

CP Building Permit Online Application Guide

These instructions are for Certified Professionals who want to apply for a Building Permit 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 [Back to FAQs](#) button, located on each page, to come back to this section


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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

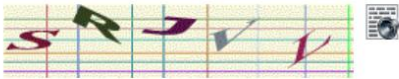
Security Question for Password Reset

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.



[Finish Registration →](#)

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*.

Permits

Home Search

Activate your account

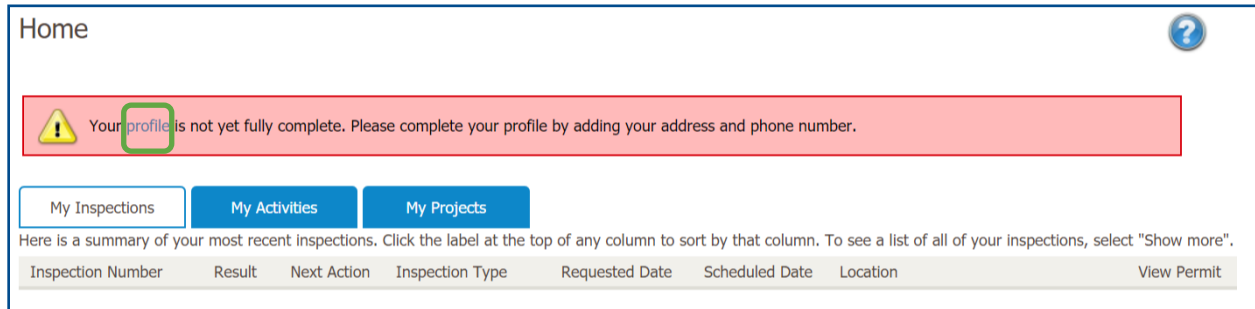
Email Address:

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


[Activate](#)

© 2024 City of Vancouver [Terms of Use](#) [Privacy](#)

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.



Home

 Your **profile** is not yet fully complete. Please complete your profile by adding your address and phone number.

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
-------------------	--------	-------------	-----------------	----------------	----------------	----------	-------------

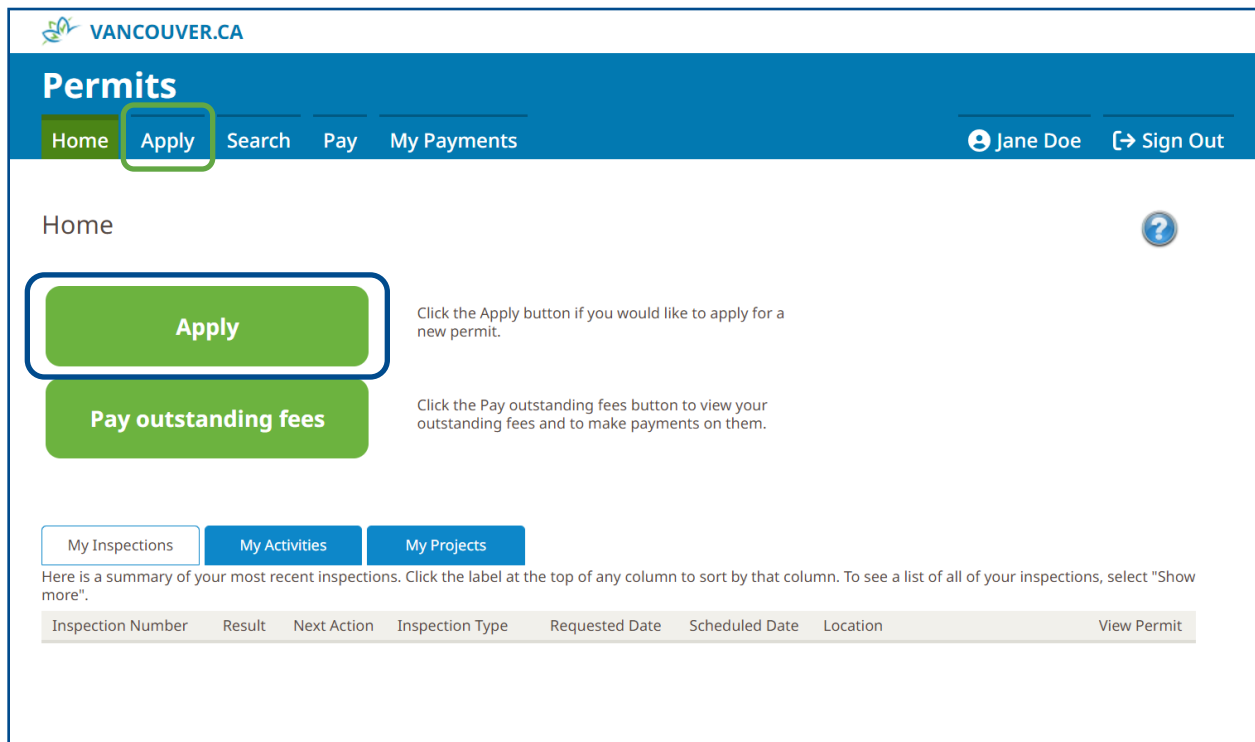
For more information on how to create an account, click [here](#).

