

Building Permit Online Account Guide

These instructions are for customers who have applied for a Building Permit (BP), or a combined Development & Building Permit (DB), and are using the City of Vancouver’s online permitting system.

Intended Document Use:

- [Click](#) on the FAQ hyperlinks below to take you to the applicable section in the document
- [Click](#) on  the button, located on each page, to come back to this section

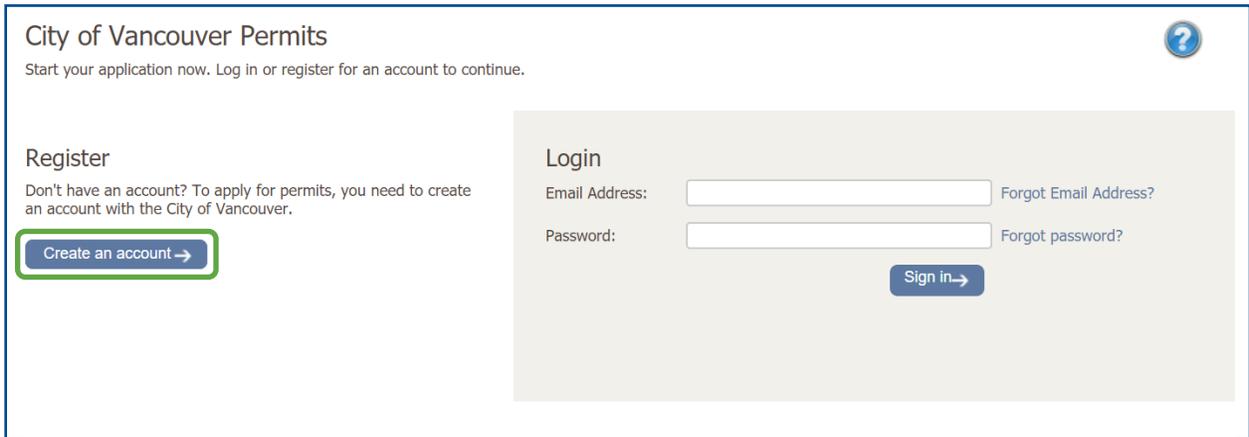
Frequently Asked Questions

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How do I create an online account?

To create a new online account, or to sign in as an existing user, go to vancouver.ca/permits/apply.

Step 1: Select *Create an Account*.



City of Vancouver Permits 

Start your application now. Log in or register for an account to continue.

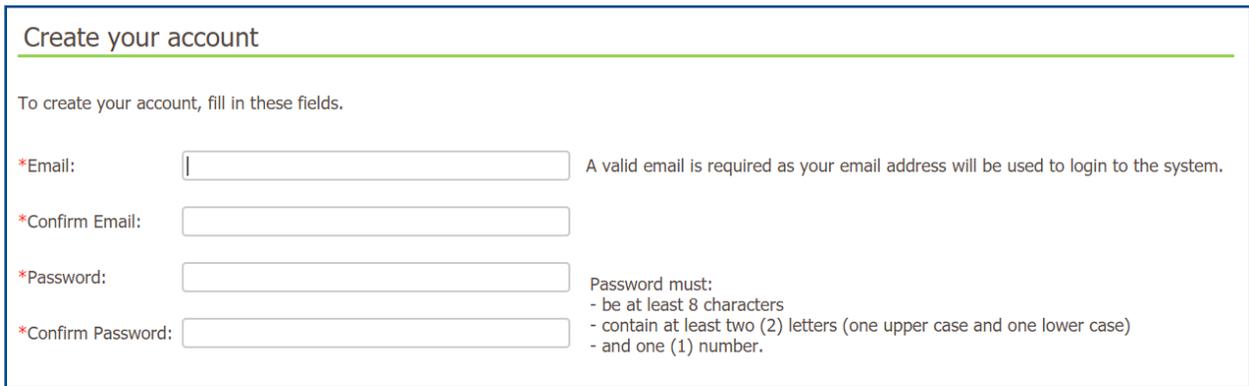
Register
Don't have an account? To apply for permits, you need to create an account with the City of Vancouver.

Create an account ->

Login
Email Address: [Forgot Email Address?](#)
Password: [Forgot password?](#)
Sign in ->

Step 2: Complete all of the fields marked with a red asterisk (*). Then, click on the *Finish Registration* button.

a. Create your account



Create your account

To create your account, fill in these fields.

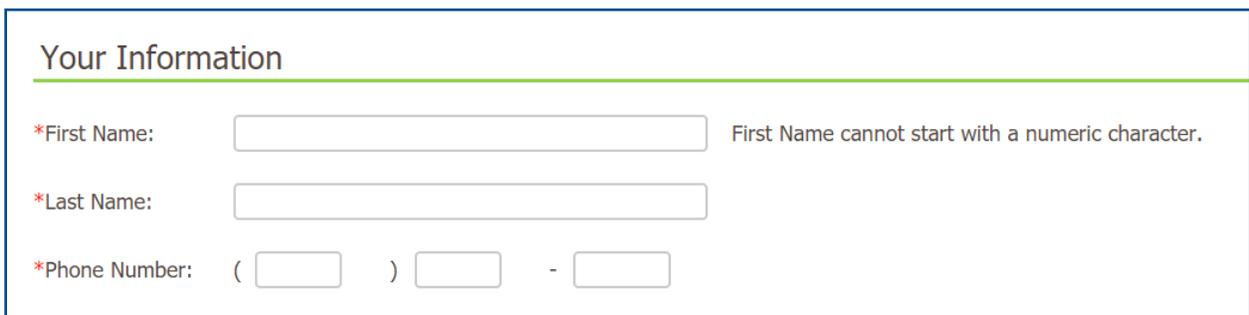
*Email: A valid email is required as your email address will be used to login to the system.

*Confirm Email:

*Password: Password must:
- be at least 8 characters
- contain at least two (2) letters (one upper case and one lower case)
- and one (1) number.

*Confirm Password:

b. Your Information



Your Information

*First Name: First Name cannot start with a numeric character.

*Last Name:

*Phone Number: () -

c. Security Question and Finish Registration

Security Question for Password Reset

The security question is used in case you forget your password. You will need to know the answer to this question in order to regain access to the system.

*Security Question:

*Security Answer:

*Code: Enter the code you see below.



Step 3: Activate your account. After creating your account, you will receive an email with instructions to activate your account. Be **sure** to check your Junk or Spam folders if you can't find the email in your Inbox.

a. Select [click here](#) in the email.



Thank you for registering with the City of Vancouver Permits site. To activate your account and complete your registration, please

[click here](#)

b. [Enter the password](#) you used to create your account and select [Activate](#).



Home Search

Home > Online services > Permits > Activate your account

Activate your account

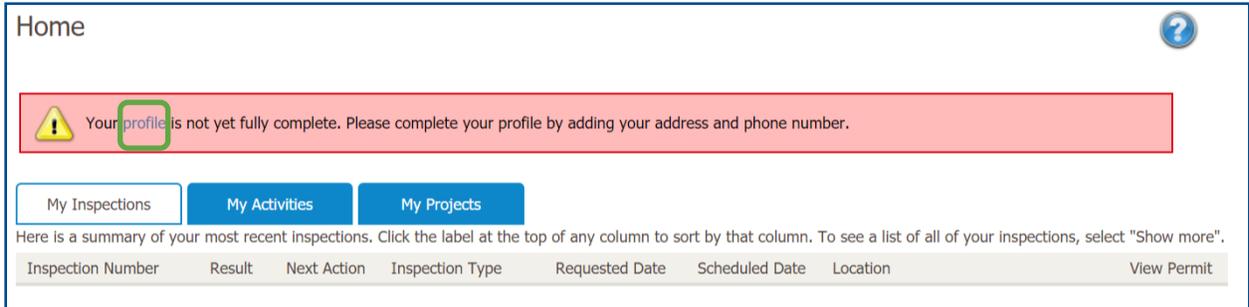
Email Address:

*Password: Please re-enter the password you registered online with.

Screen ID: 1035831

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Step 4: Complete your profile. To be able to apply for permits, you'll first have to complete your profile. Click on the [Profile](#) link.



A screenshot of a web application interface. At the top left, it says "Home" with a question mark icon on the right. Below this is a red warning banner with a yellow triangle icon and the text: "Your profile is not yet fully complete. Please complete your profile by adding your address and phone number." The word "profile" is highlighted with a green box. Below the banner are three buttons: "My Inspections", "My Activities", and "My Projects". Underneath these buttons is a line of text: "Here is a summary of your most recent inspections. Click the label at the top of any column to sort by that column. To see a list of all of your inspections, select 'Show more'." Below this text is a table header with columns: "Inspection Number", "Result", "Next Action", "Inspection Type", "Requested Date", "Scheduled Date", "Location", and "View Permit". A blue arrow points to the left of the warning banner.

For more information on how to create an account, click [here](#).

Where can I get help with logging into my account?

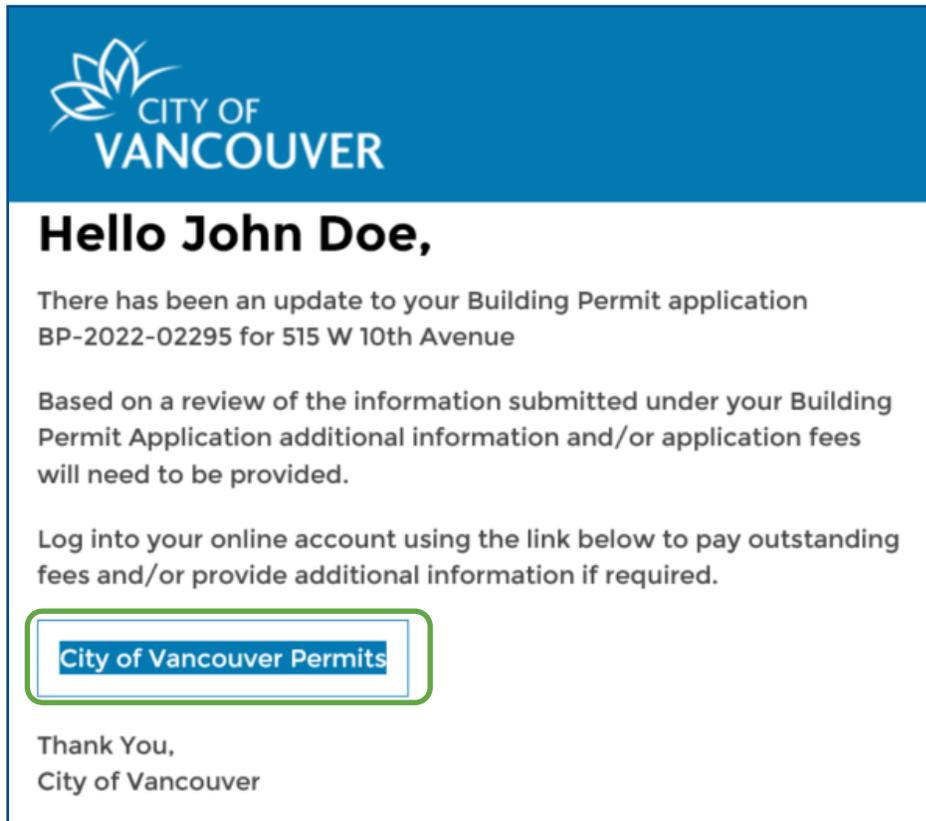
For login help, please click [here](#). If you are still having issues, please email us at permits@vancouver.ca

How do I submit additional information or documents?

If, during the initial review of your application, the City of Vancouver staff member requires additional information or documents, they will send you an email (see Step 1 below) with the request.

Step 1: You will receive this email if City of Vancouver staff require additional information. Click on the [City of Vancouver Permits](#) link to log into your account and then go to [Step 4](#).

If you can't find this email, proceed to [Step 2](#).



The screenshot shows an email from the City of Vancouver. At the top left is the City of Vancouver logo. The main body of the email is white with a blue header. The text reads: 'Hello John Doe, There has been an update to your Building Permit application BP-2022-02295 for 515 W 10th Avenue. Based on a review of the information submitted under your Building Permit Application additional information and/or application fees will need to be provided. Log into your online account using the link below to pay outstanding fees and/or provide additional information if required.' Below this text is a blue button with white text that says 'City of Vancouver Permits'. A blue arrow points to this button from the left. At the bottom of the email, it says 'Thank You, City of Vancouver'.

Step 2: Log into your account at www.vancouver.ca/permits/apply and then click on the *My Activities* tab.

Home > Online services > Permits > Home

Home ?

Apply

Click the Apply button if you would like to apply for a new permit or license.

Pay outstanding fees

Click the Pay outstanding fees button to view your outstanding fees and to make payments on them.

Create a project

Click the Create a project button if you would like to group permits under a single project. After a project has been created, you can add permits to the project when creating new permit applications.

My Inspections

My Activities

My Projects

Here is a summary of your most recent inspections. Click the label at the top of any column to sort by that column. To see a list of all of your inspections, select "Show more".

Step 3: Click *Provide Information* in the *Next Action* column.

My Inspections

My Activities

My Projects

Here is a summary of your most recent permit applications. Click the label at the top of any column to sort by that column. To see a list of all of your permits, select "Show more".

Permits

| Type | File Number | My Reference Number | Address | Description | Status | Created Date | Next Action |
|-----------------|---------------|---------------------|-------------------------|---|------------------------|--------------|---------------------|
| Building Permit | BP-2022-02295 | | 515 W 10TH AVENUE, V... | High Density Housing / Commercial - Addition / Alteration - Interior alterations and temporary change of occupancy from retail grocery store (E) to fitness centre (A2) in this existing 1 storey mixed use building. | Application Incomplete | Aug 17, 2022 | Provide Information |

Step 4: You will see instructions from the City of Vancouver staff member indicating what you need to submit.

Action(s) required for BP-2022-02295

Read our message below and complete the required action(s) so that we can continue processing your application.

Message

Hello John

Please submit the following documents:

1. _____
2. _____
3. _____

Can you please clarify _____?

Thanks
Staff Name

*Reply

Enter your reply below.

Upload document(s)

If our message asked for documents, upload them here.

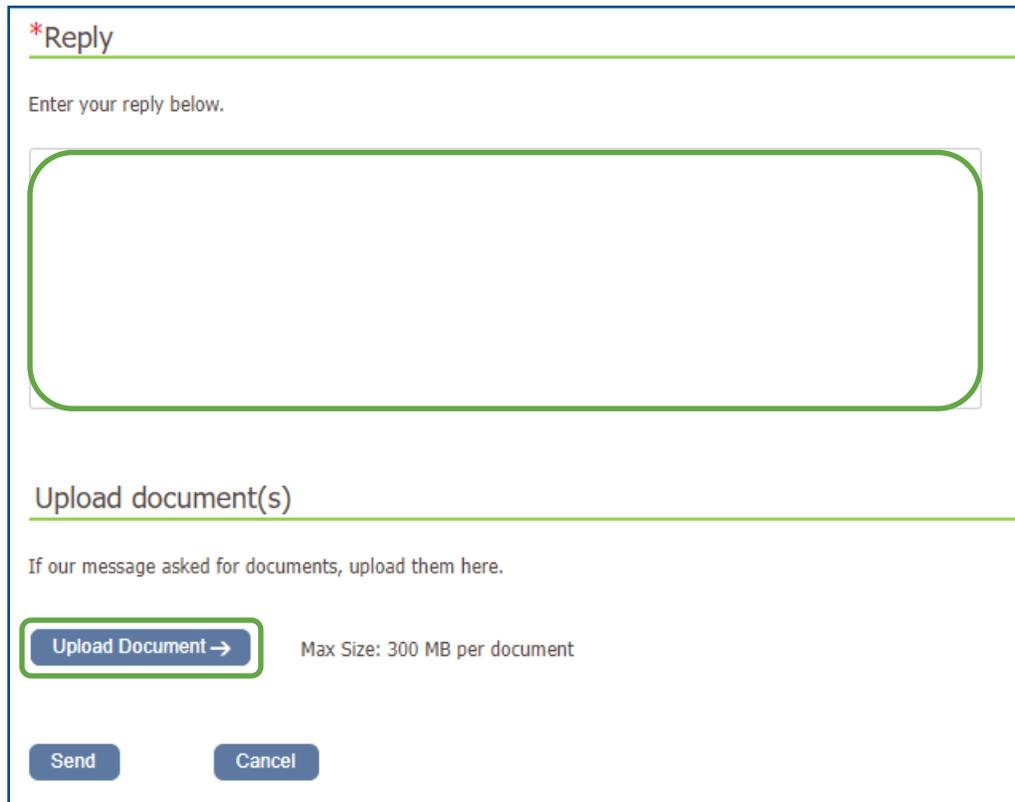
Upload Document →

Max Size: 300 MB per document

Send

Cancel

Step 5: Type a response in the *Reply* field. Click on the *Upload Document* button to submit the requested documents.



***Reply**

Enter your reply below.

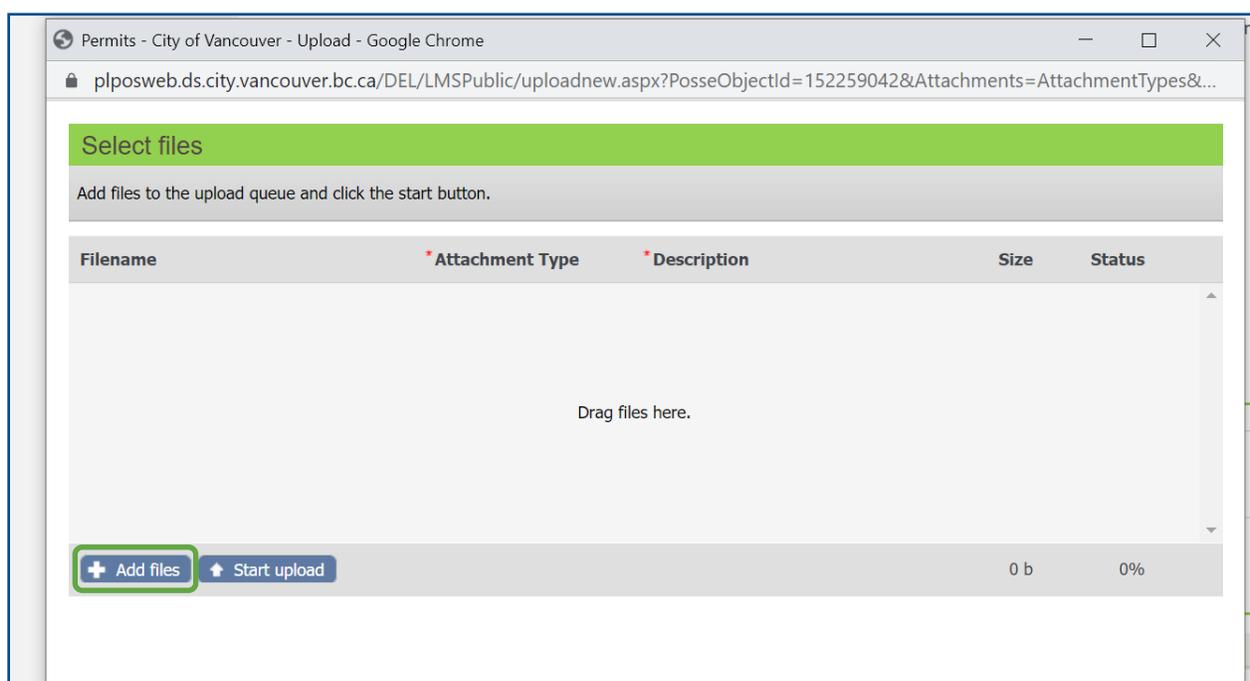
Upload document(s)

If our message asked for documents, upload them here.

Upload Document → Max Size: 300 MB per document

Send Cancel

Step 6: Drag and drop the files you want to upload or click on the *+Add files* button.



Permits - City of Vancouver - Upload - Google Chrome

plposweb.ds.city.vancouver.bc.ca/DEL/LMSPublic/uploadnew.aspx?PosseObjectId=152259042&Attachments=AttachmentTypes&...

