

Requesting an External Review on a City of Vancouver Project:

All non City of Vancouver project review requests are to be requested using the City of Vancouver Project Review Memo.

The review request will include the Review Package, which consists of:

- The City of Vancouver Project Review Memo document
- A copy of the electronic plans
- Electronic copies of application/supporting documents that may assist in the review

Paper plans **no longer need to be sent** for external review.

Vancouver Coastal Health Review Requests:

Project review requests to Vancouver Coastal Health (VCH) for environmental and community care facilities licensing (CCFL) departments must be sent via email to: EHVC@vch.ca

Once the review has been assigned to the VCH Health/Licensing Officer, the VCH Health/Licensing officer will use their own work email during the review process.

During their review, if the VCH Health/Licensing Officer needs any clarification from the applicant, they will reach out to the applicant directly using the contact information listed in the Project Review Memo (unless specifically requested in the Project Review Memo that all questions be fielded through the certified professional).

If the VCH Health/Licensing Officer requires any revisions to the drawings to complete their review, they will email the applicant (and copy the certified professional), requesting the revisions and asking the applicant to forward the drawings to the certified professional.

Once received, the certified professional will send the new version of the drawing to the VCH Officer.

VCH will return a memo

- VCH will digitally sign the memo using either DocuSign or ConsignO
- The VCH Memo will include the version, pages and date reviewed

**No stamped drawings will be returned as the digitally signed
VCH Memo will replace a stamped set of drawings.**

VCH Re-Review Requests:

A re-review would only be requested if substantial changes to a design drawing has occurred that may impact or change the results of the initial VCH review. Requests to just re-issue a memo with an updated drawing version should not be sent.

Filling out the City of Vancouver Project Review Memo:

All fields are mandatory.

- Provide a detailed description of the project
- Include specifics of the review request

When saving, click the **Save** button on the memo and in the **Printer** field, choose **Microsoft Print to PDF**. Include the permit application number as part of the file name.

City of Vancouver Project Review Memo

Please find the following details for the requested City of Vancouver project review:

Project Address:
Permit Application Number:
Review Due Date:
Project Description:

Details of Review Request:

Applicant Name:
Applicant Role:
Applicant Phone:
Applicant Email:

Please advise if there is any additional information is required to complete the requested review. In order to meet expectations to process this request, your comments requested by the Review Due Date.

Accompanying Document(s):

Find the documents:

Certified Professional Contact Information:

Name:
Phone:
Email: