

DEVELOPMENT SERVICES, BUILDING & LICENSING

If you have any questions regarding the information requested on this form, please call 604-673-8235 and speak with a representative from the Building Review Branch “on-duty” for general inquiries. To book an intake appointment for a Building Permit, call 604-873-7611. See the last page for a list of Specialty Building Permit Application Checklists.

Note: the scope of work for a Building Envelope Repair permit is limited to the building envelope and minor remedial work related to the building envelope repair. Work beyond this scope will require a separate building permit and appropriate fees will apply.

Project Address:	Building Permit:
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Drawings Required - Professional must sign and seal each page of all drawings and details. Scale not less than 1/4" = 1'0" (1:50) unless otherwise noted.				Staff Use Only	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
Architectural Site Plan	3	Site Plan, or Key Plans should include the following: <ul style="list-style-type: none"> ▪ Dimensions of site (include north arrow) ▪ Location and dimensions of all building on the site ▪ Street names and location as well as location and width of any lanes ▪ Legal description (Lot number, Block number, District Lot number, Plan number) ▪ Street Address, floor number and tenant suite number ▪ Indicate proposed and existing construction including building exits ▪ Trees to be retained and removed on the site 	Required for ALL building permit applications for new & existing buildings. Scale not less than 1/16" = 1'0" (1:200).		
Architectural Floor Plans	3	Floor Plans should include the following: <ul style="list-style-type: none"> ▪ All interior and exterior alterations related to the building envelope repair ▪ Indicate the use of all rooms for affected areas ▪ Indicate all exterior door and window sizes if enlargements/changes are proposed ▪ Applicable structural information (may be provided on structural drawings) 	The purpose of the architectural floor plans is mainly to illustrate the scope of work. All new work must comply with today's code requirements.		
Architectural Elevations	3	Exterior/Interior elevations should include the following: <ul style="list-style-type: none"> ▪ Exterior cladding if replacement and repair is proposed – per spatial separation ▪ Determine storey elevation related to building grades for determination of building height ▪ Indicate all window and exterior door openings (cross referenced from architectural floor plans) ▪ Indicate proposed work including balconies, guards and enclosing walls ▪ indicate location of ventilation grilles if existing air exhausts vent into the balcony 	Elevations should include all exterior doors, windows, stairs and exterior cladding material as well as exterior guard heights etc. (for all affected sides of building). Where windows and exterior doors are replaced, the new work may be subject to an upgrade should there be an existing non-compliance with the spatial separation. Guards and handrails must meet today's code requirements if there is an existing unsafe situation.		

Building Envelope Repairs cont'd.

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Architectural Details	3	<ul style="list-style-type: none"> Construction details/cross-sections should indicate dimensions and details of proposed windows, walls, roofs, balconies, decks and typical interface between elements 	<p>Typical 3-D diagram should be provided where the method of assembling is critical, such as window corners, balcony rail attachments, roof parapet.</p> <p>Scale not less than 3" = 1'0" (1:4).</p>		
Landscape Plan (if applicable)	3	<p>Landscape Plan should include the following:</p> <ul style="list-style-type: none"> Trees retained and to be removed, hard-surface paving including walks, patios and driveways, as well as fencing and shrub planting areas 	<p>On sites where discretionary permit approvals have been granted including a Landscape Plan, a plan confirming the existing landscape condition or a copy of the approved Landscape Plan (part of the DE) should be provided.</p>		
Structural Plans	3	<ul style="list-style-type: none"> Required when the proposed work involves structural modification from the original design 	<p>The City encourages improvement to the structural design of the building where possible when the elements are exposed.</p>		
Documents Required					
Application Form	1		<p>Development Permit or Minor Amendment fees may apply. Declaration of proposed construction cost required for statistics only. No fee if work is limited to the building envelope repair. Building Permit fees will apply to non-residential buildings or commercial portions of mixed-use buildings.</p>		
Owner/Lessee Undertaking Letter(s) (Schedule E1)	1		<p>Signed by strata council chairperson. All letters/documents must be originals with original signatures. No photocopies or fax copies will be accepted.</p>		
Spatial Separation Calculations	1		<p>Required if cladding is changed from non-combustible to combustible.</p>		
Strata Council Letter	1	<ul style="list-style-type: none"> From all Strata's on site, including both residential and commercial 	<p>Signed by chairperson of the strata, indicating knowledge & acceptance of proposal.</p>		
Zoning & Development By-law Clearance	1		<p>Photographs of existing building being altered, as well as renderings of proposed elevations may be required. New cladding material to be clearly indicated.</p>		
Letter from Architect ¹	1	<p>To confirm proposed work within or beyond Part 5</p>	<p>See Bulletin 2003-008-BU http://vancouver.ca/home-property-development/regulations-bulletins-and-advisories.aspx</p>		
Letters of Assurance					
Schedule A	1				
Schedule B - Architectural	1				
Schedule B- Structural	1				
Schedule D1 from Building Envelope Professional	1	<p>Building Envelope Professional letter</p>	<p>Refer to Bulletin 2003-008-BU http://vancouver.ca/home-property-development/regulations-bulletins-and-advisories.aspx</p>		
HPO Form	1	<p>Building Envelope Renovation Schedule</p>			

Building Envelope Repairs cont'd.

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Professional Structural Concept Review	1	Where a Structural Engineer's Schedule B is received	Refer to Bulletin 2001-007-BU http://vancouver.ca/home-property-development/regulations-bulletins-and-advisories.aspx		

Additional Information		
<ol style="list-style-type: none"> Except for one- and two-family dwelling buildings, all Building Envelope Repair applications must include a letter identifying issues within or beyond the scope of VBBL Part 5. For a building with three and four dwelling units, the letter may be prepared by a registered architect or professional engineer as permitted under the "Memorandum of Agreement between AIBC and APEGBC". For buildings with five or more dwelling units, the letter must be prepared by a registered architect. Applications for exploratory work only, will require an Owner's Undertaking letter (in cases where the building is strata titled, the letter must be signed by the Strata Council chairperson), a Strata Council letter, a covering letter from the Building Envelope Professional, as well as a completed Building Application Form. Separate permits are required for any work not related to building envelope repair work. Please identify upfront on the drawings if an EIFS system is proposed. Work on/near City property may require a Street Occupancy Permit. Contact Engineering Department at 604-873-7423 or 604-873-7773. 		

Health Approval

Please note that applications requiring Health approval are reviewed for compliance with provincial Health regulations at the Vancouver Coastal Health offices located at #1200 - 601 West Broadway, or their representative at the Main Floor, 2675 Yukon St. In order to avoid subsequent changes to permit drawings, we strongly advise applicants to meet with Health prior to permit submission. Please contact Vancouver Coastal Health at 604-675-3800 for more information.

Other Permit Application Checklists - see <http://vancouver.ca/home-property-development/application-forms-and-checklists.aspx>

Balcony Enclosures on Multiple Dwelling Buildings

Building Envelope Repairs

Checklist for At Grade, Open and Uncovered Outdoor Patio Seating for an Existing Restaurant or Retail-Limited Food Service

Re-piping Domestic Water System

Retro-fits for Solar Hot Water Heating Systems In Multiple Family Dwellings and Commercial Buildings

Soil Remediation Checklist