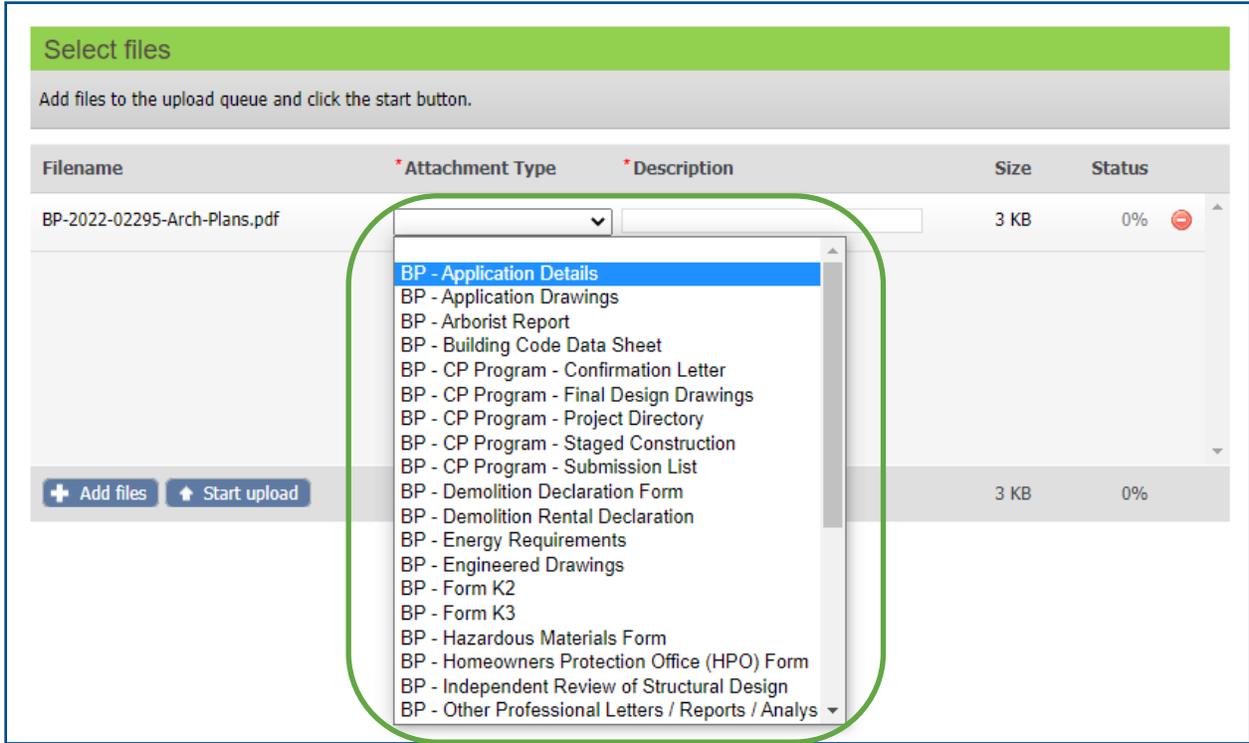
Select files

Add files to the upload queue and click the start button.

| Filename | * Attachment Type | * Description | Size | Status |
|------------------|-------------------|---------------|------|--------|
| Drag files here. | | | | |
| | | | 0 b | 0% |

+ Add files Start upload

Step 7: Select the *Attachment Type* from the dropdown menu.

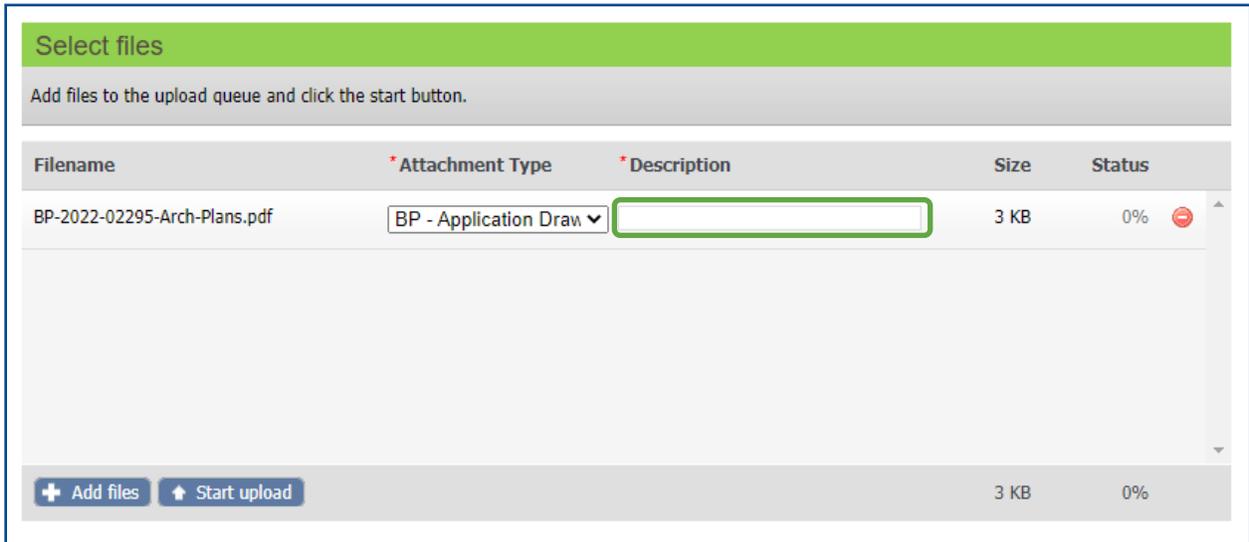


The screenshot shows a file upload interface with a table. A blue arrow points to the first row of the table. The dropdown menu for the Attachment Type is open, showing a list of options. The first option, 'BP - Application Details', is highlighted in blue.

| Filename | * Attachment Type | * Description | Size | Status |
|------------------------------|--------------------------|---------------|------|--------|
| BP-2022-02295-Arch-Plans.pdf | BP - Application Details | | 3 KB | 0% |
| | | | 3 KB | 0% |

Buttons: + Add files, ↑ Start upload

Step 8: Enter a *Description*.



The screenshot shows the same file upload interface. A blue arrow points to the first row of the table. The Attachment Type dropdown is now set to 'BP - Application Draw' and the Description field is empty and highlighted with a green box.

| Filename | * Attachment Type | * Description | Size | Status |
|------------------------------|-----------------------|---------------|------|--------|
| BP-2022-02295-Arch-Plans.pdf | BP - Application Draw | | 3 KB | 0% |
| | | | 3 KB | 0% |

Buttons: + Add files, ↑ Start upload

Step 9: Add additional files as needed and then click on the *Start upload* button.

Select files

Add files to the upload queue and click the start button.

| Filename | * Attachment Type | * Description | Size | Status |
|------------------------------|-----------------------|------------------------|------|---------------------------------------|
| BP-2022-02295-Arch-Plans.pdf | BP - Application Draw | Architectural Drawings | 3 KB | 0% - |

+ Add files
↑ Start upload
3 KB
0%



Step 10: After uploading the document(s), click on the *Send* button.

***Reply**

Enter your reply below.

Please see the attached document. This project will...

Upload document(s)

If our message asked for documents, upload them here.

| Uploaded Document | Attachment Type | Description | |
|---|---------------------------|------------------------|---|
| BP-2022-02295-Arch-Plans.pdf Aug 18, 2022 at 11:23 AM | BP - Application Drawings | Architectural Drawings | Remove |

Upload Document →
Max Size: 300 MB per document

Send
Cancel



Note: If fees also exist, you will have to pay them at the same time you submit the requested information and/or documents. Click on the [Send and pay](#) button.

Upload document(s)

If our message asked for documents, upload them here.

[Upload Document →](#) Max Size: 300 MB per document

Pay fees

Fees are due for your application. Review the fees below and pay on the next page.

| Date | Description | Amount | Balance | Payment Notice / Receipt |
|--------------|---------------------|----------|----------|-------------------------------------|
| Aug 17, 2022 | Building Permit Fee | \$965.00 | \$965.00 | View Payment Notice |

[Send and pay](#) [Cancel](#)

Step 11: You will see this screen when you have successfully provided the requested information. Click on the [Return to BP-xxxx-xxxxx or DB-xxxx-xxxxx](#) link to go back to the permit overview page.

Home Apply Search Pay My Payments

Home > Online services > Permits > Action(s) required for BP-2022-02295

Action(s) required for BP-2022-02295

Further information has been successfully submitted.

[Return to BP-2022-02295](#)

Step 12: After you submit, you will not be able to submit any additional information and/or documents until a City of Vancouver staff member reviews the submission.

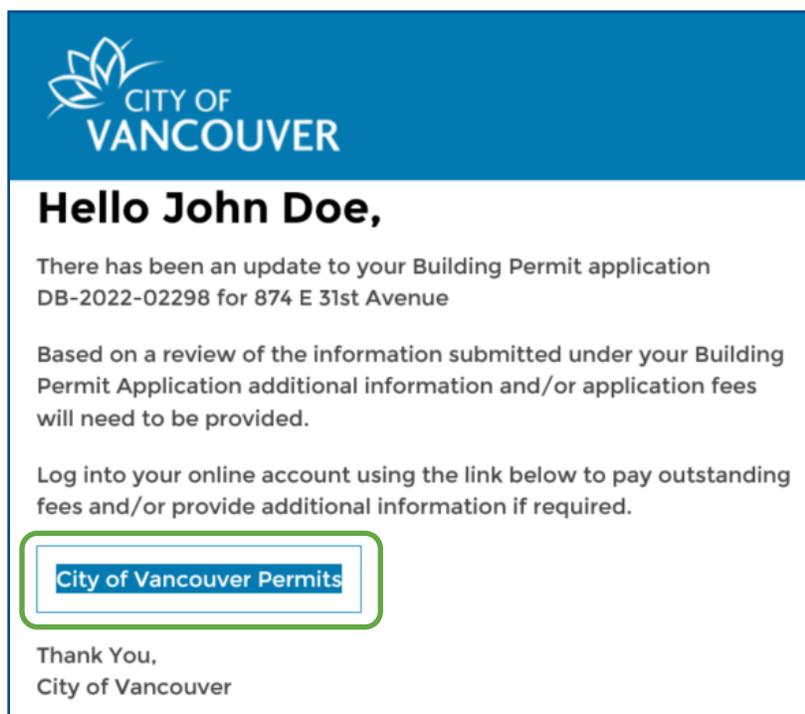
Building Permit Application BP-2022-02295 Submitted ?

| | |
|---|--|
| <p>Application Date: Aug 17, 2022</p> <p>Issue Date:</p> <p>Completed Date:</p> <p>Expiration Date:</p> <p>My Reference Number: <input style="width: 100px;" type="text"/> Save</p> | <p>Next Action</p> <div style="display: flex; flex-wrap: wrap; gap: 5px;"> <div style="background-color: #808080; color: white; padding: 5px 10px; border-radius: 3px; display: inline-block;">Pay Fees →</div> <div style="background-color: #808080; color: white; padding: 5px 10px; border-radius: 3px; display: inline-block;">Request Inspection →</div> <div style="background-color: #808080; color: white; padding: 5px 10px; border-radius: 3px; display: inline-block;">Provide Plan Review Response →</div> <div style="background-color: #808080; color: white; padding: 5px 10px; border-radius: 3px; display: inline-block;">Stage Application →</div> <div style="background-color: #808080; color: white; padding: 5px 10px; border-radius: 3px; display: inline-block;">Request Refund →</div> <div style="background-color: #808080; color: white; padding: 5px 10px; border-radius: 3px; display: inline-block;">Submit Final Design Drawings →</div> <div style="background-color: #808080; color: white; padding: 5px 10px; border-radius: 3px; display: inline-block;">Provide Additional Information →</div> <div style="background-color: #808080; color: white; padding: 5px 10px; border-radius: 3px; display: inline-block;">Request Amendment →</div> </div> |
|---|--|

Details
Project Activity
Documents
Application Documents
Inspections

How do I view the Payment Notice?

Step 1: You will receive this email when you are required to pay fees. Click on the [City of Vancouver Permits](#) link to log into your account and then go to [Step 4](#). If you can't find this email, proceed to [Step 2](#).



Step 2: Log into your account at www.vancouver.ca/permits/apply and then click on the *My Activities* tab.

Home > Online services > Permits > Home

Home ?

Apply

Pay outstanding fees

Create a project

Click the Apply button if you would like to apply for a new permit or license.

Click the Pay outstanding fees button to view your outstanding fees and to make payments on them.

Click the Create a project button if you would like to group permits under a single project. After a project has been created, you can add permits to the project when creating new permit applications.

My Inspections
My Activities
My Projects

Here is a summary of your most recent inspections. Click the label at the top of any column to sort by that column. To see a list of all of your inspections, select "Show more".

Step 3: Find the applicable permit and click the *Provide Information* link in the *Next Action* column. Then, proceed to [Step 4](#).

My Inspections
My Activities
My Projects

Here is a summary of your most recent permit applications. Click the label at the top of any column to sort by that column. To see a list of all of your permits, select "Show more".

Permits

| Type | File Number | My Reference Number | Address | Description | Status | Created Date | Next Action |
|-----------------|---------------|---------------------|--------------------------|--|------------------------|--------------|--|
| Building Permit | DB-2022-02298 | | 874 E 31ST AVENUE, Va... | Low Density Housing - New Building - 1FD | Application Incomplete | Aug 17, 2022 | Provide Information |

OR

Click on the permit's *File Number* to take you to the permit overview page. Then, proceed to [Step 5](#).

My Inspections
My Activities
My Projects

Here is a summary of your most recent permit applications. Click the label at the top of any column to sort by that column. To see a list of all of your permits, select "Show more".

Permits

| Type | File Number | My Reference Number | Address | Description | Status | Created Date | Next Action |
|-----------------|---------------|---------------------|--------------------------|--|------------------------|--------------|--|
| Building Permit | DB-2022-02298 | | 874 E 31ST AVENUE, Va... | Low Density Housing - New Building - 1FD | Application Incomplete | Aug 17, 2022 | Provide Information |

Step 4: You will see instructions from the City of Vancouver staff member indicating what you need to do. Scroll down to the [Pay fees](#) section and click on the [View Payment Notice](#) link. Then, proceed to [Step 6](#).

Action(s) required for DB-2022-02298

Read our message below and complete the required action(s) so that we can continue processing your application.

Message

Hello

Please pay the outstanding fees.

Thank you
City of Vancouver

***Reply**

Enter your reply below.

Upload document(s)

If our message asked for documents, upload them here.

[Upload Document →](#) Max Size: 300 MB per document

Pay fees

Fees are due for your application. Review the fees below and pay on the next page.

| Date | Description | Amount | Balance | Payment Notice / Receipt |
|--------------|--------------------------------|------------|------------|-------------------------------------|
| Aug 17, 2022 | Drain Tile 1-2 Family Dwelling | \$236.00 | \$236.00 | View Payment Notice |
| Aug 17, 2022 | Building Permit Fee | \$965.00 | \$965.00 | View Payment Notice |
| Aug 17, 2022 | 01(a) - New 1/2 FD - Outright | \$2,510.00 | \$2,510.00 | View Payment Notice |



Step 5: Scroll down to the Fees section and click on the [View Payment Notice](#) link. Then, proceed to [Step 6](#).

Building Permit Application DB-2022-02298
Application Incomplete


Application Date: Aug 17, 2022
 Issue Date:
 Completed Date:
 Expiration Date: Feb 14, 2023

My Reference Number: Save

Next Action

Pay Fees →

Request Inspection →

Provide Plan Review Response →

Stage Application →

Request Refund →

Submit Final Design Drawings →

Provide Additional Information →

Request Amendment →

Details

Project Activity

Documents

Application Documents

Inspections

Details

Primary Location: 874 E 31ST AVENUE, Vancouver, BC V5V 2X1

Specific Location:

Work Description: 1FD

Type of Work: New Building

Related Information

| | Type | Description |
|---|----------|---|
|  | Customer | John Doe Phone: (604) 555-1234 Address: 123 Main St Vancouver, BC V0V 0V0 |

Parcels

| Parcel ID | Address | Folio Number |
|-------------|--|-----------------|
| 012-973-998 | 874 E 31ST AVENUE, Vancouver, BC V5V 2X1 | 727-212-74-0000 |

Fees

| Date | Description | Amount | Balance | Payment Notice / Receipt |
|--------------|--------------------------------|------------|------------|---|
| Aug 17, 2022 | Building Permit Fee | \$965.00 | \$965.00 | View Payment Notice |
| Aug 17, 2022 | 01(a) - New 1/2 FD - Outright | \$2,510.00 | \$2,510.00 | View Payment Notice |
| Aug 17, 2022 | Drain Tile 1-2 Family Dwelling | \$236.00 | \$236.00 | View Payment Notice |

DOC/2021/297086
Updated: 2022-08-22

15

Step 6: You can download and print the *Payment Notice*.



1 / 1 | - 100% + | 






City of Vancouver
453 West 12th Avenue
Vancouver, British Columbia
Canada V5Y 1V4



DB-2022-02298

Printed: Aug 18, 2022

Payment Notice

*Current Fees for: Building Permit DB-2022-02298

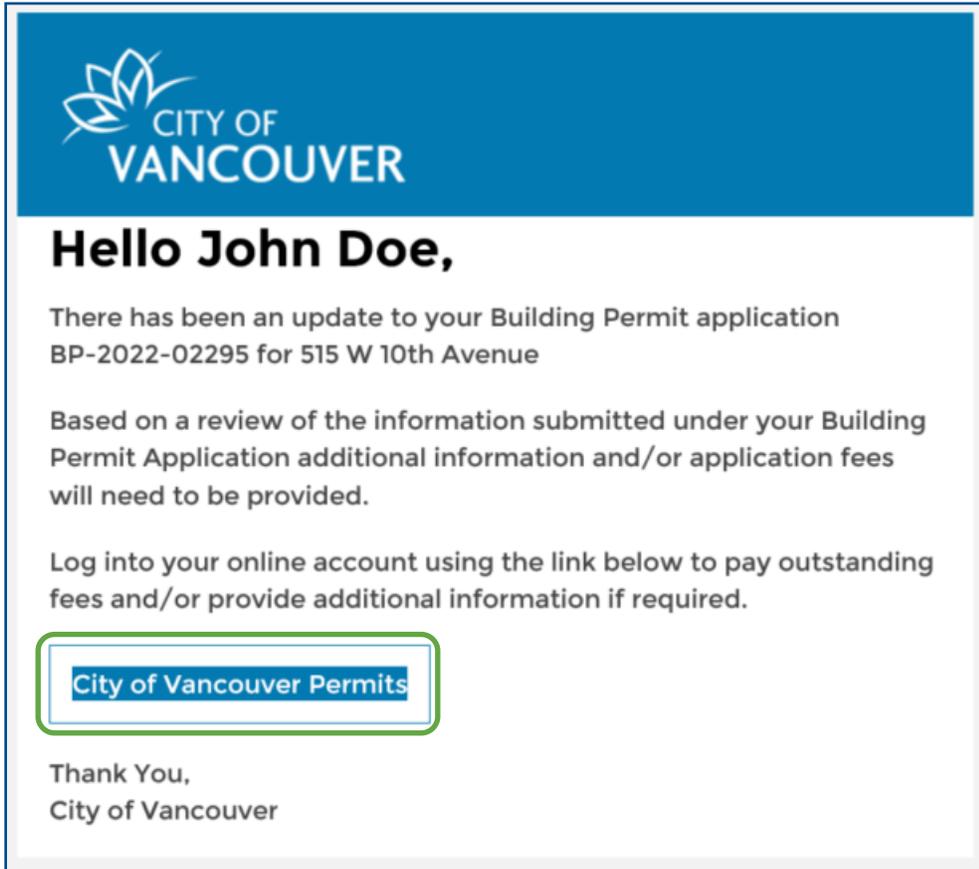
| For Applicant | Location |
|--|--|
| John Doe 123 Main St Vancouver, BC V0V 0V0 | 874 E 31ST AVENUE Vancouver, BC V5V 2X1 |

| Date | Description | Fee Amount | Tax | Fee Total | Fee Adjs | Pmts & Adjs | Balance |
|---------------|--------------------------------|------------|-----|-----------|----------|-------------|----------|
| Aug 17, 2022 | Building Permit Fee | 965.00 | | 965.00 | 0.00 | 0.00 | 965.00 |
| Aug 17, 2022 | Drain Tile 1-2 Family Dwelling | 236.00 | | 236.00 | 0.00 | 0.00 | 236.00 |
| Aug 17, 2022 | 01(a) - New 1/2 FD - Outright | 2,510.00 | | 2,510.00 | 0.00 | 0.00 | 2,510.00 |
| Total: | | 3,711.00 | | 3,711.00 | 0.00 | 0.00 | 3,711.00 |

How do I pay fees online?

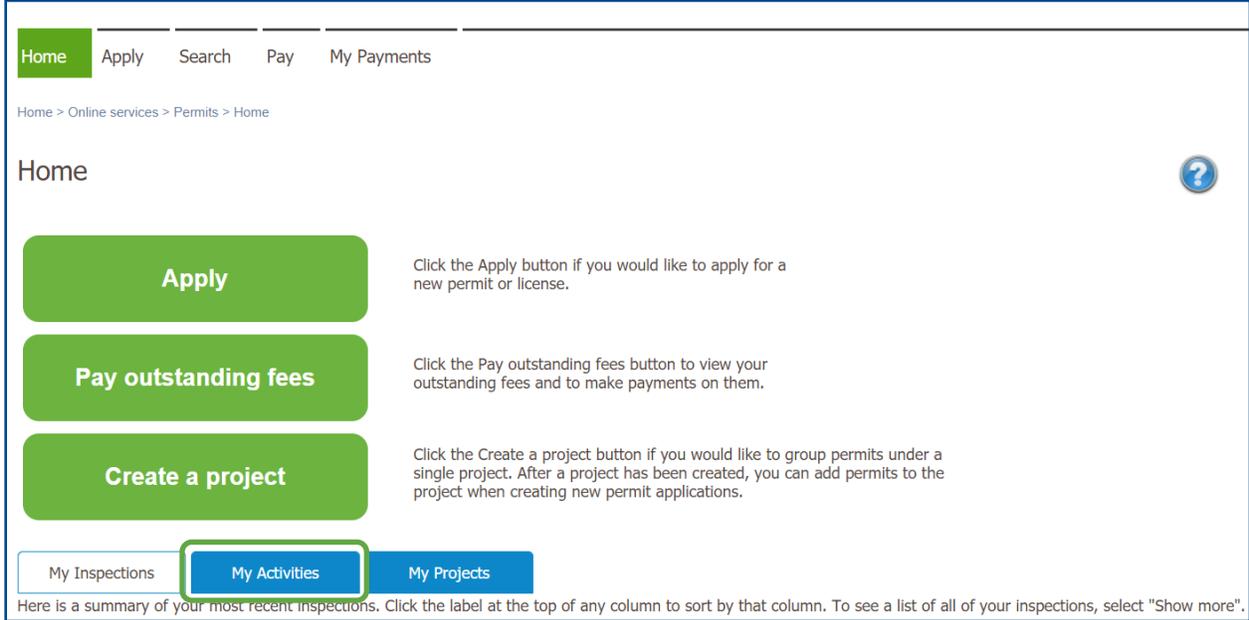
Step 1: You will receive this email when you are required to pay fees. Click on the [City of Vancouver Permits](#) link to log into your account and then go to [Step 4](#).

