • Legal description • North arrow • Dimensions of site and site area • Size, location, and number of all current off-street parking including residential, visitor and accessible • Size, location, and number of all proposed off-street parking including residential, visitor and accessible 	Sections requirements: <ul style="list-style-type: none"> • Indicate floor-to-ceiling heights of all floors, including crawl spaces • Height line where ceiling height is 1.2 metres • Show footings and drain tile • Provide existing and proposed construction assembly details for floor and walls Floor Plans requirements:
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<ul style="list-style-type: none"> • Size and design of proposed converted off-street residential parking for bike parking • Access to parking, including all curbs and paving materials <p>Cross Section requirements:</p> <ul style="list-style-type: none"> • Indicate floor-to-ceiling heights of all floors, including crawl spaces • Stair details, including headroom dimension • Height line where ceiling height is 1.2 metres • Show footings and drain tile • Provide existing and proposed construction assembly details for floor and walls <p>Details requirements: Enlarged details of architectural elements, including but not limited to:</p> <ul style="list-style-type: none"> • Relevant construction details to demonstrate compliance with the Vancouver Building By-law are required for combined Development/Building (DB) applications and for Building Permit (BP) applications after approved Development Permit (DP) • Confirmation of egress from bicycle cage room to exit 	<ul style="list-style-type: none"> • North arrow • All outside floor dimensions (outer wall to outer wall) • Rooms uses and dimensions, indicating finished rooms, unfinished rooms • All door and window locations • Indicate line of ceiling heights of 1.2 metres or less • Include the floor level where the bike cage is constructed, as well as the floor plans that demonstrate exits leading from project area to an acceptable open space, such as a public thoroughfare • Confirm means of egress from the bike cage to exit • Confirm fire separation requirements <p>Elevations requirements:</p> <ul style="list-style-type: none"> • Label all building material, finishes, and trim (with dimensions) • Existing and proposed grades at the building corners • Show all roof ridge & floor elevations • Door and window sizes and operation • Clearly indicate existing vs proposed work or provide separate existing/demo/proposed plans
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