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 apply online for a Building Permit?

Step 1: Log into your account at www.vancouver.ca/permits/apply and then click [Apply](#).



VANCOUVER.CA

Permits

Home **Apply** Search Pay My Payments Jane Doe [→ Sign Out]

Home

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

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

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: Select *CP Building Permit*.

Permits

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

 Jane Doe
 [Sign Out](#)

Apply for permits and services

Building and renovations

- [Development and building permits](#)
- [Alternative solutions](#)
- [Building grades](#)
- [Fuel tank installation](#)
- [Lock box installation](#)
- [Secondary suite](#)
- [Sewer and water permit](#)
- [Sign and awning permit](#)
- [Tree permit](#)
- [Underground oil storage tank removal permit](#)
- [Certified professional program building permit](#)

Temporary street occupancy


- [Construction](#)
- [Offsite construction](#)
- [Granville Mall](#)
- [City works](#)
- [Business](#)
- [Resident](#)
- [Move in/out](#)
- [Oversize truck route](#)
- [Utilities](#)

Trades


- [Electrical permit](#)
- [Gas permit](#)
- [Mechanical permit](#)
- [Plumbing permit](#)
- [Sprinkler permit](#)

Step 3: Fill in the required information in the *Application* section and then click *Next*.

- My Reference Number:** Not a mandatory field. Use it as a reference to organize your applications/permits.
- Enter any associated Development or Permit number:** This is mandatory for the acceptance of the application.
- Enter the type of work you are doing:** Select New Building or Addition/Alteration
- Enter a description of the work that will be done:** Enter the required information.
- Applicant Role:** Select *Certified Professional*.



Certified Professional Program Building Permit (Draft)



Application Instructions

- This form is intended for building permit applications under the Certified Professional Program only. Additional application information on the Certified Professional Program can be found at vancouver.ca/cp-program
- Further information for all other building permit applications can be found at vancouver.ca/building-permit

Application

My Reference Number:

Please enter any associated
Development and/or Building Permit
Number.

*What type of work are you doing?

*Enter a description of the work that
will be done.

[+]

[-]

*Applicant Role:

Next

Screen ID: 10

Step 4: Complete all of the fields marked with a red asterisk (*).



Certified Professional Program Building Permit (Draft)

Application

*What is the value of the work proposed? (include
cost of plans, material, labour and sales taxes)

*What is the value of the Residential Building
Envelope Repair?

*What is the proposed building use?

Step 5: Ensure that the correct name is displayed as the *Certified Professional* and then click *Next*.

Note: You must have a valid Certificate of Insurance on your profile.

*Certified Professional

Name



Jane Doe

Back

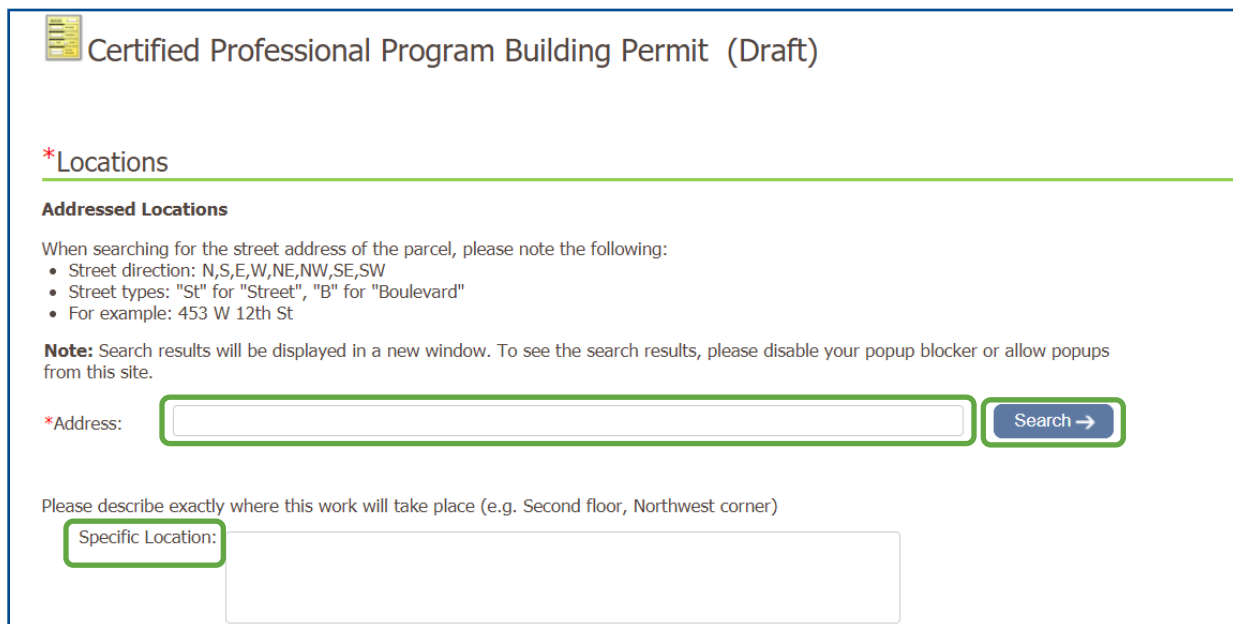
Next


Step 6: In the [Address](#) field, type in a civic address and click [Search](#). Remember to use the format as indicated in the instructions. Add in the [Specific Location](#) as needed. Search results will display in a new window.

If the address is not found, you can use the address applied for under the Development Permit and then add the preferred address in the [Specific Location](#) field or email cp.process@vancouver.ca

Tips:

- To see the search results, please disable your popup blocker or allow popups from this site.
- Use W or E instead of West or East, except for West Boulevard and East Boulevard
- Examples:
 - For West Boulevard, type West B
 - For West Broadway, type W Broadway



 Certified Professional Program Building Permit (Draft)

***Locations**

Addressed Locations

When searching for the street address of the parcel, please note the following:

- Street direction: N,S,E,W,NE,NW,SE,SW
- Street types: "St" for "Street", "B" for "Boulevard"
- For example: 453 W 12th St

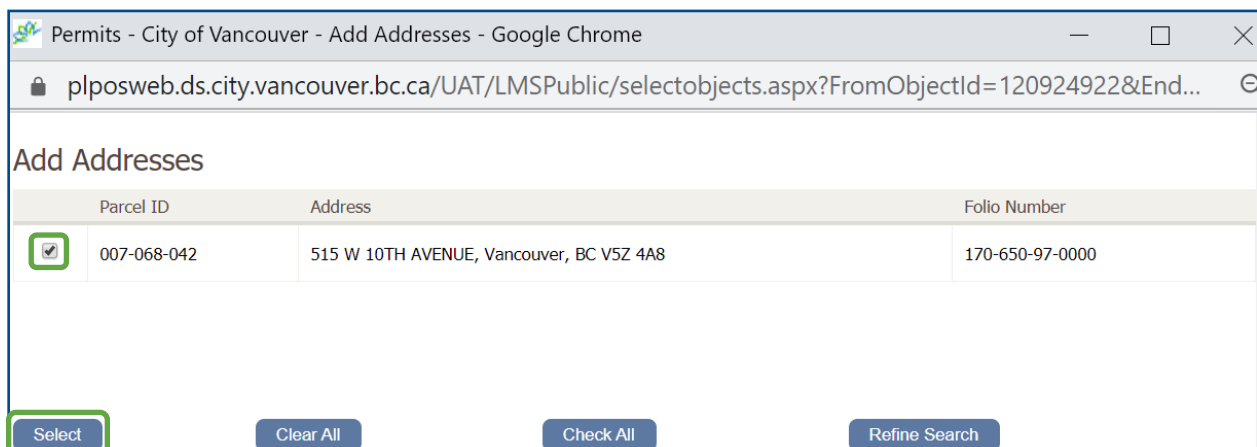
Note: Search results will be displayed in a new window. To see the search results, please disable your popup blocker or allow popups from this site.

***Address:**

Please describe exactly where this work will take place (e.g. Second floor, Northwest corner)

Specific Location:

Step 7: Select the check box next to the correct address and click [Select](#).



Permits - City of Vancouver - Add Addresses - Google Chrome

plposweb.ds.city.vancouver.bc.ca/UAT/LMSPublic/selectobjects.aspx?FromObjectId=120924922&End...

Add Addresses

	Parcel ID	Address	Folio Number
<input checked="" type="checkbox"/>	007-068-042	515 W 10TH AVENUE, Vancouver, BC V5Z 4A8	170-650-97-0000

Step 8: Select the *primary address* from the drop-down menu.

*Locations


Addressed Locations

When searching for the street address of the parcel, please note the following:

- Street direction: N,S,E,W,NE,NW,SE,SW
- Street types: "St" for "Street", "B" for "Boulevard"
- For example: 453 W 12th St

Note: Search results will be displayed in a new window. To see the search results, please disable your popup blocker or allow popups from this site.

*Address: Search →

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

Please select a primary address to associate with the permit.

*Select Address:

2559 CAMBIE STREET, Vancouver, BC V5Z 3Y6

501 W 10TH AVENUE, Vancouver, BC

515 W 10TH AVENUE, Vancouver, BC V5Z 4A8

Please describe exact location (e.g. intersection of Granville and W Broadway).

Specific Location:

Step 9: If you've followed the *Location* instructions and can't find your address, check the *Non-Addressed Location* box, then type the address under *Location Description*.

Non-Addressed Locations

☒ This application is for work not being performed at an addressed location (i.e. park, street or intersection) or the address was not found in the above search.

Ensure you provide sufficient location information to complete your application (e.g. movie set at intersection of Granville and W Broadway).

Location Description:

Step 10: In the *Location Details* section, select *Yes* or *No* for each question.

Locations Details

*Are you aware of the presence of any contaminated soils on the subject property?

☐ Yes
☐ No

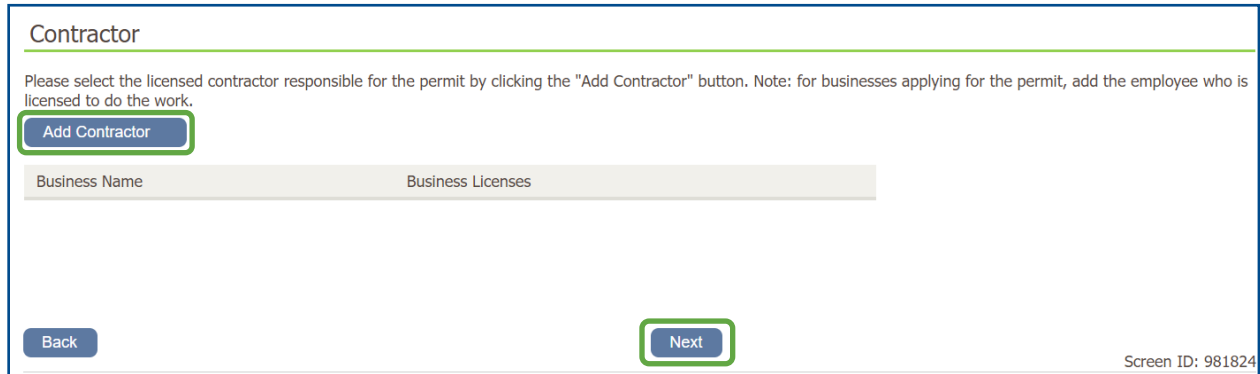
*Are you aware of the existence of any contaminated soils studies, reports, soil agreements, or Ministry of Environment orders or letters with respect to the subject property?

☐ Yes
☐ No

*Is the building being converted to strata title ownership?

☐ Yes
☐ No

Step 11: Add the contractor by clicking on the [Add Contractor](#) button and then click [Next](#).



Contractor

Please select the licensed contractor responsible for the permit by clicking the "Add Contractor" button. Note: for businesses applying for the permit, add the employee who is licensed to do the work.