If you can't find this email, proceed to [Step 2](#).



The screenshot shows an email notification from the City of Vancouver. At the top is the City of Vancouver logo. The main body of the email is white with a blue header bar. The text reads: 'Hello John Doe, There has been an update to your Building Permit application BP-2022-02295 for 515 W 10th Avenue. Based on a review of the information submitted under your Building Permit Application additional information and/or application fees will need to be provided. Log into your online account using the link below to pay outstanding fees and/or provide additional information if required.' Below this text is a blue button with the text 'City of Vancouver Permits', which is highlighted with a green border. A blue arrow points to this button from the left. At the bottom of the email, it says 'Thank You, City of Vancouver'.

Step 2: Log into your account at www.vancouver.ca/permits/apply and then click on the *My Activities* tab.



Home Apply Search Pay My Payments

Home > Online services > Permits > Home

Home 

Apply Click the Apply button if you would like to apply for a new permit or license.

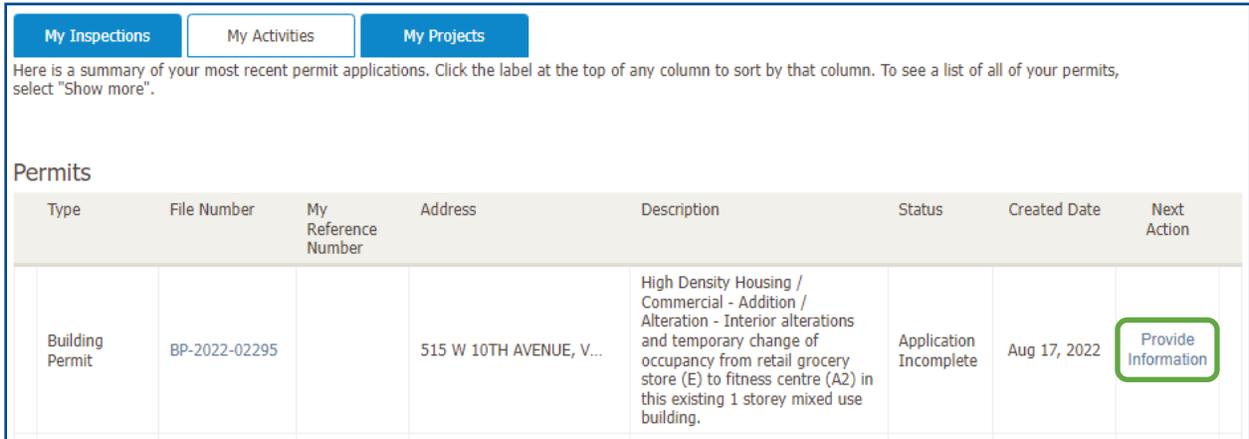
Pay outstanding fees Click the Pay outstanding fees button to view your outstanding fees and to make payments on them.

Create a project Click the Create a project button if you would like to group permits under a single project. After a project has been created, you can add permits to the project when creating new permit applications.

My Inspections **My Activities** My Projects

Here is a summary of your most recent inspections. Click the label at the top of any column to sort by that column. To see a list of all of your inspections, select "Show more".

Step 3: Find the applicable permit and click the *Provide Information* link in the *Next Action* column.



My Inspections My Activities My Projects

Here is a summary of your most recent permit applications. Click the label at the top of any column to sort by that column. To see a list of all of your permits, select "Show more".

Permits

| Type | File Number | My Reference Number | Address | Description | Status | Created Date | Next Action |
|-----------------|---------------|---------------------|-------------------------|---|------------------------|--------------|---------------------|
| Building Permit | BP-2022-02295 | | 515 W 10TH AVENUE, V... | High Density Housing / Commercial - Addition / Alteration - Interior alterations and temporary change of occupancy from retail grocery store (E) to fitness centre (A2) in this existing 1 storey mixed use building. | Application Incomplete | Aug 17, 2022 | Provide Information |

OR

Click on the permit's [File Number](#) to take you to the permit overview page.

My Inspections My Activities My Projects

Here is a summary of your most recent permit applications. Click the label at the top of any column to sort by that column. To see a list of all of your permits, select "Show more".

Permits

| Type | File Number | My Reference Number | Address | Description | Status | Created Date | Next Action |
|-----------------|---------------|---------------------|-------------------------|---|------------------------|--------------|---------------------|
| Building Permit | BP-2022-02295 | | 515 W 10TH AVENUE, V... | High Density Housing / Commercial - Addition / Alteration - Interior alterations and temporary change of occupancy from retail grocery store (E) to fitness centre (A2) in this existing 1 storey mixed use building. | Application Incomplete | Aug 17, 2022 | Provide Information |



Then, click on the [Pay Fees](#) button.

Building Permit Application BP-2022-02295 **Application Incomplete** 

Application Date: Aug 17, 2022
 Issue Date:
 Completed Date:
 Expiration Date: Feb 13, 2023

My Reference Number:

Next Action

→ →
 → →
 → →
 → →

Details Project Activity Documents Application Documents Inspections



Step 4: You will see instructions from the City of Vancouver staff member indicating what you need to do. Type in a response in the [Reply](#) field. If applicable, upload any documents by clicking on the [Upload Document](#) button. Review the fees and then click on the [Send and pay](#) button.

Action(s) required for BP-2022-02295

Read our message below and complete the required action(s) so that we can continue processing your application.

Message

Hello John

Please pay the outstanding fees.

Thank you
Staff Name

*Reply

Enter your reply below.



Upload document(s)

If our message asked for documents, upload them here.

[Upload Document →](#)

Max Size: 300 MB per document

Pay fees

Fees are due for your application. Review the fees below and pay on the next page.

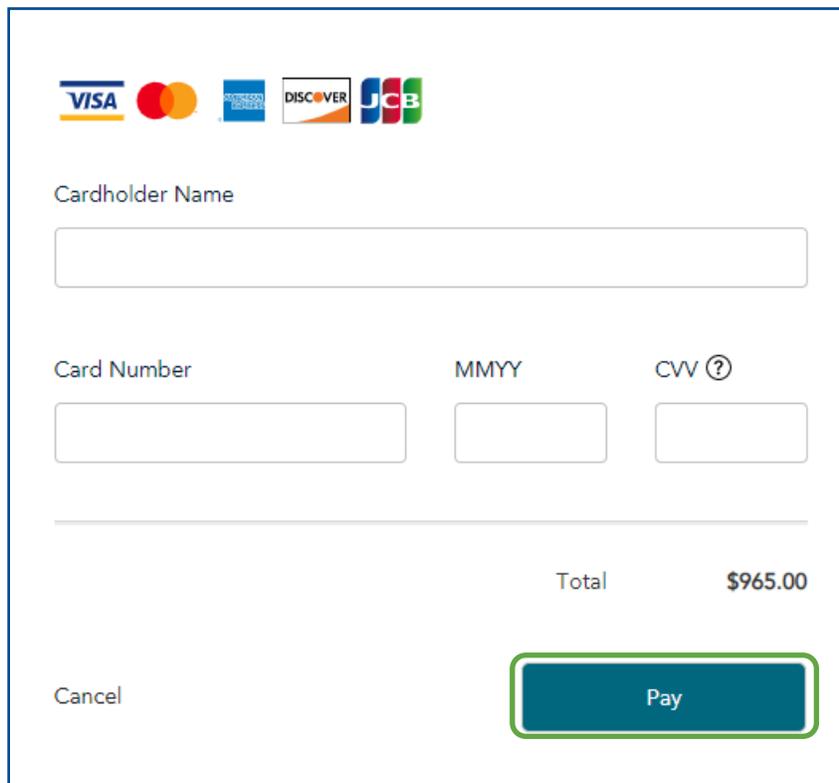
| Date | Description | Amount | Balance | Payment Notice / Receipt |
|--------------|---------------------|----------|----------|-------------------------------------|
| Aug 17, 2022 | Building Permit Fee | \$965.00 | \$965.00 | View Payment Notice |

[Send and pay](#)

[Cancel](#)

Step 5: Enter your credit card information. *Note:* If you receive an error message, or your credit card is declined due to transaction limit amounts, please contact your credit card company. Our system does not have a maximum dollar limit set for transactions.

Step 6: Enter the credit card information and then click on the *Pay* button.



VISA Mastercard American Express DISCOVER JCB

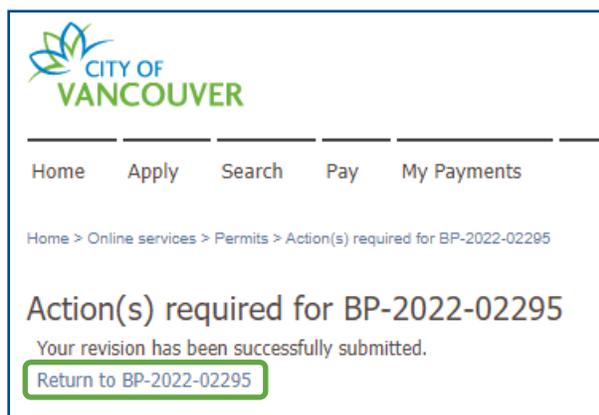
Cardholder Name

Card Number MMY CVV ?

Total \$965.00

Cancel Pay

Step 7: You will see this payment confirmation screen if this transaction was successful. Click on the *Return to BP-xxxx-xxxxx or DB-xxxx-xxxxx* link to go back to the permit overview page.



CITY OF
VANCOUVER

Home Apply Search Pay My Payments

Home > Online services > Permits > Action(s) required for BP-2022-02295

Action(s) required for BP-2022-02295

Your revision has been successfully submitted.

Return to BP-2022-02295

Step 8: Scroll down to the *Fees* section and click *View Receipt*.

Building Permit Application BP-2022-02295 Submitted ?

Application Date: Aug 17, 2022
 Issue Date:
 Completed Date:
 Expiration Date:

My Reference Number: Save

Next Action

Pay Fees →

Request Inspection →

Provide Plan Review Response →

Stage Application →

Request Refund →

Submit Final Design Drawings →

Provide Additional Information →

Request Amendment →

Details

Project Activity

Documents

Application Documents

Inspections

Details

Primary Location: 515 W 10TH AVENUE, Vancouver, BC V5Z 4A8

Specific Location:

Work Description: Interior alterations and temporary change of occupancy from retail grocery store (E) to fitness centre (A2) in this existing 1 storey mixed use building.

Type of Work: Addition / Alteration

Related Information

| | Type | Description |
|--|----------|---|
| | Customer | John Doe Phone: (604) 555-1234 Address: 123 Main St Vancouver, BC V0V 0V0 |

Parcels

| Parcel ID | Address | Folio Number |
|-------------|--|-----------------|
| 007-068-042 | 515 W 10TH AVENUE, Vancouver, BC V5Z 4A8 | 170-650-97-0000 |

Fees

| Date | Description | Amount | Balance | Payment Notice / Receipt |
|--------------|---------------------|----------|---------|---|
| Aug 17, 2022 | Building Permit Fee | \$965.00 | \$0.00 | View Receipt |



Step 9: You can download and save the receipt.



Online Payments

Receipt

RETAIN THIS COPY FOR YOUR RECORDS

Payment Date: Aug 17, 2022
Applicant: John Doe

Receipt Number: R387286
Received Date: Aug 17, 2022
Payment Amount: \$965.00
Order ID: 174269064
Payment Method: Credit Card
Payer: JOHN DOE

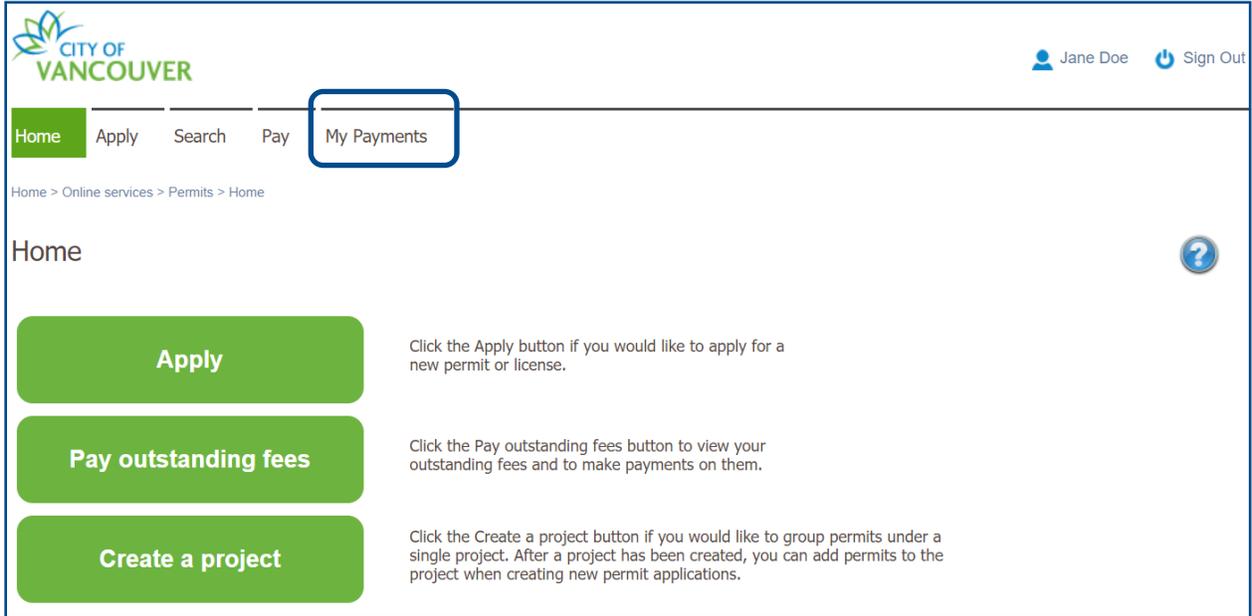
| Date | File Number | My Reference # | Description | Fee Amount | Tax Paid | Amount Paid |
|--------------|---------------|----------------|---------------------|------------|----------|-------------|
| Aug 17, 2022 | BP-2022-02295 | | Building Permit Fee | \$965.00 | | \$965.00 |

DOC/2021/297086
Updated: 2022-08-22

22

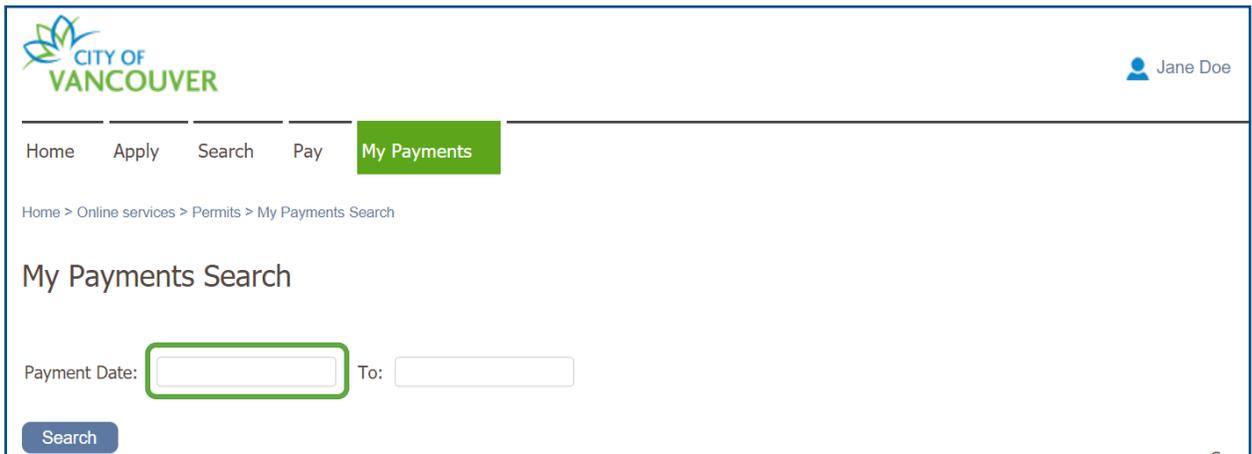
How do I view my receipt?

Step 1: Log into your account at www.vancouver.ca/permits/apply and then click *My Payments*.



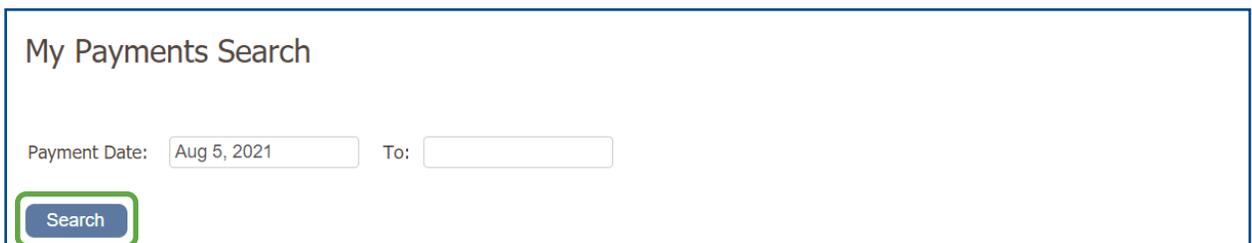
The screenshot shows the City of Vancouver website interface. At the top right, the user is logged in as 'Jane Doe' with a 'Sign Out' button. The navigation menu includes 'Home', 'Apply', 'Search', 'Pay', and 'My Payments'. The 'My Payments' menu item is highlighted with a blue box, and a blue arrow points to it from the left. Below the navigation menu, the breadcrumb trail reads 'Home > Online services > Permits > Home'. The main content area is titled 'Home' and features three green buttons: 'Apply', 'Pay outstanding fees', and 'Create a project', each with a corresponding instruction.

Step 2: Click in the *Payment Date* field to select the date range.



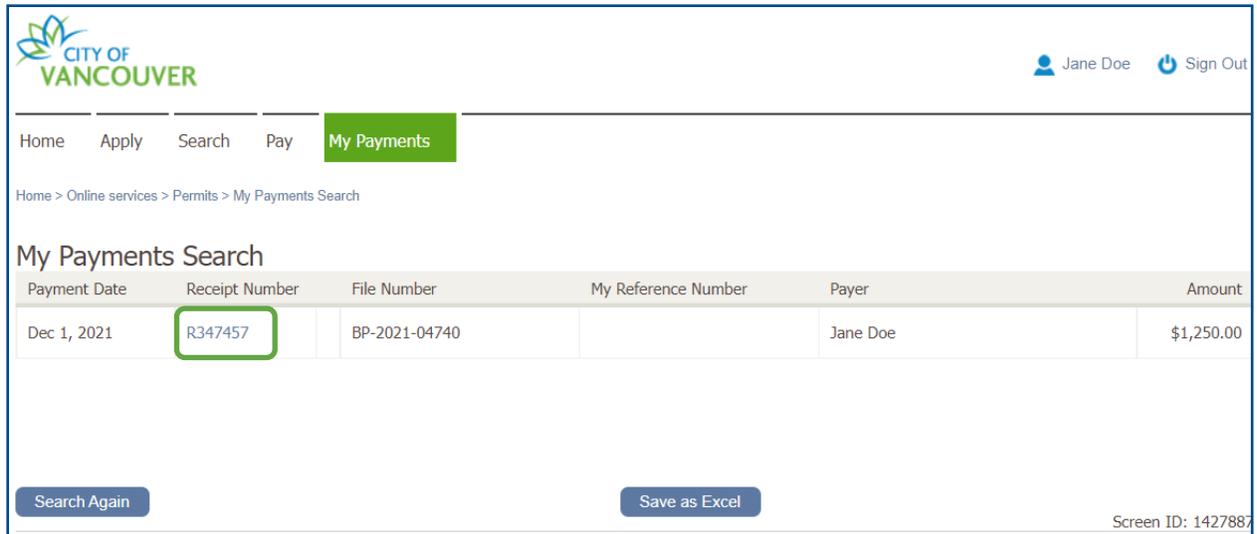
The screenshot shows the 'My Payments Search' page. The navigation menu is the same as in the previous screenshot, but 'My Payments' is now the active page. The breadcrumb trail is 'Home > Online services > Permits > My Payments Search'. The main content area is titled 'My Payments Search' and contains a form with two input fields: 'Payment Date:' and 'To:'. The 'Payment Date:' field is highlighted with a green box, and a blue arrow points to it from the left. Below the input fields is a 'Search' button.

Step 3: Click *Search*.



The screenshot shows the 'My Payments Search' page with the 'Payment Date:' field now containing the date 'Aug 5, 2021'. The 'Search' button is highlighted with a green box, and a blue arrow points to it from the left.

Step 4: Click on the receipt number.




Jane Doe [Sign Out](#)

[Home](#) [Apply](#) [Search](#) [Pay](#) **My Payments**

Home > Online services > Permits > My Payments Search

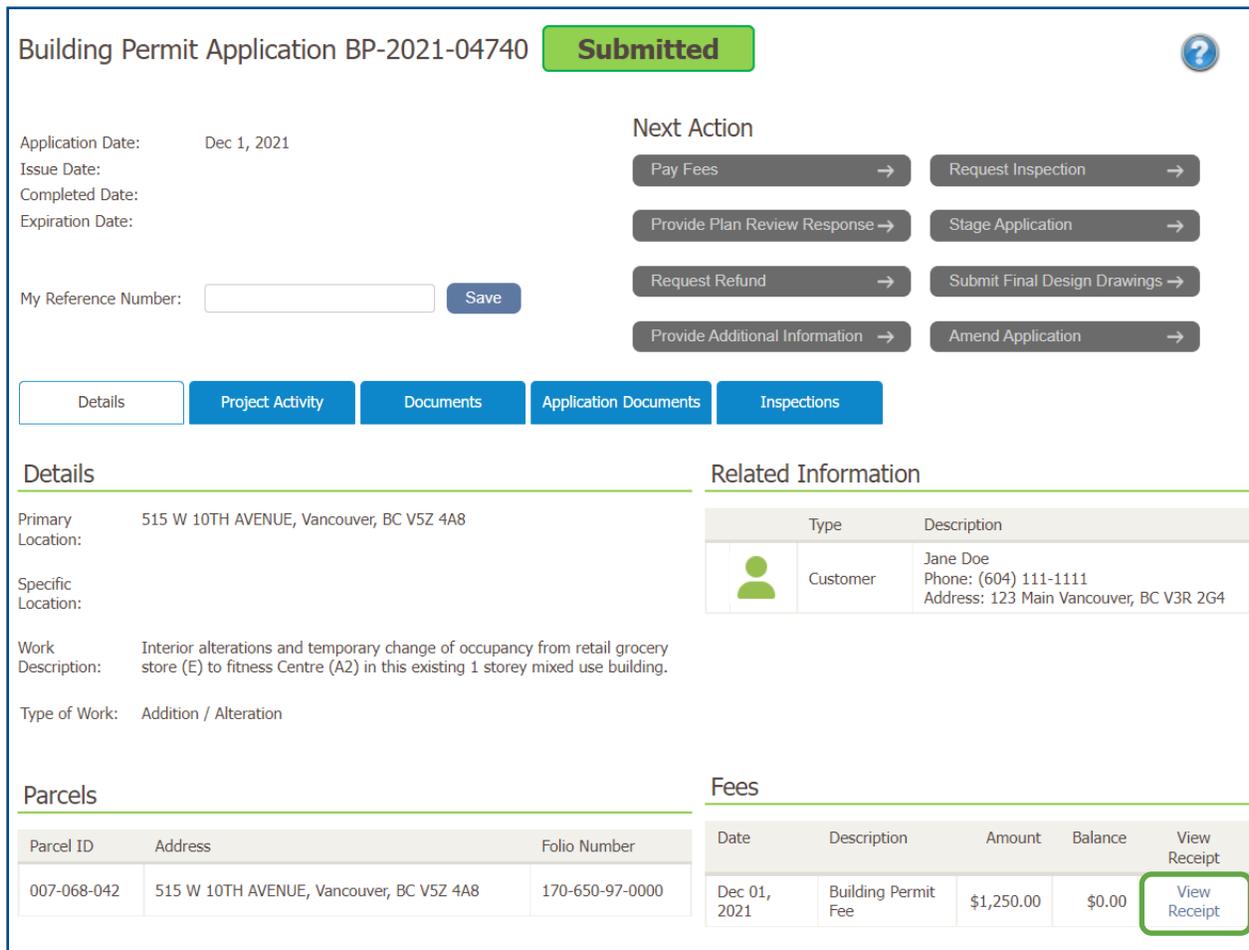
My Payments Search

| Payment Date | Receipt Number | File Number | My Reference Number | Payer | Amount |
|--------------|----------------|---------------|---------------------|----------|------------|
| Dec 1, 2021 | R347457 | BP-2021-04740 | | Jane Doe | \$1,250.00 |

[Search Again](#) [Save as Excel](#)

Screen ID: 1427887

Step 5: Alternatively, you can go to the permit overview page, *scroll down* to the **Fees** section and click *View Receipt*.



Building Permit Application BP-2021-04740 **Submitted** ?

Application Date: Dec 1, 2021
 Issue Date:
 Completed Date:
 Expiration Date:

My Reference Number: [Save](#)

Next Action

- [Pay Fees](#) →
- [Request Inspection](#) →
- [Provide Plan Review Response](#) →
- [Stage Application](#) →
- [Request Refund](#) →
- [Submit Final Design Drawings](#) →
- [Provide Additional Information](#) →
- [Amend Application](#) →

[Details](#) [Project Activity](#) [Documents](#) [Application Documents](#) [Inspections](#)

Details

Primary Location: 515 W 10TH AVENUE, Vancouver, BC V5Z 4A8

Specific Location:

Work Description: Interior alterations and temporary change of occupancy from retail grocery store (E) to fitness Centre (A2) in this existing 1 storey mixed use building.

Type of Work: Addition / Alteration

Related Information

| Type | Description |
|--|--|
|  Customer | Jane Doe Phone: (604) 111-1111 Address: 123 Main Vancouver, BC V3R 2G4 |

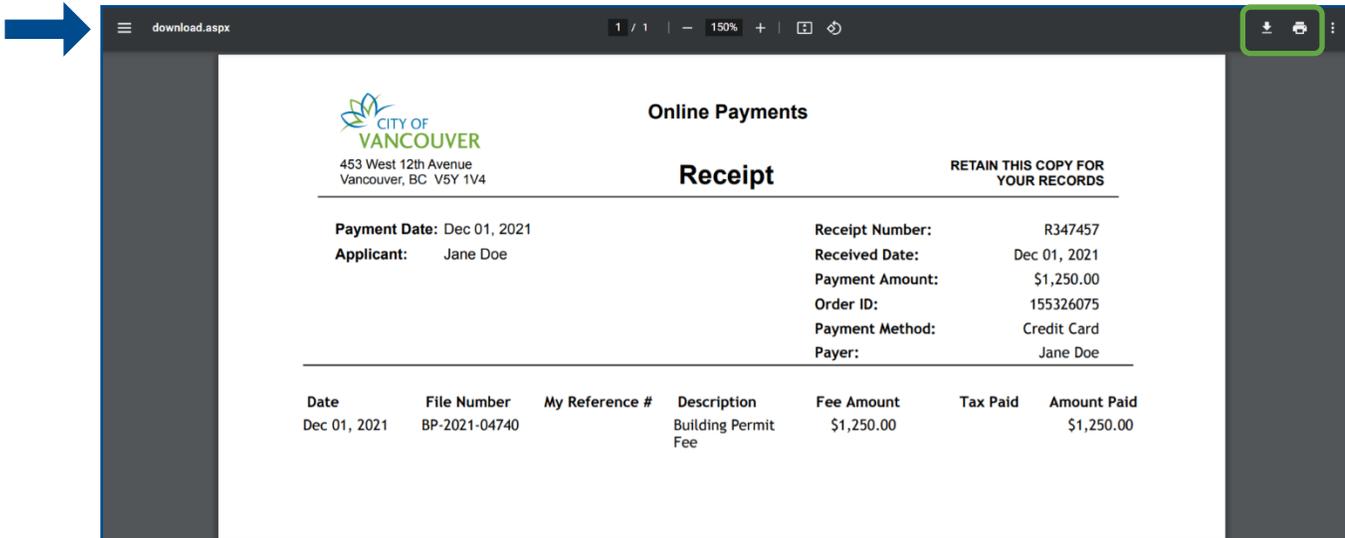
Parcels

| Parcel ID | Address | Folio Number |
|-------------|--|-----------------|
| 007-068-042 | 515 W 10TH AVENUE, Vancouver, BC V5Z 4A8 | 170-650-97-0000 |

Fees

| Date | Description | Amount | Balance | View Receipt |
|--------------|---------------------|------------|---------|------------------------------|
| Dec 01, 2021 | Building Permit Fee | \$1,250.00 | \$0.00 | View Receipt |

Step 6: You can download and print the receipt.



download.aspx | 1 / 1 | 150% | [Print] [Download]



453 West 12th Avenue
Vancouver, BC V5Y 1V4

Online Payments

Receipt

**RETAIN THIS COPY FOR
YOUR RECORDS**

| | |
|-----------------------------------|------------------------------------|
| Payment Date: Dec 01, 2021 | Receipt Number: R347457 |
| Applicant: Jane Doe | Received Date: Dec 01, 2021 |
| | Payment Amount: \$1,250.00 |
| | Order ID: 155326075 |
| | Payment Method: Credit Card |
| | Payer: Jane Doe |

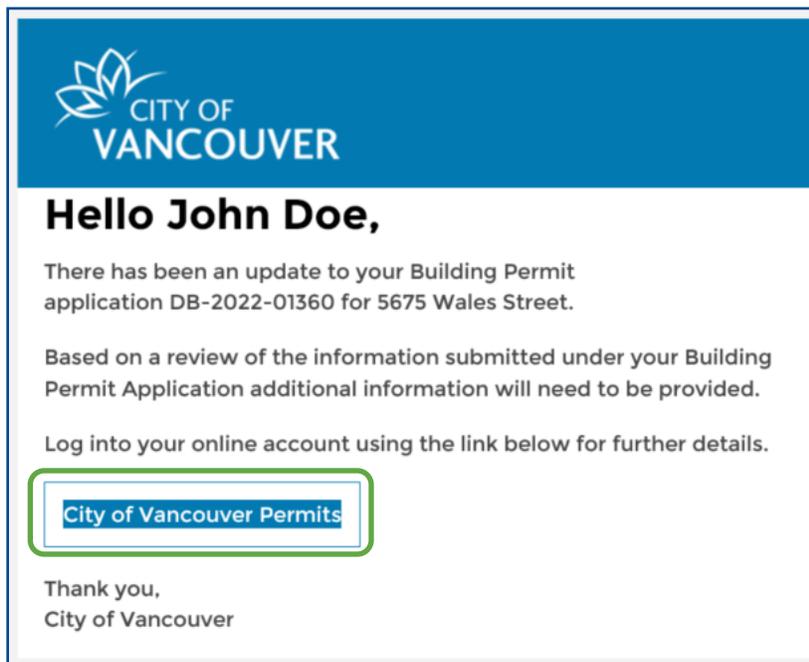
| Date | File Number | My Reference # | Description | Fee Amount | Tax Paid | Amount Paid |
|--------------|---------------|----------------|---------------------|------------|----------|-------------|
| Dec 01, 2021 | BP-2021-04740 | | Building Permit Fee | \$1,250.00 | | \$1,250.00 |

How do I submit a plan review response?

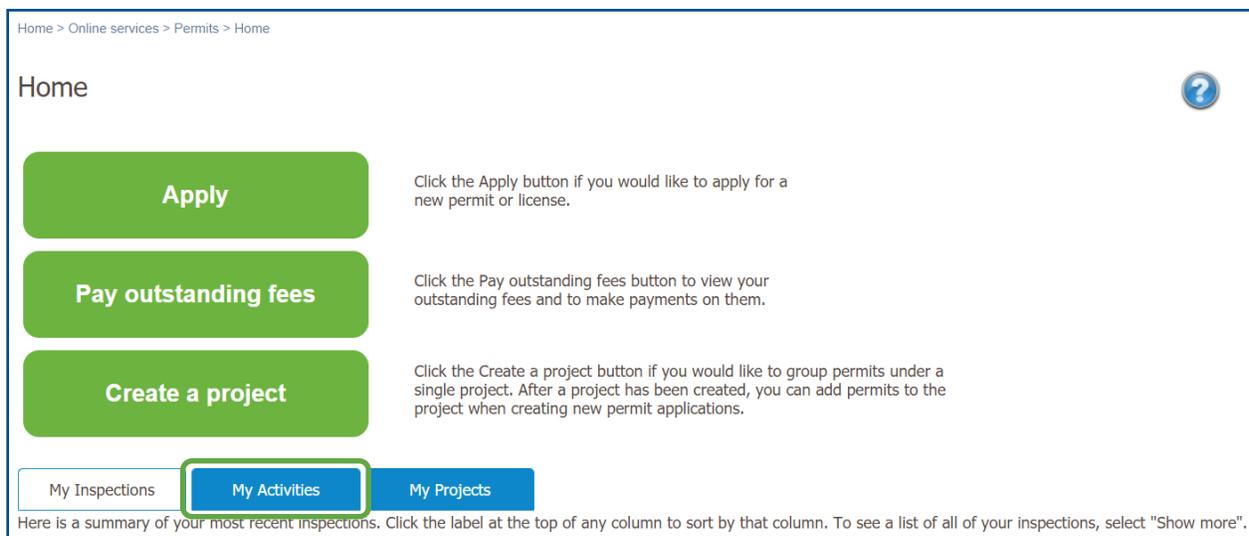
If, during the review of your application, there are any deficiencies that need to be corrected before your permit can be issued, the City of Vancouver staff member will send you an email (see Step 1 below) with the request.

Step 1: You will receive this email if City of Vancouver staff require additional information. Click on the [City of Vancouver Permits](#) link to log into your account and then go to [Step 4](#).

If you can't find this email, proceed to [Step 2](#).



Step 2: Log into your account at www.vancouver.ca/permits/apply and then click on the [My Activities](#) tab.



Step 3: Click *Provide Review Response* in the *Next Action* column.

My Inspections My Activities My Projects

Here is a summary of your most recent permit applications. Click the label at the top of any column to sort by that column. To see a list of all of your permits, select "Show more".

Permits

| Type | File Number | My Reference Number | Address | Description | Status | Created Date | Next Action |
|-----------------|---------------|---------------------|-------------------------|--|-----------|--------------|-------------------------|
| Building Permit | DB-2022-01360 | | 5675 WALES STREET, V... | Low Density Housing - Addition / Alteration - Exterior and interior alterations to dig out the existing crawl space and covert a portion of the basement to a secondary suite for this existing two storey plus basement one family dwelling on this corner with lane site | In Review | Mar 16, 2022 | Provide Review Response |

OR

Click on the permit's *File Number* to take you to the permit overview page.

| | | | | | | | |
|-----------------|---------------|--|-------------------------|--|-----------|--------------|-------------------------|
| Building Permit | DB-2022-01360 | | 5675 WALES STREET, V... | Low Density Housing - Addition / Alteration - Exterior and interior alterations to dig out the existing crawl space and covert a portion of the basement to a secondary suite for this existing two storey plus basement one family dwelling on this corner with lane site | In Review | Mar 16, 2022 | Provide Review Response |
|-----------------|---------------|--|-------------------------|--|-----------|--------------|-------------------------|

Then, click on the *Provide Plan Review Response* button.

CITY OF VANCOUVER

John Doe Sign Out

Home Apply Search Pay My Payments

Home > Online services > Permits > Building Permit Application DB-2022-01360 In Review

Building Permit Application DB-2022-01360 **In Review**

Application Date: Mar 16, 2022
 Issue Date:
 Completed Date:
 Expiration Date: Feb 14, 2023

My Reference Number: Save

Next Action

- Pay Fees →
- Request Inspection →
- Provide Plan Review Response →**
- Stage Application →
- Request Refund →
- Submit Final Design Drawings →
- Provide Additional Information →
- Request Amendment →

Details Project Activity Documents Application Documents Inspections

Step 4: You will see instructions from a City of Vancouver staff member indicating what you need to submit. They staff member may also refer to a deficiency letter saved to the [Documents](#) tab. To navigate to the [Documents](#) tab of your permit, click on the [Cancel](#) button at the bottom of the page and then refer to [Step 3](#) in the [How do I view documents from City staff?](#) section.

Action(s) required for DB-2022-01360

Read our message below and complete the required action(s) so that we can continue processing your application.

Message

Hello

The initial detailed plan check review for your permit application has been completed.

There are outstanding deficiencies that must be addressed before your permit can be issued.

Next steps...

Thank you
Housing Review Branch

*Reply

Enter your reply below.

Upload Document(s)

If our message asked for documents, upload them here.

Upload Document →

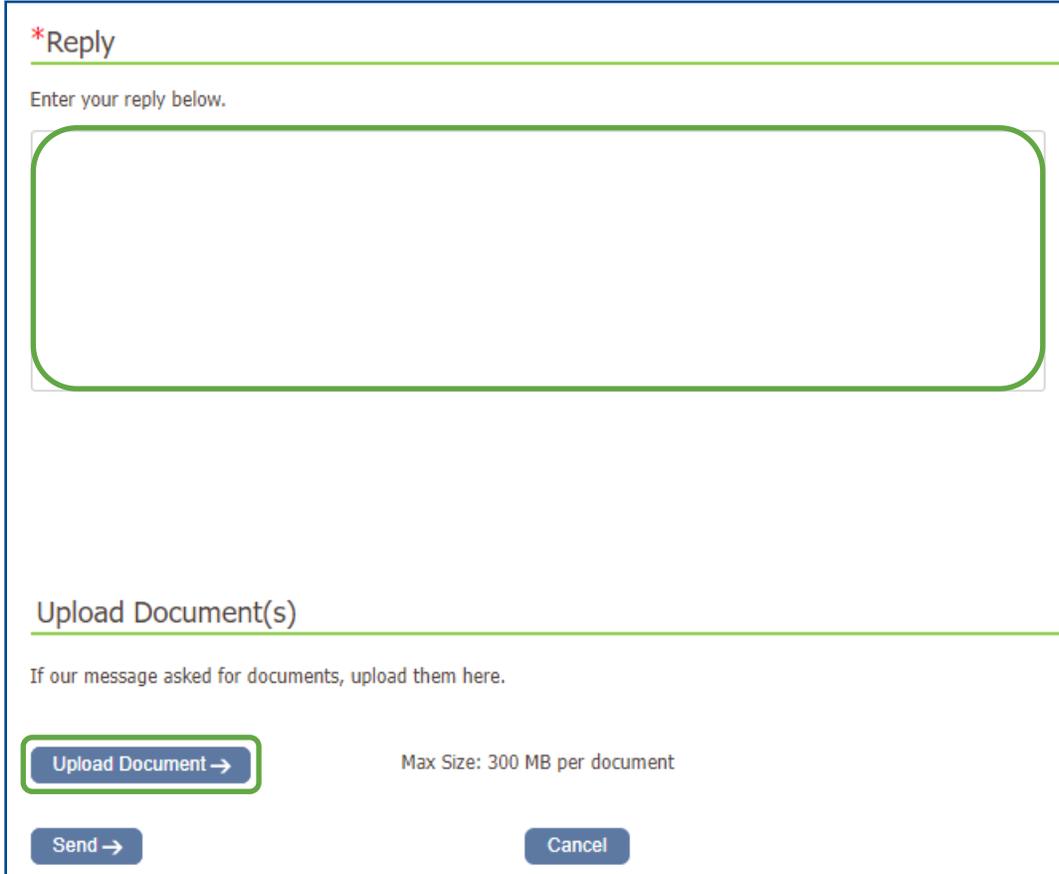
Max Size: 300 MB per document

Send →

Cancel

Step 5: Type a response in the *Reply* field.

Step 6: Click on the *Upload Document* button to submit the requested documents.



*Reply

Enter your reply below.

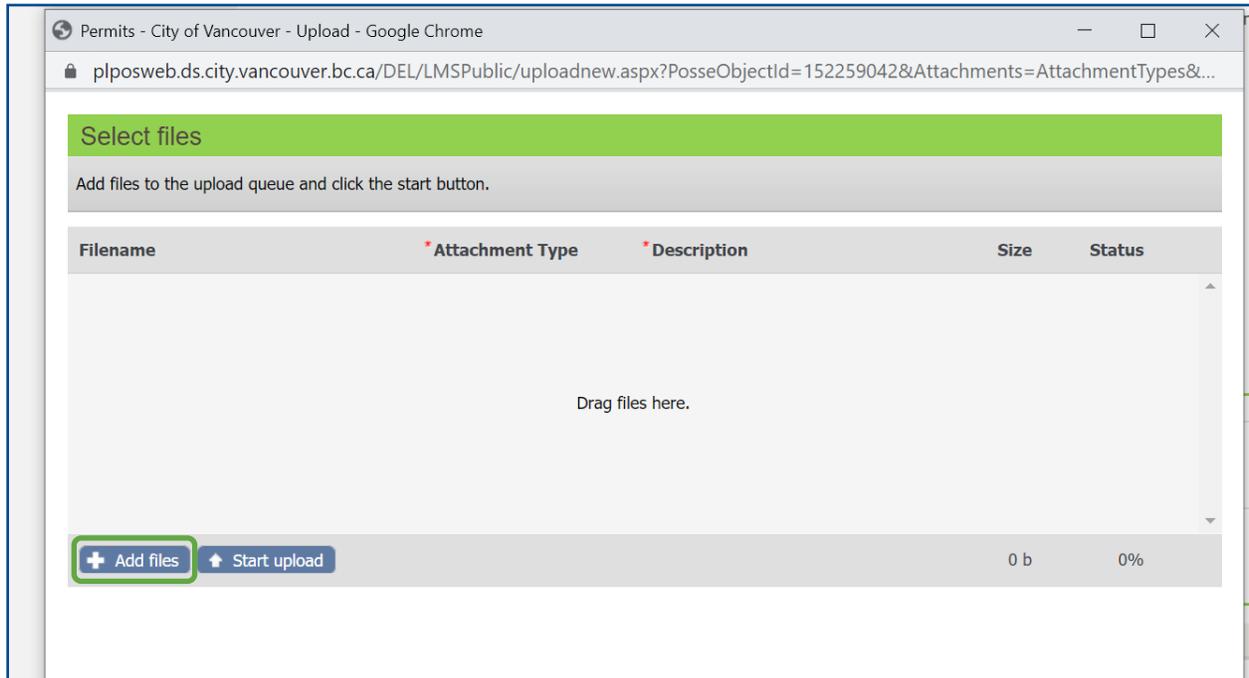
Upload Document(s)

If our message asked for documents, upload them here.

