

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.

<b>Project Address:</b>	<b>Building Permit:</b>
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Drawings Required - Professional must sign and seal each page of all drawings and details. Original signatures only (no faxes or photocopies). Scale not less than 1/4" = 1'-0" (1:50) unless otherwise noted.				Staff Use Only	
Documents	Copies Required	Details	Notes	Submitted	Accepted
Reduced set of Addressing plans	1	<ul style="list-style-type: none"> <li>Suite numbers shall be assigned in a clockwise manner</li> </ul>	Drawing size: minimum 8 1/2" x 11", maximum 11" x 17", include exterior entrances & addresses. [2.2.2.3.(1), Div.C]		
Building Grades Plan	1		Required for all new buildings and may be required for additions to existing buildings. Contact Streets Design - Main building or 604-873-7316.		
Survey	2	Survey Plans should include the following: <ul style="list-style-type: none"> <li>Site dimensions and North arrow</li> <li>Location and dimensions of all buildings on the site</li> <li>Street names and location as well as location and width of any lanes</li> <li>Legal description (Lot number, Block number, District Lot number, Plan number)</li> <li>Indicate proposed and existing buildings</li> </ul>	Required for all new buildings and may be required for additions to existing buildings. Scale not less than 1/16" = 1'0" (1:200). [VBBL 1A.3.4.4, Div.C]		
<b>Indicate the name, address, and phone number of the person responsible for the design on the drawings.</b>					
Excavation/ Shoring Details	5				
Architectural Cover Sheet	5	<ul style="list-style-type: none"> <li>List of all design professionals' names and phone numbers</li> <li>Attach Alternative Solution forms</li> </ul>			
Architectural Site Plan	5	Site Plan should include the following: <ul style="list-style-type: none"> <li>Site dimensions and North arrow</li> <li>Location and dimensions of all buildings on the site, including dimensions to the nearest property line from an enclosed balcony</li> <li>Parking &amp; Loading info</li> <li>Street names and location as well as location and width of any lanes</li> <li>Legal description (Lot number, Block number, District Lot number, Plan number)</li> <li>Street address, floor number and tenant suite number</li> </ul>	Required for all new & existing buildings. 1/16" = 1'-0" (1:200).		
Architectural Key Plan	5	Key plan should include the following: <ul style="list-style-type: none"> <li>Street address, floor numbers and tenant suite numbers</li> <li>Indicate proposed and existing construction including the type of use of adjacent (side/above or below) occupancies</li> </ul>	Required for all existing buildings where work is being carried out in a portion of the building only. Locate the project area on the overall floor plan including the building's exit system (include exterior entrances & addresses). 1/16" = 1'-0" (1:200).		

## BU - Building Permit Application Requirements cont'd

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Architectural Floor Plans	5	<p>Floor Plans should include the following:</p> <ul style="list-style-type: none"> <li>▪ All interior and exterior alterations</li> <li>▪ Indicate the use of all rooms and areas</li> <li>▪ Indicate all door and window sizes (may be provided in door and window schedules)</li> <li>▪ Construction of wall assemblies including fire and sound separations</li> <li>▪ Structural information (may be provided on structural drawings)</li> <li>▪ Indicate exit signs, emergency lighting &amp; fire alarm devices where applicable</li> </ul>	Required for ALL building permit applications. Floor Plans must indicate all work to be carried out including required fire separation, door swings, door dimensions, interior room finishes, etc.		
Architectural Roof Plans	5	<ul style="list-style-type: none"> <li>▪ Indicate all roof top mechanical units, dimensions, setback from roof edges, skylights, accessible decks, guard rails, planters, landscape, and the standpipe</li> </ul>			
Architectural Ceiling Plans	5	Indicate lighting fixtures.			
Architectural Cross Section	5	<p>Construction Detail/Cross Sections should include the following:</p> <ul style="list-style-type: none"> <li>▪ Stair dimensions (width, rise, run, number of risers) height of guards, handrails and extensions)</li> <li>▪ Wall, floor, roof and/or ceiling assemblies (descriptions or cross sections)</li> <li>▪ Fire-resistance rating details of any required fire separations including test(s) references</li> <li>▪ Fire stopping details for service penetrations of fire separations</li> </ul>	Required for new buildings, additions to existing buildings, and most applications which involve an alteration to an existing building. Construction details/cross sections should indicate dimensions and construction details for floor, wall, and roof assemblies.		
Architectural Exterior Elevations	5	<p>Elevations should include the following:</p> <ul style="list-style-type: none"> <li>▪ Exterior cladding, roof finishes</li> <li>▪ Dimensions of exterior guards and guard details where applicable</li> <li>▪ Storey elevations related to building grades</li> <li>▪ Indicate all window and door openings</li> <li>▪ Spatial separation percentage openings and fire-resistance ratings</li> <li>▪ Exit exposure protection</li> </ul>	Required for all new buildings and for existing buildings where any exterior work is contemplated. Elevations should include all exterior doors, exterior guard heights, windows and exterior cladding material, etc.		
Landscape Plans	2 (zero if there is a DE, because 2 dwgs will be routed internally from the DE)	<ul style="list-style-type: none"> <li>▪ Provide a full Landscape Plan (including a plant list) illustrating both common and botanical names, sizes and quantity of all proposed plant material</li> <li>▪ Indicate paved surfaces, other landscape elements and existing trees</li> <li>▪ Provide details for planters, fences, trellis, etc.</li> <li>▪ Show the existing site contours, the landscaping and materials to be removed, &amp; include size, common name and placement</li> <li>▪ Provide all landscape elements and details, including new/existing surfaces to be retained, enclosures, site furniture and structures</li> </ul>	<p>All landscaping details shown on the survey are to be transferred to the Landscape Plan. The applicant is responsible for the confirmation of all Landscape information.</p> <p>The Landscape Plans must be identical to the Development Permit (DE) dwgs (i.e. a copy of the stamped approved DE set) or a minor amendment may be needed.</p>		