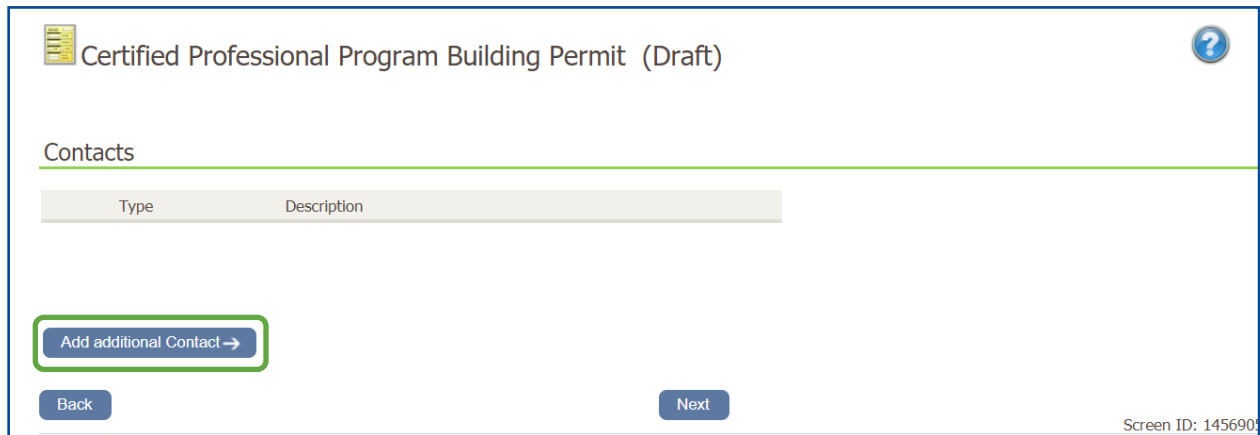
[Add Contractor](#)



Business Name	Business Licenses
---------------	-------------------

[Back](#) [Next](#)

Screen ID: 981824

Step 12: Click [Add additional Contact](#) if there are additional contacts for this permit.



 Certified Professional Program Building Permit (Draft) 

Contacts

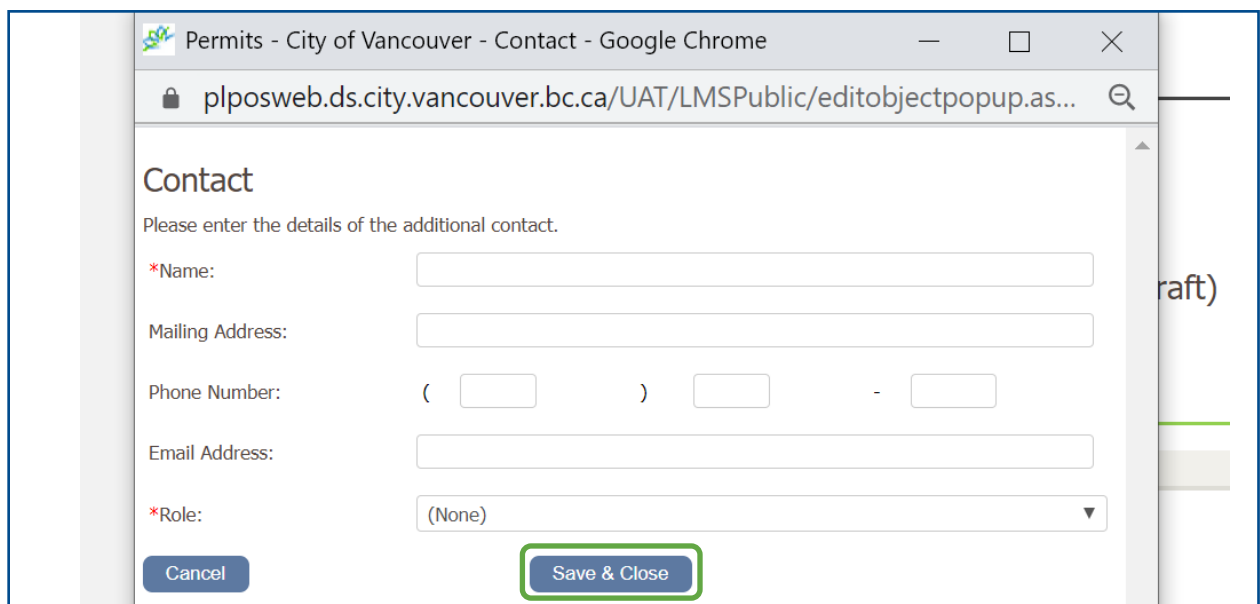
Type	Description
------	-------------

[Add additional Contact →](#)

[Back](#) [Next](#)

Screen ID: 145690

Step 13: Fill in the required information and click [Save & Close](#). After you click [Save & Close](#), click [Next](#).