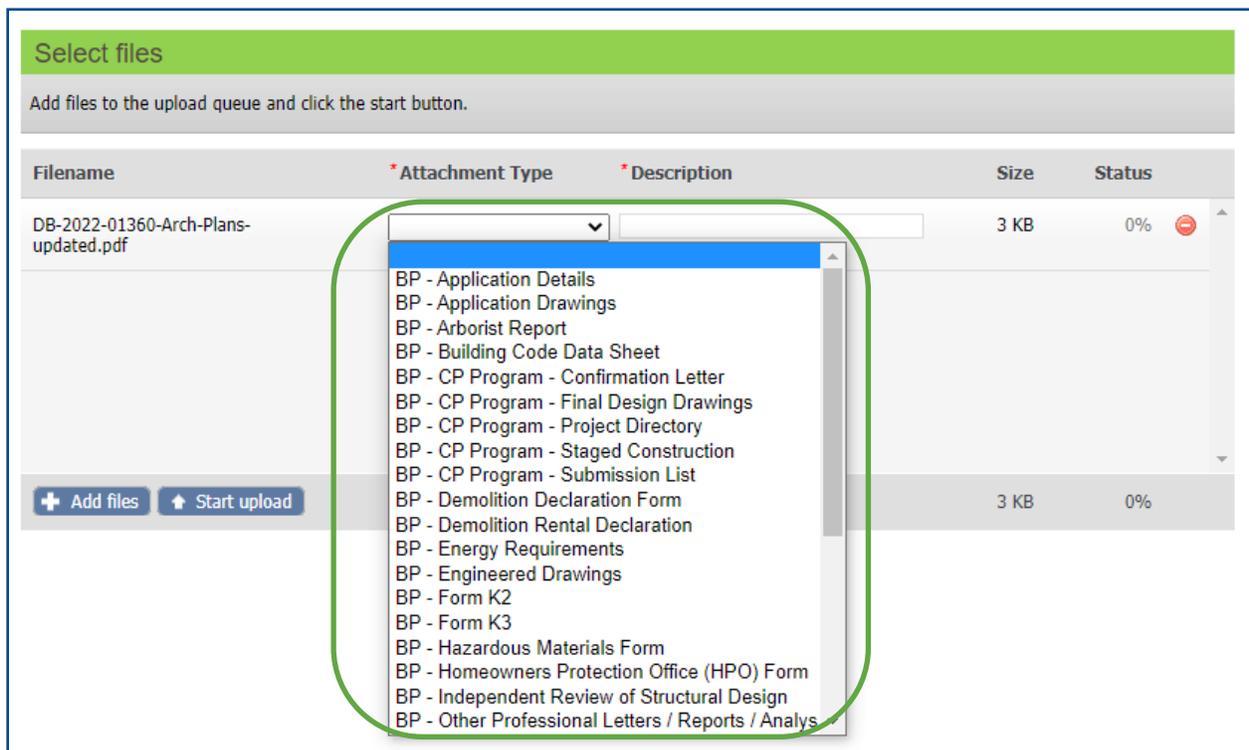
Upload Document → Max Size: 300 MB per document

Send → Cancel

Step 7: Drag and drop the files you want to upload or click on the **+Add files** button.



Step 8: Select the *Attachment Type* from the dropdown menu.



Step 9: Enter a *Description*.

Select files

Add files to the upload queue and click the start button.

| Filename | * Attachment Type | * Description | Size | Status |
|--------------------------------------|-----------------------|---|------|---------------------------------------|
| DB-2022-01360-Arch-Plans-updated.pdf | BP - Application Draw | <input style="border: 2px solid #92d050;" type="text"/> | 3 KB | 0% - |

+ Add files

↑ Start upload

3 KB

0%

Step 10: Add additional files as needed and then click on the *Start upload* button.

Select files

Add files to the upload queue and click the start button.

| Filename | * Attachment Type | * Description | Size | Status |
|--------------------------------------|-----------------------|--|------|---------------------------------------|
| DB-2022-01360-Arch-Plans-updated.pdf | BP - Application Draw | Updated Arch Plans <input style="border: 1px solid black;" type="text"/> | 3 KB | 0% - |

+ Add files

↑ Start upload

3 KB

0%

Step 11: After uploading the document(s), click on the [Send](#) button.

***Reply**

Enter your reply below.

Please see the attached revised architectural plans.

Upload Document(s)

If our message asked for documents, upload them here.

| Uploaded Document | Attachment Type | Description | |
|--|---------------------------|--------------------|------------------------|
| DB-2022-01360-Arch-Plans-updated.pdf Aug 18, 2022 at 13:46 PM | BP - Application Drawings | Updated Arch Plans | Remove |

[Upload Document →](#) Max Size: 300 MB per document

[Send →](#) [Cancel](#)

Step 12: You will see this screen when you have successfully provided the requested information. Click on the [Return to BP-xxxx-xxxxx or DB-xxxx-xxxxx](#) link to go back to the permit overview page.

Home Apply Search Pay My Payments

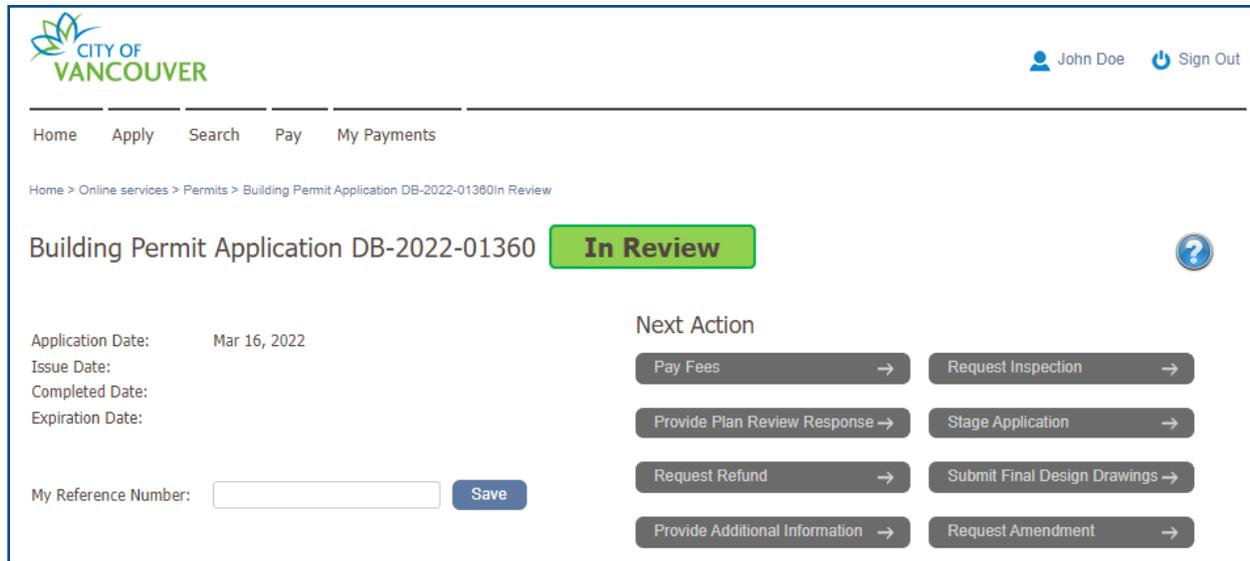
Home > Online services > Permits > Action(s) required for DB-2022-01360

Action(s) required for DB-2022-01360

Your additional information has been submitted.

[Return to DB-2022-01360](#)

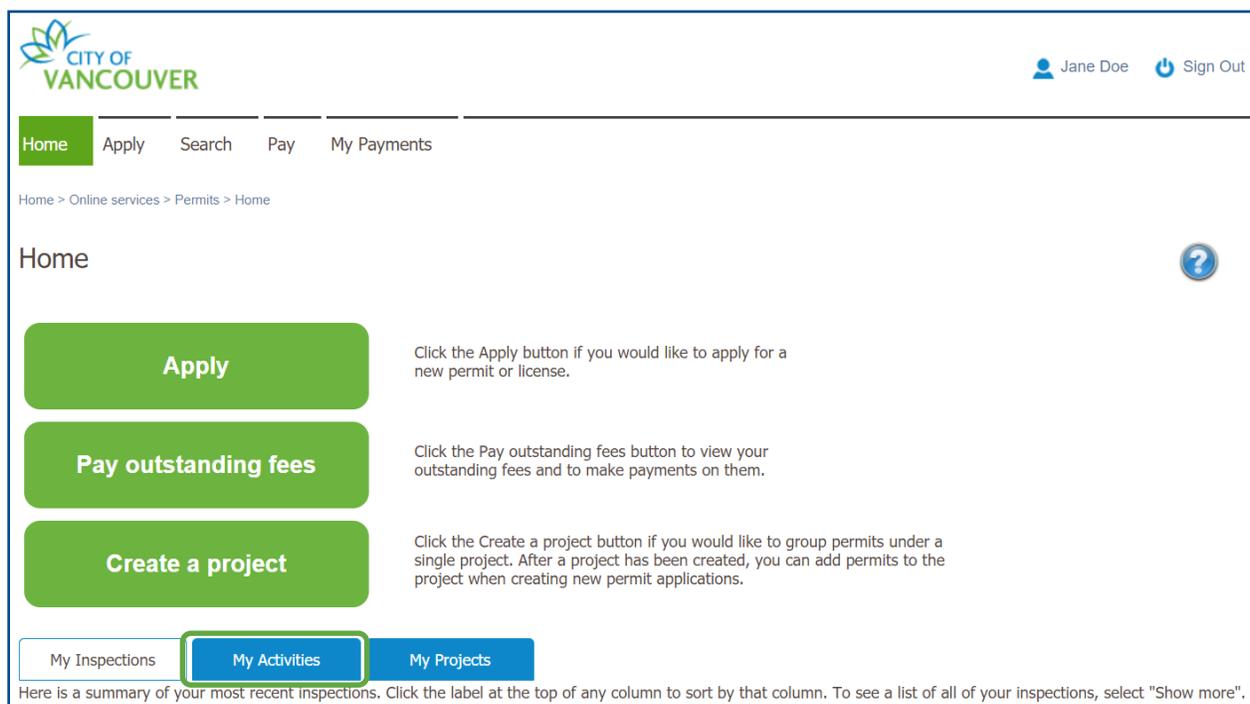
Step 13: After you submit, you will not be able to submit any additional information and/or documents until a City of Vancouver staff member reviews the submission.



The screenshot shows the City of Vancouver online services portal. At the top left is the City of Vancouver logo. At the top right, the user is logged in as "John Doe" with a "Sign Out" button. Below the logo is a navigation menu with "Home", "Apply", "Search", "Pay", and "My Payments". The breadcrumb trail reads "Home > Online services > Permits > Building Permit Application DB-2022-01360 In Review". The main heading is "Building Permit Application DB-2022-01360" followed by a green "In Review" badge and a help icon. On the left, there are fields for "Application Date: Mar 16, 2022", "Issue Date:", "Completed Date:", and "Expiration Date:". Below these is a "My Reference Number:" field with a "Save" button. On the right, under "Next Action", there are eight buttons: "Pay Fees", "Request Inspection", "Provide Plan Review Response", "Stage Application", "Request Refund", "Submit Final Design Drawings", "Provide Additional Information", and "Request Amendment".

How do I check the status of my permit application?

Step 1: Log into your account at www.vancouver.ca/permits/apply and then click on the *My Activities* tab.



The screenshot shows the City of Vancouver online services portal. At the top left is the City of Vancouver logo. At the top right, the user is logged in as "Jane Doe" with a "Sign Out" button. Below the logo is a navigation menu with "Home", "Apply", "Search", "Pay", and "My Payments". The breadcrumb trail reads "Home > Online services > Permits > Home". The main heading is "Home" followed by a help icon. Below the heading are three large green buttons: "Apply", "Pay outstanding fees", and "Create a project", each with a brief description of its function. At the bottom, there is a navigation bar with three tabs: "My Inspections", "My Activities" (which is highlighted with a blue border and a blue arrow pointing to it from the left), and "My Projects". Below the navigation bar, there is a line of text: "Here is a summary of your most recent inspections. Click the label at the top of any column to sort by that column. To see a list of all of your inspections, select 'Show more'."

Step 2: The status of the permit is in the *Status* column. Click on the permit's *File Number* to view detailed information.

My Inspections
My Activities
My Projects

Here is a summary of your most recent permit applications. Click the label at the top of any column to sort by that column. To see a list of all of your permits, select "Show more".

Permits

| Type | File Number | My Reference Number | Address | Description | Status | Created Date | Next Action |
|--------------------|---------------|---------------------|-------------------------|---|-----------|--------------|----------------------|
| Building Permit | BP-2021-04061 | | 3444 E HASTINGS STR... | High Density Housing / Commercial - Addition / Alteration - Interior alterations and temporary change of occupancy form retails grocery store (E) to fitness centre (A2) in this existing 1 storey mixed use building | In Review | Dec 1, 2021 | |
| Electrical Permit | EP-2021-05581 | | 814 RICHARDS STREET,... | Temporary Power - Residential - To provide temporary power. | Issued | Sep 9, 2021 | Pay Outstanding Fees |
| Development Permit | DP-2021-00775 | | 3444 E HASTINGS STR... | Development Review Branch - New 5 story mixed use building | Submitted | Sep 24, 2021 | |

Step 3: The status of the permit is displayed in the green box. In this case, the permit is *In Review* status.


Jane Doe Sign Out

Home
Apply
Search
Pay
My Payments

Home > Online services > Permits > Building Permit Application BP-2021-04061In Review

Building Permit Application BP-2021-04061

In Review

?

Application Date: Dec 1, 2021

Issue Date:

Completed Date:

Expiration Date:

My Reference Number: Save

Next Action

Pay Fees →
Request Inspection →

Provide Plan Review Response →
Stage Application →

Request Refund →
Submit Final Design Drawings →

Provide Additional Information →
Amend Application →

Details
Project Activity
Documents
Application Documents
Inspections

Details

Primary Location: 3444 E HASTINGS STREET, Vancouver, BC V5K 2A6

Specific Location:

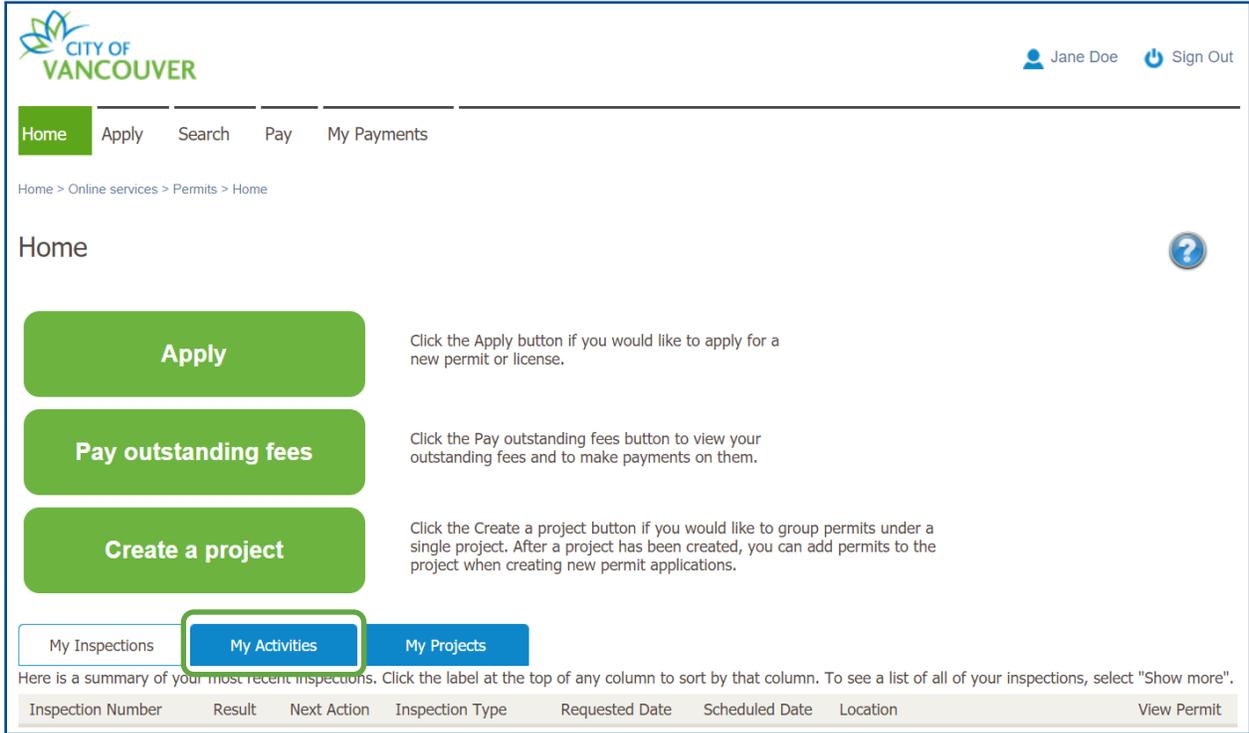
Work Description: Interior alterations and temporary change of occupancy form retails grocery store (E) to fitness centre (A2) in this existing 1 storey mixed use building

Related Information

| Type | Description |
|--|---|
|  Customer | Jane Doe DBA: JD Construction Phone: (604) 111-1111 Address: 132 Main St Vancouver, BC V5X3V5 |

How do I view the documents I submitted?

Step 1: Log into your account at www.vancouver.ca/permits/apply and then click on the *My Activities* tab.



CITY OF VANCOUVER

Jane Doe Sign Out

Home Apply Search Pay My Payments

Home > Online services > Permits > Home

Home

Apply Click the Apply button if you would like to apply for a new permit or license.

Pay outstanding fees Click the Pay outstanding fees button to view your outstanding fees and to make payments on them.

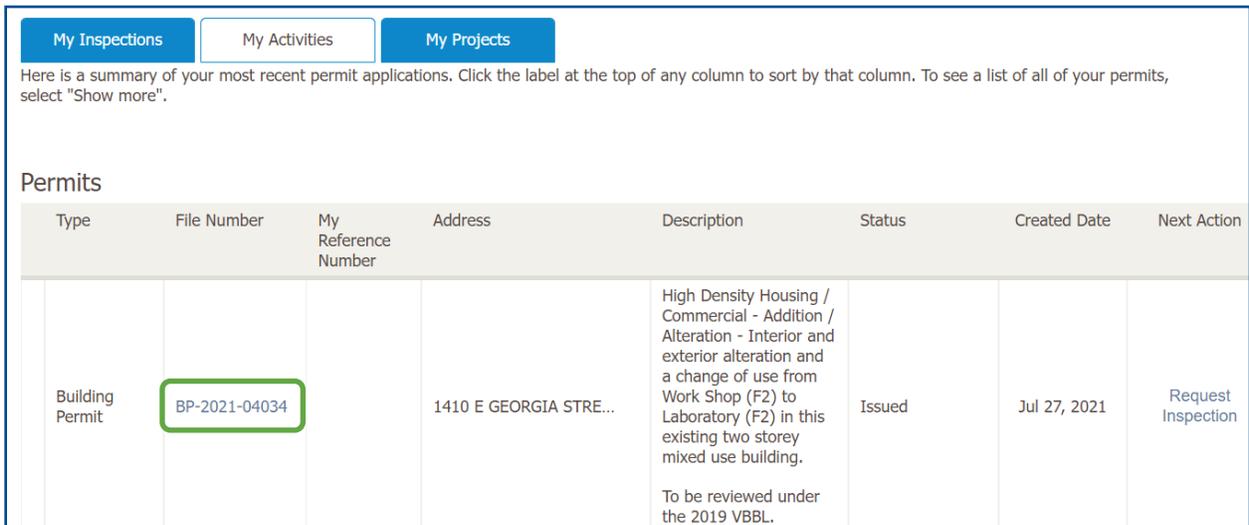
Create a project Click the Create a project button if you would like to group permits under a single project. After a project has been created, you can add permits to the project when creating new permit applications.

My Inspections **My Activities** My Projects

Here is a summary of your most recent inspections. Click the label at the top of any column to sort by that column. To see a list of all of your inspections, select "Show more".

| Inspection Number | Result | Next Action | Inspection Type | Requested Date | Scheduled Date | Location | View Permit |
|-------------------|--------|-------------|-----------------|----------------|----------------|----------|-------------|
|-------------------|--------|-------------|-----------------|----------------|----------------|----------|-------------|

Step 2: Click on the permit's *File Number* to take you to the permit overview page.



My Inspections My Activities My Projects

Here is a summary of your most recent permit applications. Click the label at the top of any column to sort by that column. To see a list of all of your permits, select "Show more".

Permits

| Type | File Number | My Reference Number | Address | Description | Status | Created Date | Next Action |
|-----------------|----------------------|---------------------|------------------------|--|--------|--------------|--------------------|
| Building Permit | BP-2021-04034 | | 1410 E GEORGIA STRE... | High Density Housing / Commercial - Addition / Alteration - Interior and exterior alteration and a change of use from Work Shop (F2) to Laboratory (F2) in this existing two storey mixed use building. To be reviewed under the 2019 VBBL. | Issued | Jul 27, 2021 | Request Inspection |

Step 3: Click on the *Application Documents* tab.

