

Development, Buildings, and Licensing

For additional information on the process of developing a childcare centre, visit [Developing a Childcare Centre](#)¹.

To submit your application online or if you have any questions regarding the information requested in this checklist, visit <https://vancouver.ca/building-development-support>.

When submitting your application package:

1. Ensure that one PDF copy of each required drawing/document is included in your application package, unless otherwise stated.
2. Use vector format PDF for drawings (scanned paper drawings will not be accepted).
3. Submit all drawings separately from other non-drawing documents, such as schedules, forms, and reports.
4. Submit landscape drawing separately from all other drawings.
5. Submit an individual file for each document (e.g. schedule, form, report, etc.).

For more information on document submission standards, visit [Electronic permit applications](#)².

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

This checklist is not limited in its content. Upon review of each submitted application, additional documents or drawings may be required to continue the review process.

Documents required

Document Title	Details
Application Form	<ul style="list-style-type: none"> Development and/or Building Application Form³
CCFL Application for License	<p>Applicant must first apply to Community Care Facilities Licensing (CCFL) of Vancouver Coastal Health (VCH) for a Province of BC childcare license.</p> <ul style="list-style-type: none"> Provide a letter from CCFL stating they have received your application for a child care license.
Operational Plan	<p>Description of the proposed childcare program, including:</p> <ul style="list-style-type: none"> Name and contact information for the operator Type of childcare Ages of the children Number of children by age groupings (licensed capacity) Hours and days of operation Number of sessions, if preschool Number of staff Parking, pick up and drop off details If the operator is an incorporated not-for-profit society⁴, proof of Province of BC Society status is required to be eligible for the reduced application fee. If the operator is a Church and registered as a charitable organization⁵, the reduced application fee is applicable. <p>Review the Operational Letter Requirements⁶ for more information.</p>
Title Search and Charge Summary	<ul style="list-style-type: none"> A current title search from the Land Title Office, for each parcel involved in the proposal. <p>If there are charges on the land title:</p> <ul style="list-style-type: none"> A written charge summary by a solicitor (on their company letterhead) describing each charge on title (except financial charges) and advising whether the charges are affected by the proposal.

Drawings required	
Drawing Title	Details
Site Plan	<ul style="list-style-type: none"> • Address and street name(s) • Legal description • North arrow • Dimensions of site and site area • Location and dimensions of all buildings (principal and accessory) • Required yards, setbacks and building lines • Location all off-street parking spaces and drop-off/pick-up spaces, numbered consecutively and fully dimensioned • Size and location of all loading spaces • Access to parking and loading, including all curbs and paving materials • Size of manoeuvring aisles • Location of existing trees • Location of outdoor play areas, including schematic design with landscaping • Location of garbage facilities • All addresses and entrances to the building, including the approved uses and/or tenants of adjacent suites • Addresses, uses and/or tenants of adjacent buildings
Floor Plans	<ul style="list-style-type: none"> • Number of storeys, including details of basement and underground parking, if applicable • All outside building dimensions • If the suite is located on a site with multiple tenancies, all other uses/tenants and sizes of other suites on each floor and/or building • Total size of child care space (gross dimensions) • Layout and dimensions of all rooms and areas with a table listing net sizes of the indoor and outdoor spaces • Location of fixed equipment such as toilets, art area, sinks, cubbies and storage units (including millwork and plumbing fixtures) • Proposed changes to the interior and exterior of the existing building (outline the areas in red) • Number of square feet of proposed change of use areas • Weather protection (awnings, covered play areas, etc)
Technical Data Summary	<p>Cover Sheet on the drawings with project statistics provided, including but not limited to:</p> <ul style="list-style-type: none"> • Total site area; • Permitted and Proposed: <ul style="list-style-type: none"> • Total floor space; • Site coverage; • Building height(s); • Yard setbacks; • FSR statement, including accessory uses, amenities and FSR exclusions (e.g. enclosed balconies or bulk storage) • Required and Proposed - Parking, loading, bicycle parking, and passenger spaces statement; • Statement of dwelling uses (units/types/sizes); • Statement of balconies (if applicable); and • List of proposed relaxations.
Parking By-law Analysis and Statement	<p>Parking for the entire site/building must be provided and conform to the intent and requirements stated in:</p> <ol style="list-style-type: none"> 1. Parking By-law No. 6059⁷ <p>For more information and to view a sample parking statement, please review the applicable section in the general Change of Use - Development Permit Checklist⁸.</p> <p>For information on the existing uses/tenants and sizes of other suites, you may need to request this from the property owner or landlord.</p>

Drawings that may be required	
Drawing Title	Details
Architectural Elevations	<p>Required when exterior work is proposed.</p> <ul style="list-style-type: none"> • Provide existing vs proposed drawings • Exterior cladding details (colour, material, sizing, etc.) • Dimensions and details of guards/railings • Window and door openings (location and sizing) • Weather protection details (awning, canopy, etc) • HVAC or duct work details, including elevations of any roof top equipment, including locations, size and height of equipment
Architectural Roof Plan	<p>Required when work on the roof is proposed (e.g. new HVAC unit).</p> <ul style="list-style-type: none"> • Indicate all existing and proposed roof top units, including location, dimensions, setbacks from roof edges and separation between units
Key Plan or Location Plan	<p>Required for applications where the suite does not occupy the full floor.</p> <ul style="list-style-type: none"> • Indicate where the suite is located on the floor • Indicate all other suite numbers and entrances on the floor
Survey Plan	<p>If requested by the Project Coordinator. Prepared, signed, and sealed by a BC Land Surveyor.</p>

¹ <https://vancouver.ca/people-programs/developing-a-childcare-centre.aspx>

² <https://vancouver.ca/home-property-development/electronic-permit-applications.aspx#upload>

³ <https://vancouver.ca/files/cov/dev-build-app-form.pdf>

⁴ <https://www2.gov.bc.ca/gov/content/employment-business/business/not-for-profit-organizations>

⁵ https://apps.cra-arc.gc.ca/ebci/hacc/srch/pub/dsplyBscSrch?request_locale=en

⁶ https://vancouver.ca/files/cov/operational_letter_requirements.pdf

⁷ <https://vancouver.ca/your-government/parking-bylaw.aspx>

⁸ <https://vancouver.ca/files/cov/change-of-use-main-app.pdf#page=3>