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Photographs	1	<ul style="list-style-type: none"> <li>Show kitchen grill locations on exteriors and roof of existing building</li> <li>Building envelope to be altered</li> </ul>	Show windows and air intakes within 40 ft around the grill locations.		
Architectural Building Envelope Details	5	<ul style="list-style-type: none"> <li>Construction details/cross section should indicate dimensions and details of proposed windows, walls, roofs, roof classification rating, balconies, decks, and the typical interface between elements</li> <li>Details for penetrations through roof &amp; exterior wall(s).</li> </ul>	Typical 3-D diagram should be provided where the method of assembling is critical, such as window corners, balcony rail attachments, and roof parapet. Scale not less than 3" = 1'-0" (1:4).		
Architectural Door Window Schedule, Wall and Floor Assembly Schedule	5		Fire-resistance assemblies shall be ULC listed, or tested by a recognized laboratory, or comply with Appendix D of the VBBL, or if applicable, Table A-9.10.3.1.A & A-9.10.3.1.B.		
Structural	5		Penetrations, and adequate support for ecology unit, fan(s), mechanical unit(s), and anchors for fall restraint.		
Mechanical	5		Kitchen exhaust hood/duct work, ecology unit/make up air/hood fire suppressor.		
Plumbing	5	<ul style="list-style-type: none"> <li>Grease interceptor size and location</li> </ul>			
Electrical	3				
Kitchen	5	<ul style="list-style-type: none"> <li>Equipment layout/seating layout</li> <li>Sink type(s) &amp; number of compartments</li> </ul>	For any food service use.		
<b>Documents Required</b>					
Application Form/Fees	1	<ul style="list-style-type: none"> <li>Signature</li> </ul>	Once applicant pays at cashier, applicant is to show receipt to the concierge's desk for a payment entry in the permit number.		
Owner/Lessee Undertaking Letters (E1,E2,) Tenants Undertaking (E3)	1		Use City's form letter only. All letters/documents must have original signatures. Tenant undertaking must be submitted with E2 form and properly signed.		
Strata Council Letter	1	<ul style="list-style-type: none"> <li>From all strata's on the site, including both residential and commercial.</li> </ul>	If building is strata titled, letter must be signed by the strata's chairperson indicating knowledge and acceptance of proposal.		
HPO Form	1				
Building Permit Data Sheet	1				
Building Code Analysis/Report	1				
Occupant Load Calculations	1				
K2, Kitchen Checklist	1	<ul style="list-style-type: none"> <li>Required for Class 1 Cooking Operations</li> </ul>	<a href="http://former.vancouver.ca/commsvcs/LI/CANDINSP/bulletins/2007/2007-005.pdf">http://former.vancouver.ca/commsvcs/LI/CANDINSP/bulletins/2007/2007-005.pdf</a>		

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Clean duct letter		<ul style="list-style-type: none"> <li>Letter from an ASTTBC-CO member certifying the existing duct is clean.</li> </ul>	For reusing an existing kitchen exhaust duct.		
Geo-technical/ Soils Report	1		For new buildings, additions, poor soils conditions, slope stability, impacts to foundations, seismic upgrade, etc.		
ASHRAE 90.1 2010 Checklist	1		Fill-able Excel Spreadsheet Checklist is available under "For Professionals" tab at: <a href="http://vancouver.ca/home-property-development/large-building-energy-requirements-forms-checklists.aspx">http://vancouver.ca/home-property-development/large-building-energy-requirements-forms-checklists.aspx</a>		
<b>Letters of Assurance</b>					
<b>** Professionals must sign and seal all individual pages of the Letters of Assurance.</b>					
Schedule A	1				
Schedule B	1	Architectural			
Schedule B	1	Structural	Struct. Eng. is required for primary structural components of Part 3 buildings. [VBL 2.2.1.2.(2), Div.C]		
Schedule B	1	Mechanical			
Schedule B	1	Plumbing			
Schedule B	1	Fire Protection	NFPA 13, 13R, 13D, etc. May indicate "For Performance Spec Only" per Scenario 2, App. A-2.2.7.3(3.2.4) of Div.C.		
Schedule B	1	Kitchen Hood Fire Protection	NFPA 17A, 96		
Schedule B	1	Electrical			
Schedule B	1	Geotechnical			
Schedule D1	1	Building Envelope			
Independent Review of Structural Designs	1	(Previously called "Structural Concept Review") Required for every application when a structural engineer signs/seals drawings, except 1 and 2 Family Dwellings.	Refer to Bulletin 2001-007-BU <a href="http://vancouver.ca/home-property-development/regulations-bulletins-and-advisories.aspx">http://vancouver.ca/home-property-development/regulations-bulletins-and-advisories.aspx</a>		
<b>The above noted list of requirements is not limited in its content. Further review of the application documents may reveal additional requirements.</b>					

### 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