Building Permit BP-2021-04034 Issued ?

Application Date: Jul 27, 2021
 Issue Date: Nov 10, 2021
 Completed Date:
 Expiration Date: Jun 11, 2022

My Reference Number: Save

Next Action

Pay Fees →

Request Inspection →

Provide Plan Review Response →

Stage Application →

Request Refund →

Submit Final Design Drawings →

Provide Additional Information →

Amend Application →

Details

Project Activity

Documents

Application Documents

Inspections

Details

Primary Location: 1410 E GEORGIA STREET, Vancouver, BC V5L 2A8

Specific Location:

Work Description: Interior and exterior alteration and a change of use from Work Shop (F2) to Laboratory (F2) in this existing two storey mixed use building.
To be reviewed under the 2019 VBBL.

Type of Work: Addition / Alteration

Related Information

| | Type | Description |
|--|----------|--|
| | Customer | Jane Doe Phone: (604) 111-1111 Address: 123 Main Vancouver, BC V3R 2G4 |

Step 4: Here you can see the status of your documents and you can toggle between *Show only valid documents* and *Show all documents*.

Details

Project Activity

Documents

Application Documents

Inspections

Show only valid documents
 Show all documents

| | Attachment Type | File Name | Date Added | Description | Status |
|--|--|-----------------------------------|--------------|--|----------|
| | BP - Application Details | 1410 E Georgia - app form.pdf | Jul 27, 2021 | application form | Accepted |
| | BP - Other Professional Letters / Reports / Analys | 1410 E Georgia - Solvent list.pdf | Aug 11, 2021 | solvent list | Accepted |
| | BP - Schedule A | 01534-160821_001.pdf | Aug 16, 2021 | COMMITMENT TRINCA ARCHITECTURE INC. 2021/JUL/12. | Accepted |
| | BP - Schedule B | 01534-160821_002.pdf | Aug 16, 2021 | SCH B ELEC | Accepted |
| | BP - Schedule B | 01534-160821_003.pdf | Aug 16, 2021 | SCH B ARCH ARCHITECTURE | Accepted |

DOC/2021/297086
Updated: 2022-08-22

36

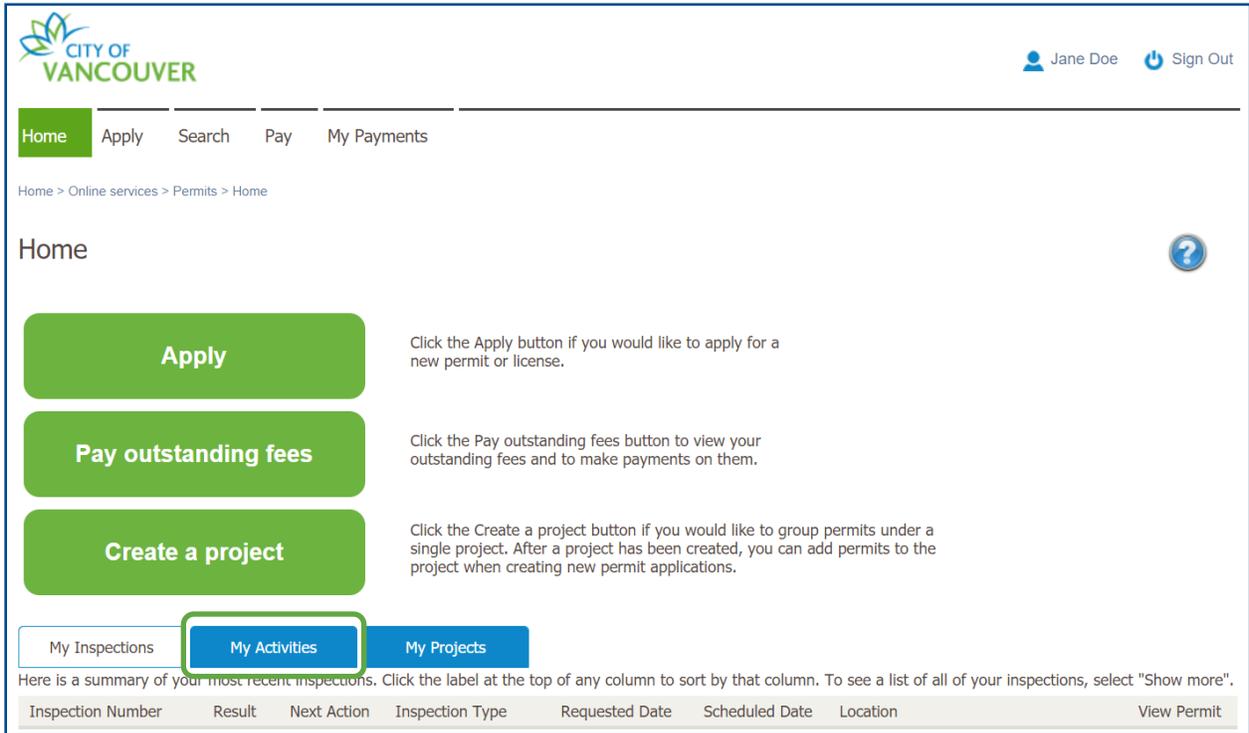
Step 5: Click on the yellow icon to open a document.

| Details | | Project Activity | | Documents | | Application Documents | | Inspections | |
|---|-----------------------------------|---|---|--------------|--|-----------------------|--|-------------|--|
| <input type="radio"/> Show only valid documents | | <input checked="" type="radio"/> Show all documents | | | | | | | |
| Attachment Type | File Name | Date Added | Description | Status | | | | | |
|  BP - Application Details | 01534-160821.pdf | Aug 16, 2021 | OPERATIONAL LETTER | Superseded | | | | | |
|  BP - Application Details | 1410 E Georgia - app form.pdf | Jul 27, 2021 | application form | Accepted | | | | | |
|  BP - Application Drawings | 1410 E Georgia - arch.pdf | Jul 27, 2021 | architectural - see Documents tab for COV stamped plans | Superseded | | | | | |
|  BP - Application Drawings | 1410 E Georgia - electrical.pdf | Jul 27, 2021 | electrical - see Documents tab for COV stamped plans | Superseded | | | | | |
|  BP - Application Drawings | 1410 E Georgia - mech.pdf | Jul 27, 2021 | mechanical - see Documents tab for COV stamped plans | Superseded | | | | | |
|  BP - Application Drawings | 1410 E Georgia - structural.pdf | Jul 27, 2021 | structural - see Documents tab for COV stamped plans | Superseded | | | | | |
|  BP - Other Professional Letters / Reports / Analys | 1410 E Georgia - Solvent list.pdf | Aug 11, 2021 | solvent list | Accepted | | | | | |
|  BP - Schedule A | 01534-160821_001.pdf | Aug 16, 2021 | COMMITMENT TRINCA ARCHITECTURE INC. 2021/JUL/12. | Accepted | | | | | |
|  BP - Schedule B | 01534-160821_002.pdf | Aug 16, 2021 | SCH B ELEC | Accepted | | | | | |
|  BP - Schedule B | 01534-160821_003.pdf | Aug 16, 2021 | SCH B ARCH ARCHITECTURE | Accepted | | | | | |
|  BP - Schedule E-1, E-2 and/or E-3 | 1410 E Georgia - E2.pdf | Jul 27, 2021 | E2 | Not Accepted | | | | | |



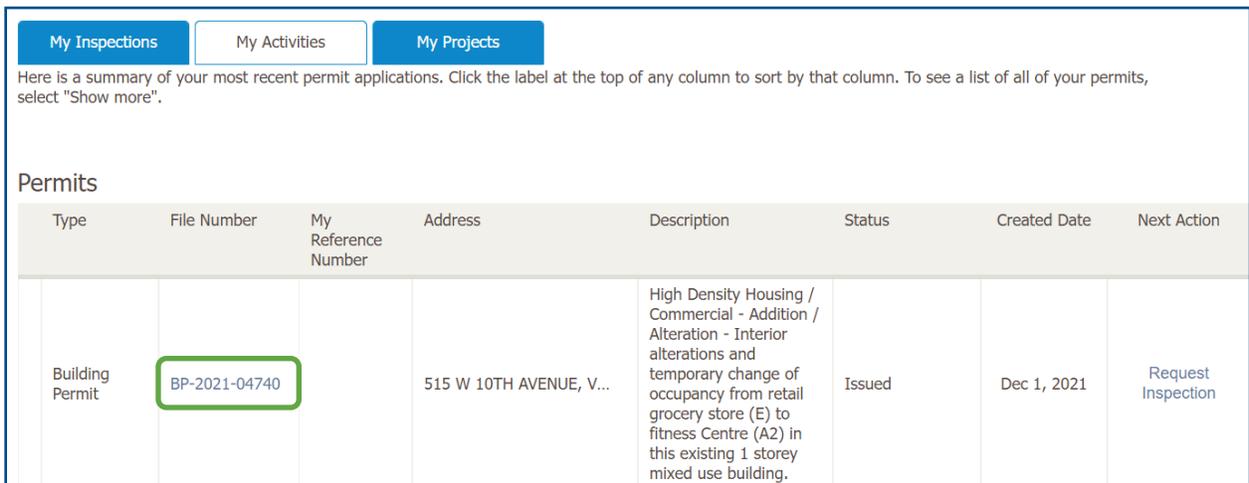
How do I view documents from City staff?

Step 1: Log into your account at www.vancouver.ca/permits/apply and then click on the *My Activities* tab.



The screenshot shows the City of Vancouver online services portal. At the top left is the City of Vancouver logo. At the top right, the user is logged in as 'Jane Doe' with a 'Sign Out' button. Below the logo is a navigation menu with 'Home', 'Apply', 'Search', 'Pay', and 'My Payments'. The 'Home' page displays three main action buttons: 'Apply', 'Pay outstanding fees', and 'Create a project', each with a brief description. Below these is a row of tabs: 'My Inspections', 'My Activities' (highlighted with a green box and a blue arrow), and 'My Projects'. Below the tabs is a summary of recent inspections and a table with columns: Inspection Number, Result, Next Action, Inspection Type, Requested Date, Scheduled Date, Location, and View Permit.

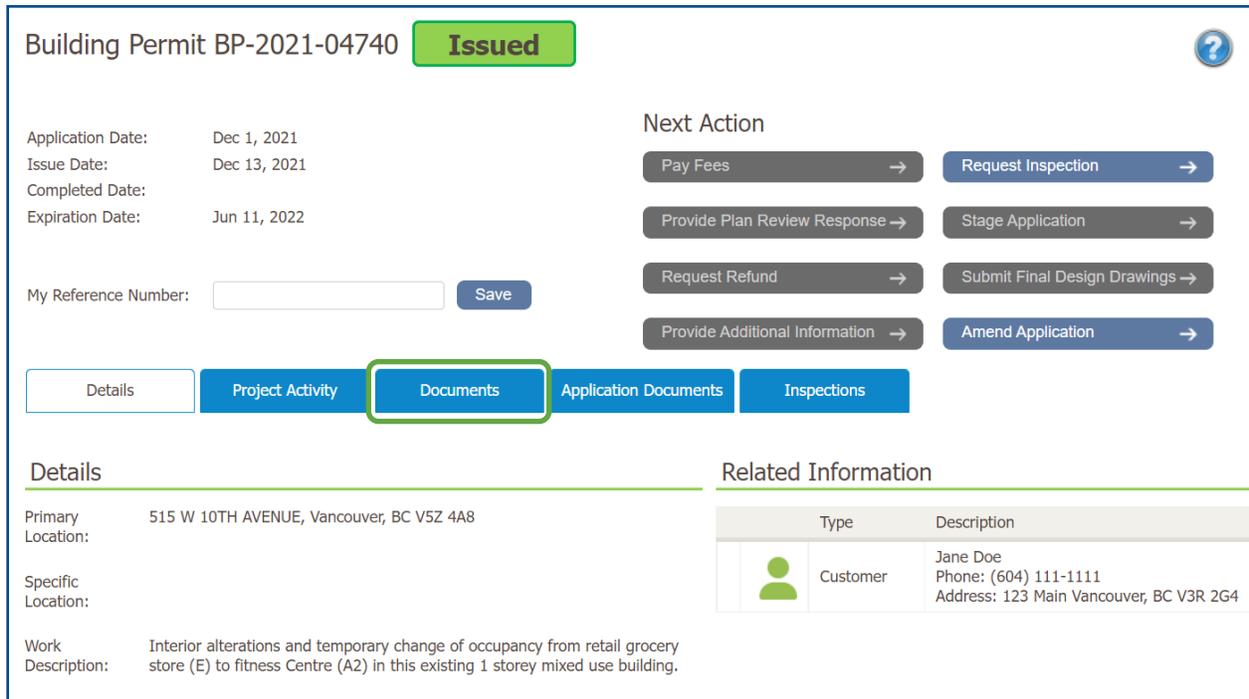
Step 2: Click on the permit's *File Number* to take you to the permit overview page.



The screenshot shows the 'Permits' page. At the top, there are tabs for 'My Inspections', 'My Activities', and 'My Projects'. Below the tabs is a summary of recent permit applications. The main content is a table with the following columns: Type, File Number, My Reference Number, Address, Description, Status, Created Date, and Next Action. The first row of data is highlighted, and the 'File Number' 'BP-2021-04740' is circled in green with a blue arrow pointing to it.

| Type | File Number | My Reference Number | Address | Description | Status | Created Date | Next Action |
|-----------------|---------------|---------------------|-------------------------|---|--------|--------------|--------------------|
| Building Permit | BP-2021-04740 | | 515 W 10TH AVENUE, V... | High Density Housing / Commercial - Addition / Alteration - Interior alterations and temporary change of occupancy from retail grocery store (E) to fitness Centre (A2) in this existing 1 storey mixed use building. | Issued | Dec 1, 2021 | Request Inspection |

Step 3: Click on the *Documents* tab.



Building Permit BP-2021-04740 **Issued**

Application Date: Dec 1, 2021
Issue Date: Dec 13, 2021
Completed Date:
Expiration Date: Jun 11, 2022

My Reference Number: **Save**

Next Action

- Pay Fees →
- Request Inspection →
- Provide Plan Review Response →
- Stage Application →
- Request Refund →
- Submit Final Design Drawings →
- Provide Additional Information →
- Amend Application →

Details | Project Activity | **Documents** | Application Documents | Inspections

Details

Primary Location: 515 W 10TH AVENUE, Vancouver, BC V5Z 4A8

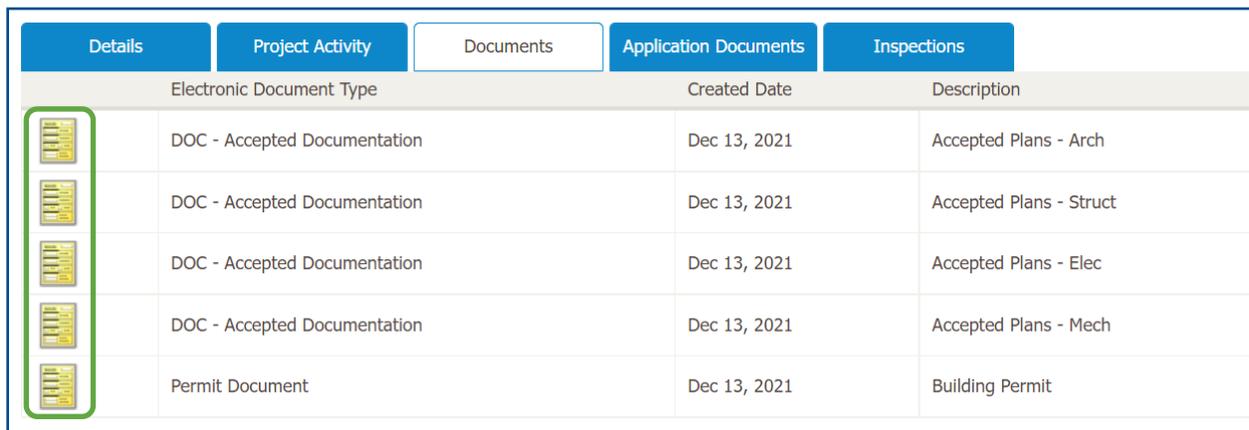
Specific Location:

Work Description: Interior alterations and temporary change of occupancy from retail grocery store (E) to fitness Centre (A2) in this existing 1 storey mixed use building.

Related Information

| Type | Description |
|--|--|
|  Customer | Jane Doe Phone: (604) 111-1111 Address: 123 Main Vancouver, BC V3R 2G4 |

Step 4: Click on the yellow icon to open a document.



Details | Project Activity | Documents | Application Documents | Inspections

| Electronic Document Type | Created Date | Description |
|--|--------------|-------------------------|
|  DOC - Accepted Documentation | Dec 13, 2021 | Accepted Plans - Arch |
|  DOC - Accepted Documentation | Dec 13, 2021 | Accepted Plans - Struct |
|  DOC - Accepted Documentation | Dec 13, 2021 | Accepted Plans - Elec |
|  DOC - Accepted Documentation | Dec 13, 2021 | Accepted Plans - Mech |
|  Permit Document | Dec 13, 2021 | Building Permit |

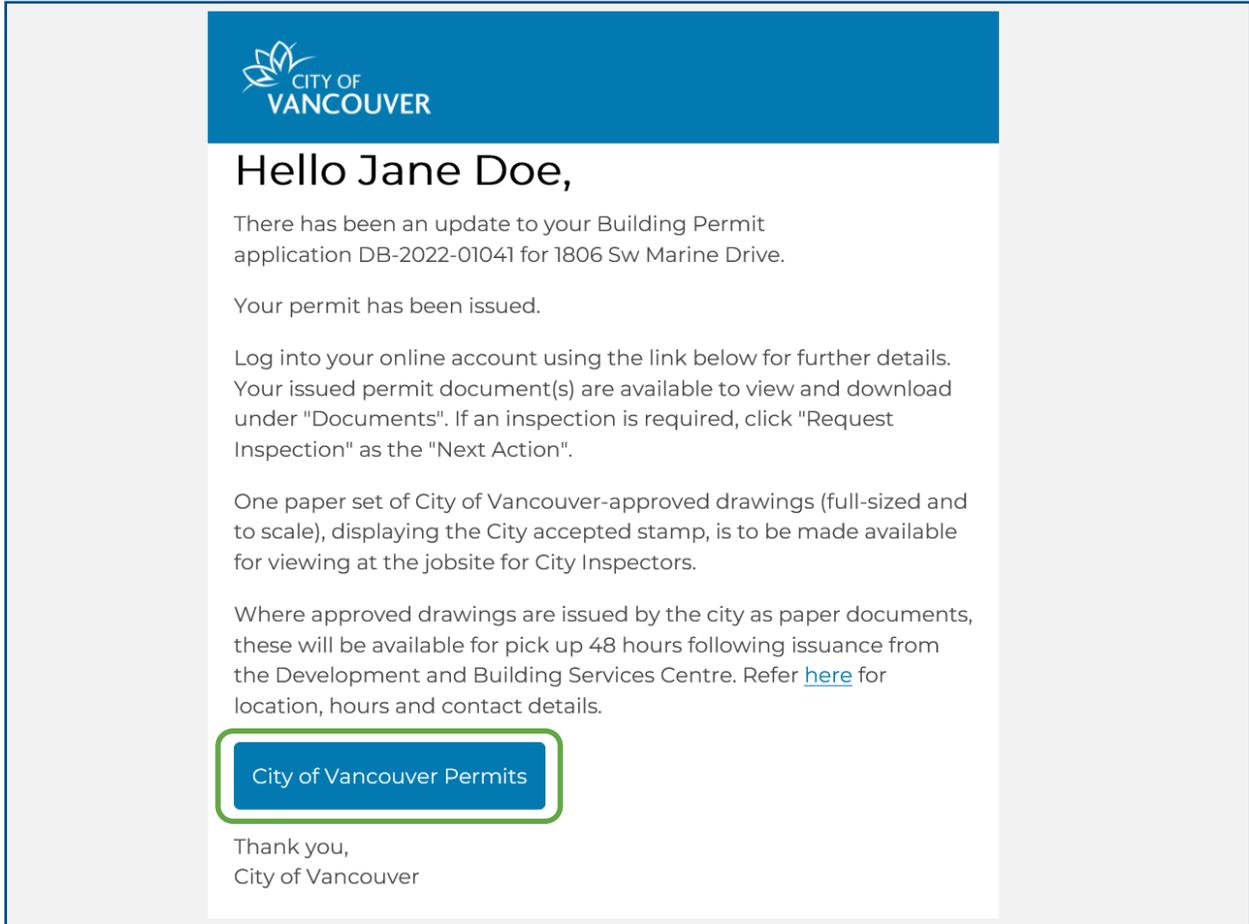
How do I view the final accepted plans stamped and signed by the City?

You can find the *final accepted plans* in the *Documents* tab in the permit overview page. Click [here](#) for instructions on how to navigate to the *Documents* tab.

You will need to **print** the issued permit and approved drawings (full-sized and to scale), displaying the City accepted stamp. You are required to have the issued permit and the approved set of drawings, including any revised drawings, available on the jobsite for City inspectors.

How do I know when my permit has been issued?

You will receive this email after your permit has been issued. Click on the [City of Vancouver Permits](#) button.




CITY OF
VANCOUVER

Hello Jane Doe,

There has been an update to your Building Permit application DB-2022-01041 for 1806 Sw Marine Drive.

Your permit has been issued.

Log into your online account using the link below for further details. Your issued permit document(s) are available to view and download under "Documents". If an inspection is required, click "Request Inspection" as the "Next Action".

One paper set of City of Vancouver-approved drawings (full-sized and to scale), displaying the City accepted stamp, is to be made available for viewing at the jobsite for City Inspectors.

Where approved drawings are issued by the city as paper documents, these will be available for pick up 48 hours following issuance from the Development and Building Services Centre. Refer [here](#) for location, hours and contact details.

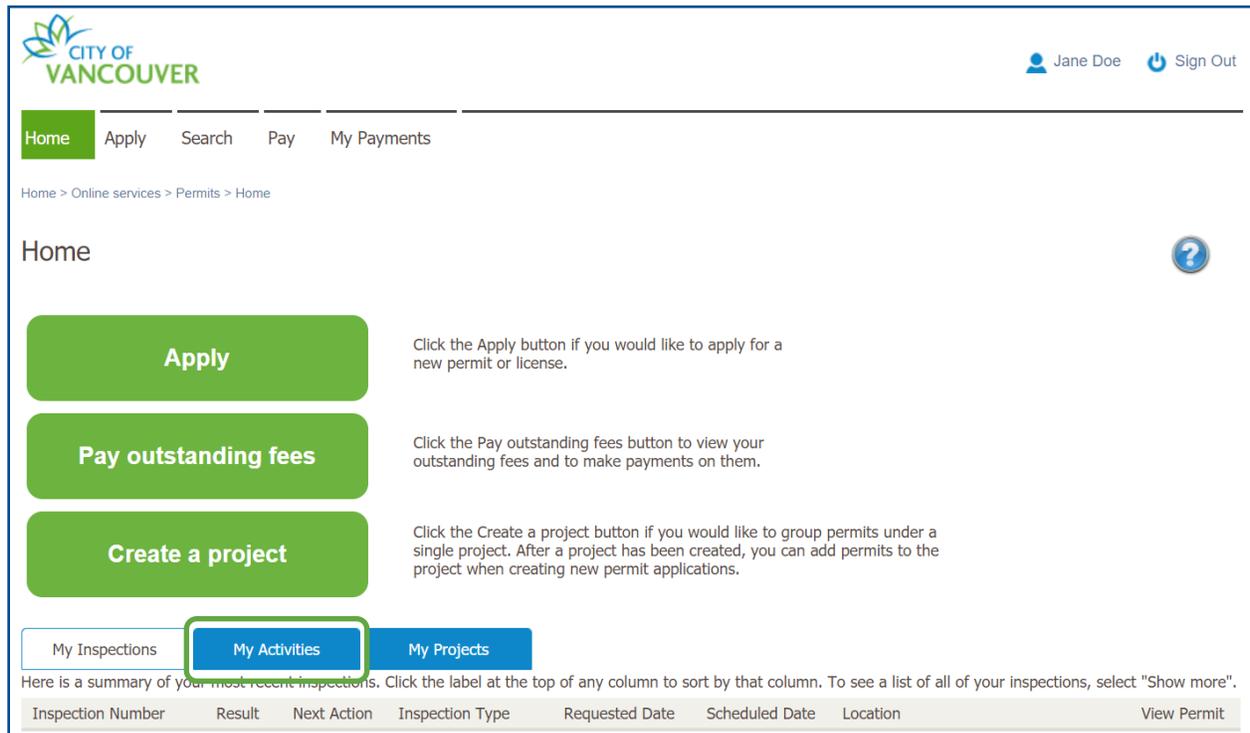
[City of Vancouver Permits](#)

Thank you,
City of Vancouver

If you did not receive the abovementioned email, you can check the status of your permit to see if it has been issued. Click [here](#) for instructions on how to view the status of your permit.

How do I view my issued permit document?

Step 1: Log into your account at www.vancouver.ca/permits/apply and then click on the *My Activities* tab.



CITY OF VANCOUVER

Jane Doe Sign Out

Home Apply Search Pay My Payments

Home > Online services > Permits > Home

Home

Apply Click the Apply button if you would like to apply for a new permit or license.

Pay outstanding fees Click the Pay outstanding fees button to view your outstanding fees and to make payments on them.

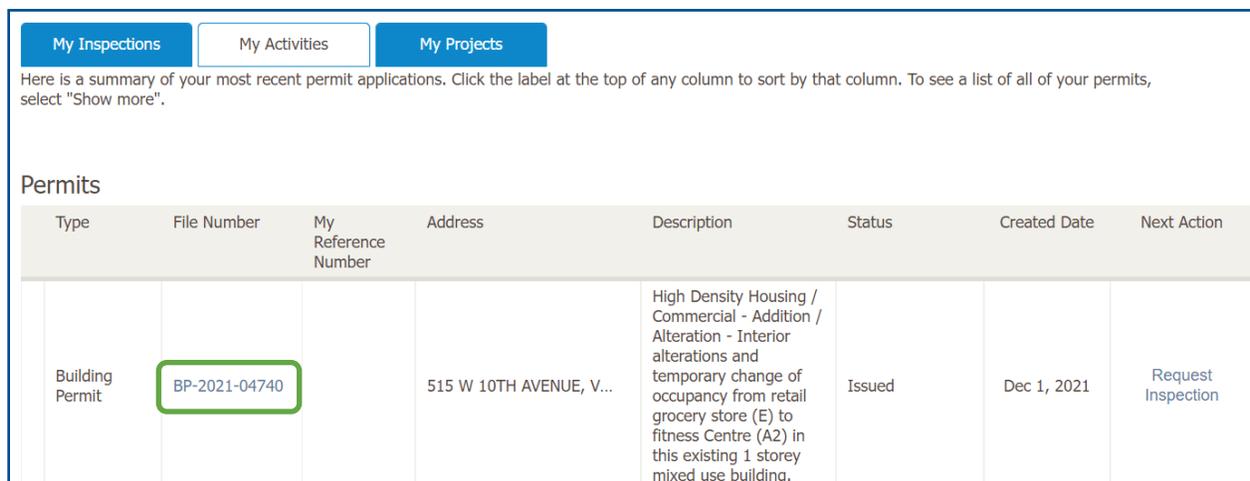
Create a project Click the Create a project button if you would like to group permits under a single project. After a project has been created, you can add permits to the project when creating new permit applications.

My Inspections **My Activities** My Projects

Here is a summary of your most recent inspections. Click the label at the top of any column to sort by that column. To see a list of all of your inspections, select "Show more".

| Inspection Number | Result | Next Action | Inspection Type | Requested Date | Scheduled Date | Location | View Permit |
|-------------------|--------|-------------|-----------------|----------------|----------------|----------|-------------|
|-------------------|--------|-------------|-----------------|----------------|----------------|----------|-------------|

Step 2: Click on the permit's *File Number* to take you to the permit overview page.



My Inspections My Activities My Projects

Here is a summary of your most recent permit applications. Click the label at the top of any column to sort by that column. To see a list of all of your permits, select "Show more".

Permits

| Type | File Number | My Reference Number | Address | Description | Status | Created Date | Next Action |
|-----------------|----------------------|---------------------|-------------------------|---|--------|--------------|--------------------|
| Building Permit | BP-2021-04740 | | 515 W 10TH AVENUE, V... | High Density Housing / Commercial - Addition / Alteration - Interior alterations and temporary change of occupancy from retail grocery store (E) to fitness Centre (A2) in this existing 1 storey mixed use building. | Issued | Dec 1, 2021 | Request Inspection |

Step 3: Click on the *Documents* tab.

Building Permit BP-2021-04740 Issued ?

Application Date: Dec 1, 2021
 Issue Date: Dec 13, 2021
 Completed Date:
 Expiration Date: Jun 11, 2022

My Reference Number: Save

Next Action

Pay Fees →

Request Inspection →

Provide Plan Review Response →

Stage Application →

Request Refund →

Submit Final Design Drawings →

Provide Additional Information →

Amend Application →

Details

Project Activity

Documents

Uploaded Documents

Inspections

Details

Primary Location: 515 W 10TH AVENUE, Vancouver, BC V5Z 4A8

Specific Location:

Work Description: Interior alterations and temporary change of occupancy from retail grocery store (E) to fitness Centre (A2) in this existing 1 storey mixed use building.

Related Information

| | Type | Description |
|---|----------|--|
|  | Customer | Jane Doe Phone: (604) 111-1111 Address: 123 Main Vancouver, BC V3R 2G4 |

Step 4: Click on the yellow icon to open the *Permit Document*.

Details

Project Activity

Documents

Application Documents

Inspections

| | Electronic Document Type | Created Date | Description |
|---|------------------------------|--------------|-------------------------|
|  | DOC - Accepted Documentation | Dec 13, 2021 | Accepted Plans - Arch |
|  | DOC - Accepted Documentation | Dec 13, 2021 | Accepted Plans - Struct |
|  | DOC - Accepted Documentation | Dec 13, 2021 | Accepted Plans - Elec |
|  | DOC - Accepted Documentation | Dec 13, 2021 | Accepted Plans - Mech |
|  | Permit Document | Dec 13, 2021 | Building Permit |

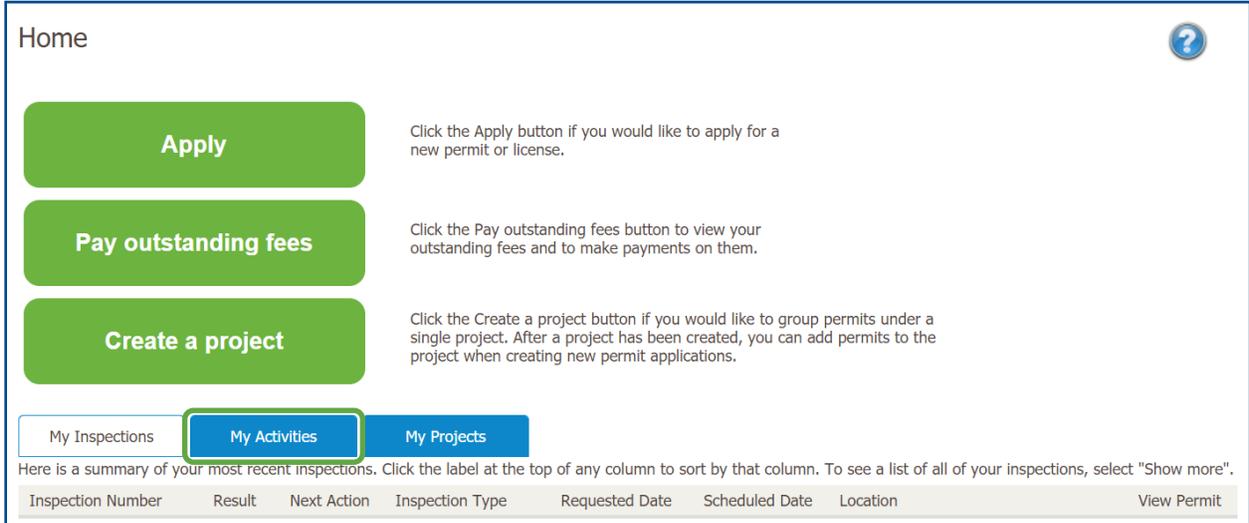
- You will need to **print** the issued permit and approved drawings (full-sized and to scale), displaying the City accepted stamp.
- You are required to have the issued permit and the approved set of drawings, including any revised drawings, available on the jobsite for City inspectors.

DOC/2021/297086
Updated: 2022-08-22

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How do I request a change / revision / amendment to my issued permit?

Step 1: Log into your account at www.vancouver.ca/permits/apply and then click on the *My Activities* tab.



Home ?

Apply Click the Apply button if you would like to apply for a new permit or license.

Pay outstanding fees Click the Pay outstanding fees button to view your outstanding fees and to make payments on them.

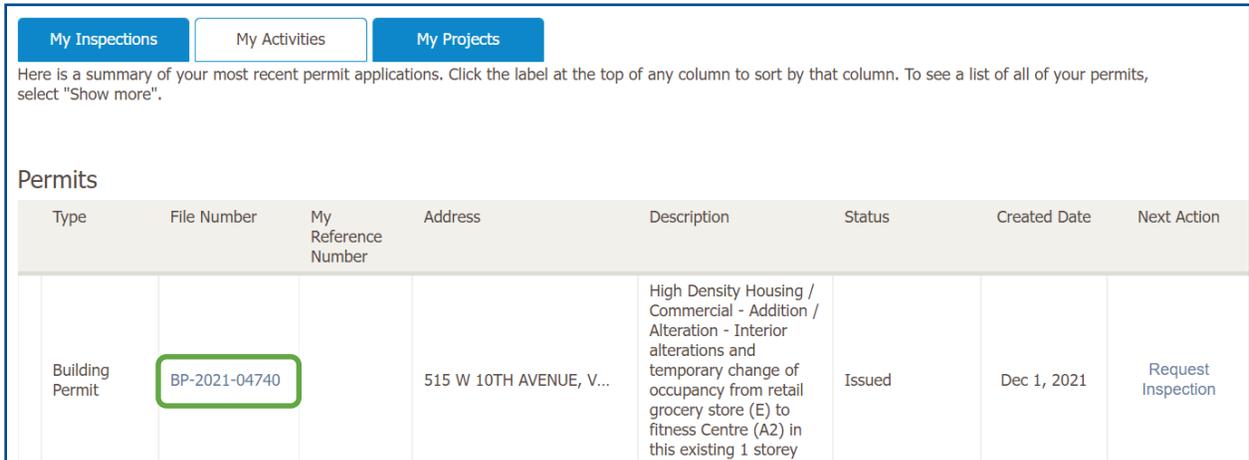
Create a project Click the Create a project button if you would like to group permits under a single project. After a project has been created, you can add permits to the project when creating new permit applications.

My Inspections **My Activities** My Projects

Here is a summary of your most recent inspections. Click the label at the top of any column to sort by that column. To see a list of all of your inspections, select "Show more".

| Inspection Number | Result | Next Action | Inspection Type | Requested Date | Scheduled Date | Location | View Permit |
|-------------------|--------|-------------|-----------------|----------------|----------------|----------|-------------|
| | | | | | | | |

Step 2: Click on the permit's *File Number* to take you to the permit overview page.



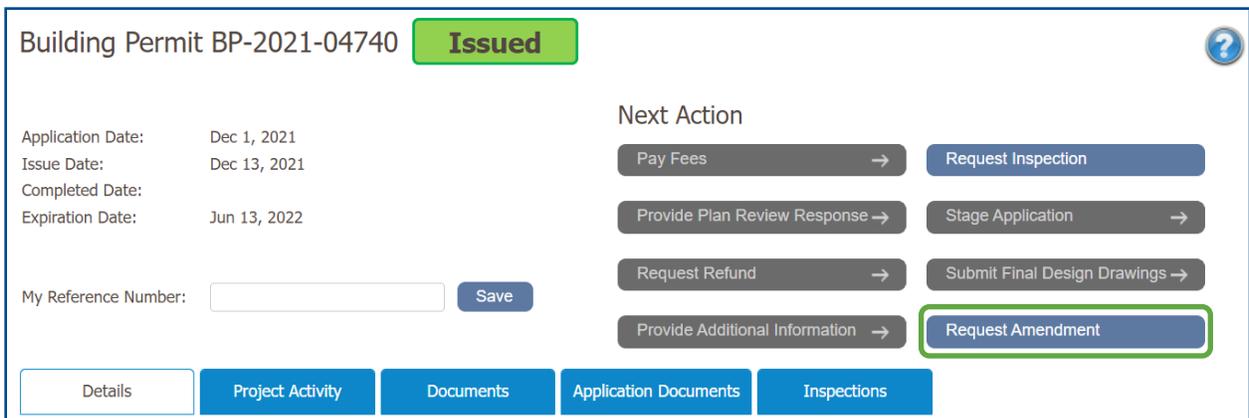
My Inspections My Activities **My Projects**

Here is a summary of your most recent permit applications. Click the label at the top of any column to sort by that column. To see a list of all of your permits, select "Show more".

Permits

| Type | File Number | My Reference Number | Address | Description | Status | Created Date | Next Action |
|-----------------|----------------------|---------------------|-------------------------|---|--------|--------------|--------------------|
| Building Permit | BP-2021-04740 | | 515 W 10TH AVENUE, V... | High Density Housing / Commercial - Addition / Alteration - Interior alterations and temporary change of occupancy from retail grocery store (E) to fitness Centre (A2) in this existing 1 storey | Issued | Dec 1, 2021 | Request Inspection |

Step 3: Click on the *Request Amendment* button.



Building Permit BP-2021-04740 **Issued** ?

Application Date: Dec 1, 2021
Issue Date: Dec 13, 2021
Completed Date:
Expiration Date: Jun 13, 2022

My Reference Number: Save

Next Action

Pay Fees → Request Inspection

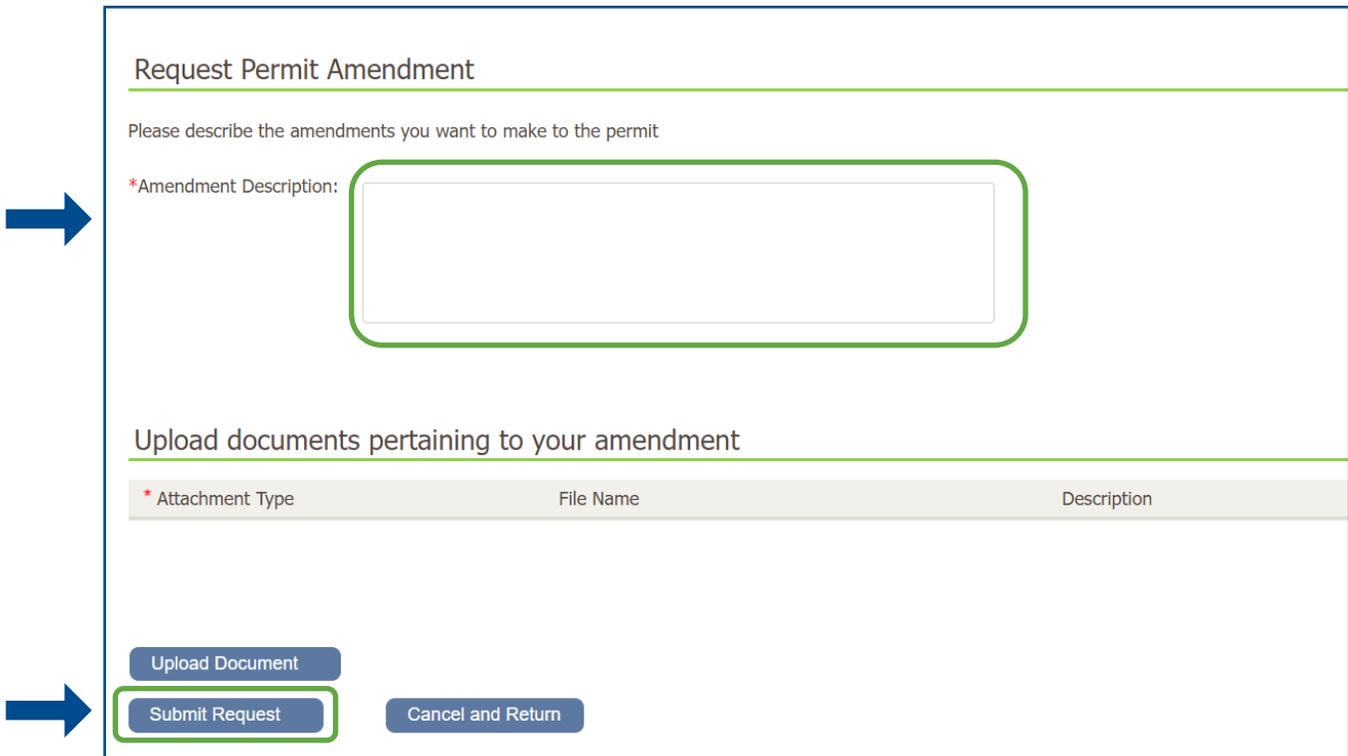
Provide Plan Review Response → Stage Application →

Request Refund → Submit Final Design Drawings →

Provide Additional Information → **Request Amendment**

Details **Project Activity** Documents Application Documents Inspections

Step 4: In as much detail as possible, enter the changes you want to make in the *Amendment Description* field. Add any relevant documents by clicking on the *Upload Document* button. Then, click on the *Submit Request* button.



Request Permit Amendment

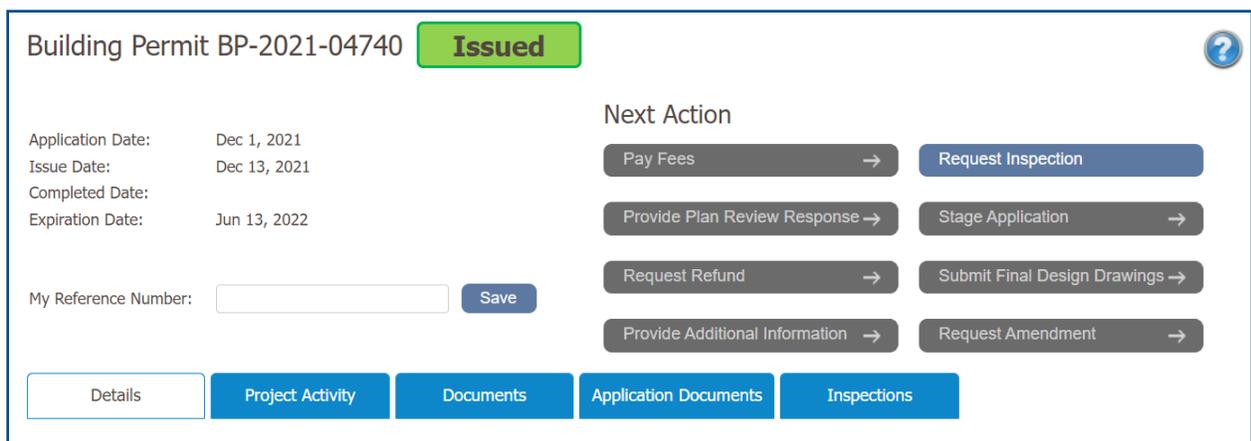
Please describe the amendments you want to make to the permit

*Amendment Description:

Upload documents pertaining to your amendment

| * Attachment Type | File Name | Description |
|-------------------|-----------|-------------|
| | | |

Step 5: The *Request Amendment* button will remain inactive (greyed out) until your request has been completed.



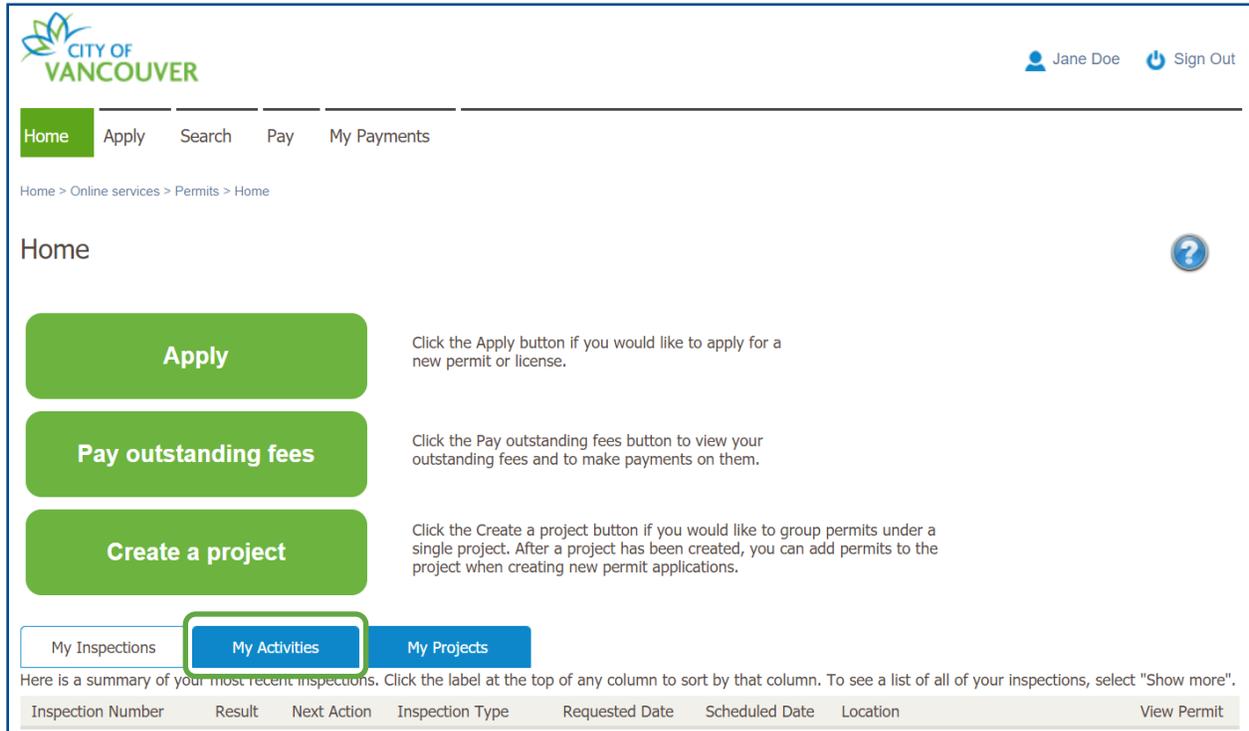
Building Permit BP-2021-04740 Issued 

| | | |
|-------------------|--------------|--|
| Application Date: | Dec 1, 2021 | Next Action <input type="button" value="Pay Fees"/> → <input type="button" value="Request Inspection"/> <input type="button" value="Provide Plan Review Response"/> → <input type="button" value="Stage Application"/> → <input type="button" value="Request Refund"/> → <input type="button" value="Submit Final Design Drawings"/> → <input type="button" value="Provide Additional Information"/> → <input type="button" value="Request Amendment"/> → |
| Issue Date: | Dec 13, 2021 | |
| Completed Date: | | |
| Expiration Date: | Jun 13, 2022 | |

My Reference Number:

How do I request an inspection?

Step 1: Log into your account at www.vancouver.ca/permits/apply and then click on the *My Activities* tab.



Home > Online services > Permits > Home

Home

Apply Click the Apply button if you would like to apply for a new permit or license.

Pay outstanding fees Click the Pay outstanding fees button to view your outstanding fees and to make payments on them.

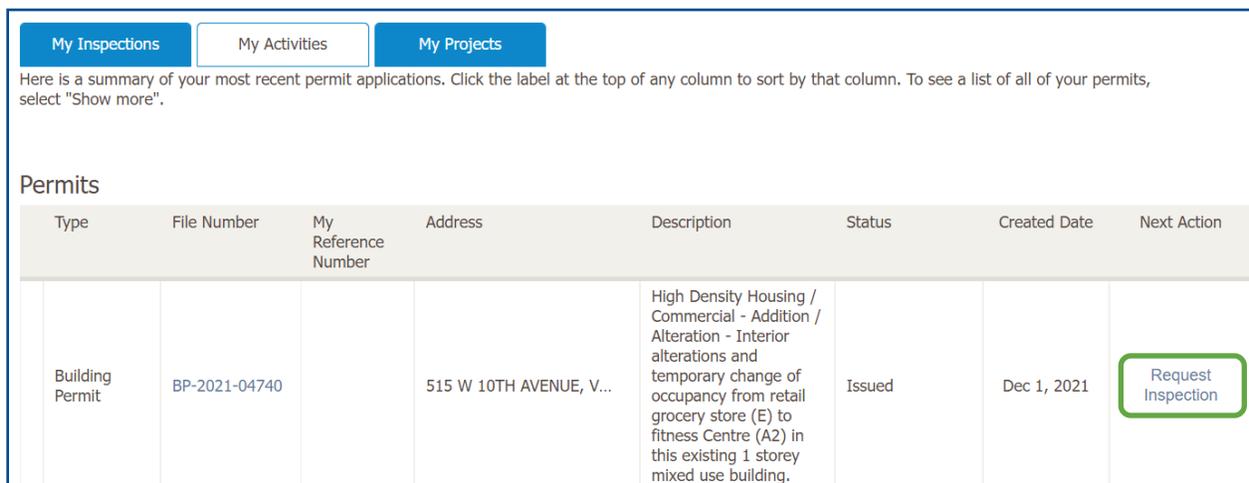
Create a project Click the Create a project button if you would like to group permits under a single project. After a project has been created, you can add permits to the project when creating new permit applications.

My Inspections **My Activities** My Projects

Here is a summary of your most recent inspections. Click the label at the top of any column to sort by that column. To see a list of all of your inspections, select "Show more".

| Inspection Number | Result | Next Action | Inspection Type | Requested Date | Scheduled Date | Location | View Permit |
|-------------------|--------|-------------|-----------------|----------------|----------------|----------|-------------|
| | | | | | | | |

Step 2: Click on *Request Inspection* in the *Next Action* column.



My Inspections My Activities **My Projects**

Here is a summary of your most recent permit applications. Click the label at the top of any column to sort by that column. To see a list of all of your permits, select "Show more".

Permits

| Type | File Number | My Reference Number | Address | Description | Status | Created Date | Next Action |
|-----------------|---------------|---------------------|-------------------------|---|--------|--------------|---------------------------|
| Building Permit | BP-2021-04740 | | 515 W 10TH AVENUE, V... | High Density Housing / Commercial - Addition / Alteration - Interior alterations and temporary change of occupancy from retail grocery store (E) to fitness Centre (A2) in this existing 1 storey mixed use building. | Issued | Dec 1, 2021 | Request Inspection |

OR

Click on the permit's *File Number* to take you to the permit overview page.

My Inspections My Activities My Projects

Here is a summary of your most recent permit applications. Click the label at the top of any column to sort by that column. To see a list of all of your permits, select "Show more".

Permits

| Type | File Number | My Reference Number | Address | Description | Status | Created Date | Next Action |
|-----------------|---------------|---------------------|-------------------------|---|--------|--------------|--------------------|
| Building Permit | BP-2021-04740 | | 515 W 10TH AVENUE, V... | High Density Housing / Commercial - Addition / Alteration - Interior alterations and temporary change of occupancy from retail grocery store (E) to fitness Centre (A2) in this existing 1 storey mixed use building. | Issued | Dec 1, 2021 | Request Inspection |



Then, click on the *Request Inspection* button.

Home Apply Search Pay My Payments

Home > Online services > Permits > Building Permit BP-2021-04740 Issued

Building Permit BP-2021-04740 **Issued** 

Application Date: Dec 1, 2021
 Issue Date: Dec 13, 2021
 Completed Date:
 Expiration Date: Jun 11, 2022

My Reference Number: Save

Next Action

- Pay Fees →
- Request Inspection →**
- Provide Plan Review Response →
- Stage Application →
- Request Refund →
- Submit Final Design Drawings →
- Provide Additional Information →
- Amend Application →

Details Project Activity Documents Application Documents Inspections



Step 3: Enter a contact phone number, the date you want the inspection to occur on and any special instructions for the inspector. You can also upload any applicable documents by clicking on the [Upload Document](#) button.

Request an Inspection Building Permit (BP-2021-04740)

Details

We are now taking Inspection Requests for December 14, 2021 or later.

What phone number can the inspector reach you at? (604) 111 - 1111

What date would you like the inspection to occur on? Dec 14, 2021

Special Instructions for Inspector: Please include any contact information, directions, or other location information the inspector will require to perform this inspection.

Documents

Please attach documents that may be needed at the time of your inspection request, such as a signed Contractor Declaration Form (for Electrical inspections).

| Description |
|-------------|
| |

Upload Document →

Step 4: Check the box next to the inspection you want to request and then click on the [Request Inspection](#) button.

Inspection Types

To schedule an inspection, choose the type of inspection you would like from this list, then select "Request inspection."

| Request | Type of Inspection | Latest Inspection Result |
|---|---|--|
| <input style="border: 2px solid green;" type="checkbox"/> | Building - P9 - Final 0000 | Not Requested Mandatory |
| <input type="checkbox"/> | Building - P9 - Fire Separation 0000 | Not Requested |
| <input type="checkbox"/> | Building - P9 - Forms/Foundation 0000 | Not Requested |
| <input type="checkbox"/> | Building - P9 - Framing 0000 | Not Requested |
| <input type="checkbox"/> | Building - P9 - Insulation and vapor barrier 0000 | Not Requested |
| <input type="checkbox"/> | Building - P9 - Sheathing 0000 | Not Requested |
| <input type="checkbox"/> | Building - P9 - Underslab 0000 | Not Requested |

Request Inspection →
Cancel Inspection Request

Step 5: You will see this confirmation screen after successfully submitting your inspection request.


Jane Doe

Home
Apply
Search
Pay
My Payments

Home > Online services > Permits > Confirmation of Inspection Request Building Permit (BP-2021-04740)

Confirmation of Inspection Request Building Permit (BP-2021-04740)

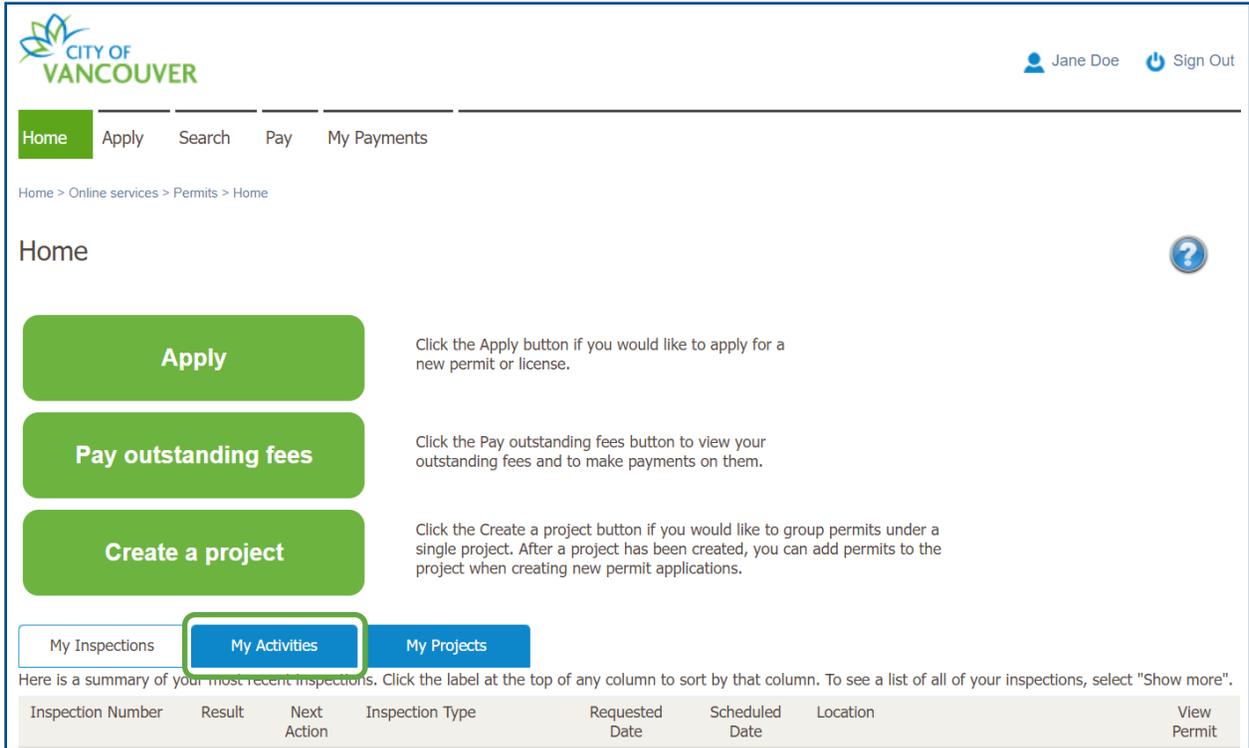
Your inspection request has been received, this response is not a confirmation of the requested inspection time or date.

The following Checklist items will be reviewed on site by the Building Inspector. Note that the scope of inspection is not limited to these Checklist items. Ensure that all work is complete and is ready for inspection for those Checklist items that apply to your Building inspection.

| Inspection Type | Checklist Item |
|--------------------------------------|-----------------------------------|
| Building - Framing (Part 9 Building) | A. Inspection General |
| Building - Framing (Part 9 Building) | B. Safety |
| Building - Framing (Part 9 Building) | C. Framing |
| Building - Framing (Part 9 Building) | Crawl Space |
| Building - Framing (Part 9 Building) | D. Fire Blocks |
| Building - Framing (Part 9 Building) | E. Stairs |
| Building - Framing (Part 9 Building) | F. Roof/Attic Spaces |
| Building - Framing (Part 9 Building) | G. Mechanical Ventilation |
| Building - Framing (Part 9 Building) | H. Adaptable Housing Requirements |
| Building - Framing (Part 9 Building) | I. Accessibility requirements |
| Building - Framing (Part 9 Building) | J. Fire/Sound Separation |

How do I cancel an inspection?

Step 1: Log into your account at www.vancouver.ca/permits/apply and then click on the *My Activities* tab.



Home > Online services > Permits > Home

Home

Apply Click the Apply button if you would like to apply for a new permit or license.

Pay outstanding fees Click the Pay outstanding fees button to view your outstanding fees and to make payments on them.

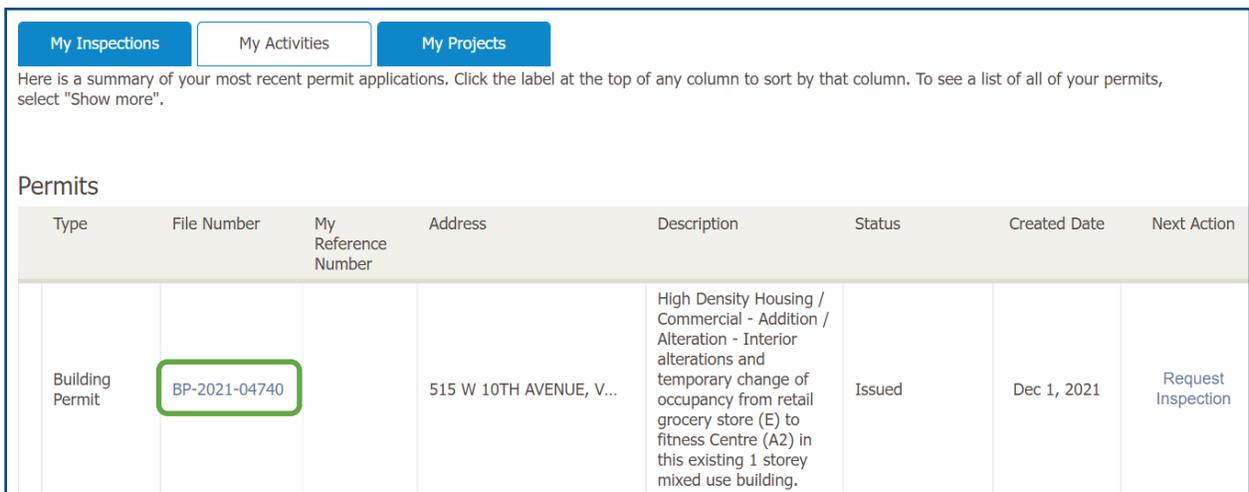
Create a project Click the Create a project button if you would like to group permits under a single project. After a project has been created, you can add permits to the project when creating new permit applications.

My Inspections **My Activities** My Projects

Here is a summary of your most recent inspections. Click the label at the top of any column to sort by that column. To see a list of all of your inspections, select "Show more".

| Inspection Number | Result | Next Action | Inspection Type | Requested Date | Scheduled Date | Location | View Permit |
|-------------------|--------|-------------|-----------------|----------------|----------------|----------|-------------|
|-------------------|--------|-------------|-----------------|----------------|----------------|----------|-------------|

Step 2: Click on the permit's *File Number* to take you to the permit overview page.



My Inspections My Activities My Projects

Here is a summary of your most recent permit applications. Click the label at the top of any column to sort by that column. To see a list of all of your permits, select "Show more".

Permits

| Type | File Number | My Reference Number | Address | Description | Status | Created Date | Next Action |
|-----------------|----------------------|---------------------|-------------------------|---|--------|--------------|--------------------|
| Building Permit | BP-2021-04740 | | 515 W 10TH AVENUE, V... | High Density Housing / Commercial - Addition / Alteration - Interior alterations and temporary change of occupancy from retail grocery store (E) to fitness Centre (A2) in this existing 1 storey mixed use building. | Issued | Dec 1, 2021 | Request Inspection |

Step 3: Click on the *Inspections* tab.

Building Permit BP-2021-04034 Issued ?

Application Date: Jul 27, 2021
 Issue Date: Nov 10, 2021
 Completed Date:
 Expiration Date: Jun 11, 2022

My Reference Number: Save

Next Action

Pay Fees →

Request Inspection →

Provide Plan Review Response →

Stage Application →

Request Refund →

Submit Final Design Drawings →

Provide Additional Information →

Amend Application →

Details

Project Activity

Documents

Application Documents

Inspections

Details

Primary Location: 1410 E GEORGIA STREET, Vancouver, BC V5L 2A8

Specific Location:

Work Description: Interior and exterior alteration and a change of use from Work Shop (F2) to Laboratory (F2) in this existing two storey mixed use building.

Related Information

| | Type | Description |
|--|----------|--|
| | Customer | Jane Doe Phone: (604) 111-1111 Address: 123 Main Vancouver, BC V3R 2G4 |

Step 4: Find the inspection you want to cancel and then click *Cancel Inspection*.

Details

Project Activity

Documents

Application Documents

Inspections

| Inspection Number | Result | Next Action | Inspection Type | Requested Date | Scheduled Date | Inspector | Description Contractor |
|-------------------|--------|-------------------|-------------------------------|----------------|----------------|-----------|--|
| BP-2021-04034-01 | | Cancel Inspection | 1 and 2 FD - Forms/Foundation | Jun 13, 2022 | Jun 13, 2022 | | 1410 E GEORGIA STREET, Vancouver, BC V5L 2A8 |

Step 5: Click on the *Submit Cancellation* button.

Jane Doe

Home Apply Search Pay My Payments

Home > Online services > Permits > Building Inspection (BP-2021-04035-01) - Building - 1 and 2 FD - Forms/Foundation

Building Inspection (BP-2021-04035-01) - Building - 1 and 2 FD - Forms/Foundation

You have selected to cancel the scheduled inspection. To proceed with the cancellation click the Submit Cancellation button.

Submit Cancellation

Cancel and Return

DOC/2021/297086
Updated: 2022-08-22

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How do I cancel or withdraw my permit application?

You will not be able to cancel/withdraw the application via your online permit account. Please call 3-1-1 or submit the cancellation request via <https://vancouver.ca/home-property-development/contact-development-buildings-services-centre.aspx>

Whom do I contact if I have any questions?

Please call 3-1-1 or submit your question via <https://vancouver.ca/home-property-development/contact-development-buildings-services-centre.aspx>