Permits - City of Vancouver - Contact - Google Chrome

plposweb.ds.city.vancouver.bc.ca/UAT/LMSPublic/editobjectpopup.as...

Contact

Please enter the details of the additional contact.

*Name:

Mailing Address:


Phone Number: () -

Email Address:

*Role:


[Cancel](#) [Save & Close](#)

Step 14: *Scroll down* to the bottom of the screen and click on the *Upload Documents* button.



Jane Doe Sign Out

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

Home > Online services > Permits > Certified Professional Program Building Permit (Draft)



Certified Professional Program Building Permit (Draft)



We require you to upload documents labelled as "Required" in the Documents to Attach table below to complete your application. Select the "Upload Documents" button to add them to your application. Click an open link to view sample forms.

Additional documents may be required at any point during the review process.

Documents to Attach

Uploaded	Attachment Type	Description	Sample Form	Required
	BP - Application Drawings	Drawings of the proposed development to meet submission requirements	None	Optional
	BP - Engineered Drawings	Structural, Mechanical, Plumbing and/or Electrical Drawings where required	None	Optional
	BP - Survey and/or Posting Plan	Survey /Posting Plan prepared by a Registered BC Land Surveyor	None	Optional
	BP - Building Code Data Sheet	Details of the proposed Application	None	Optional
	BP - Demolition Declaration Form	Required declaration to be provided by demolition contactor	None	Optional
	BP - Demolition Rental Declaration	Required when any dwelling units proposed for demolition	None	Optional
	BP - Hazardous Materials Form	Identifies hazardous materials for demolition	None	Optional

Uploaded Documents

Select the "Upload document" button to add documents to your application. The maximum file size is 300 MB. Your uploaded documents will show in the table below.

[Upload Documents](#)

* Attachment Type	Description	Acceptance Status
-------------------	-------------	-------------------

[Back](#)

[Next](#)

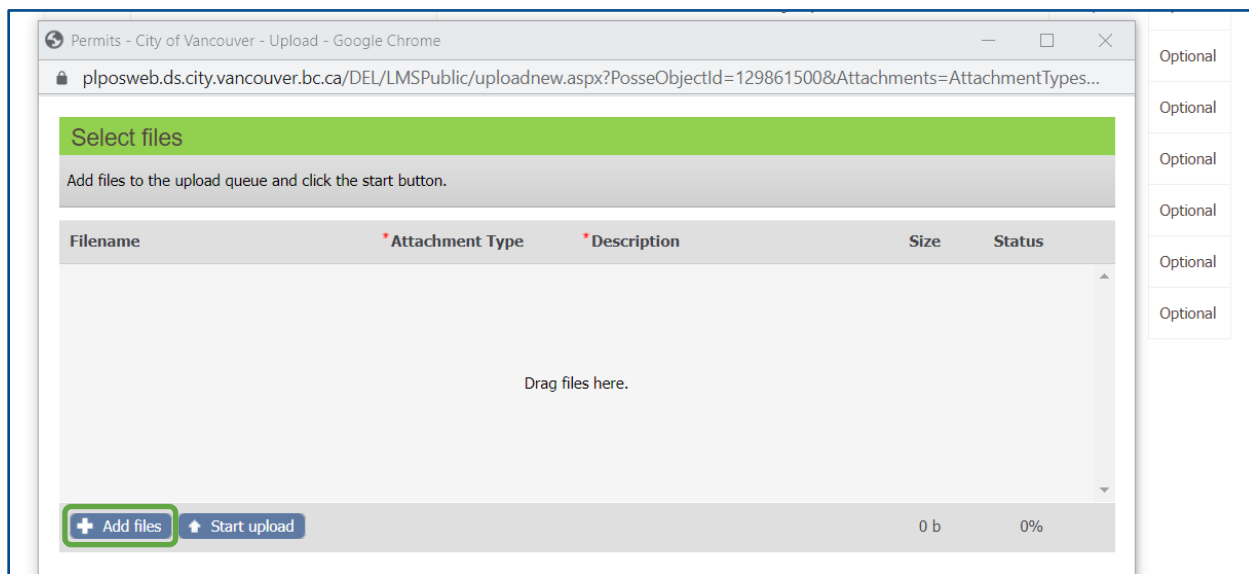
Screen ID: 10

© 2022 City of Vancouver

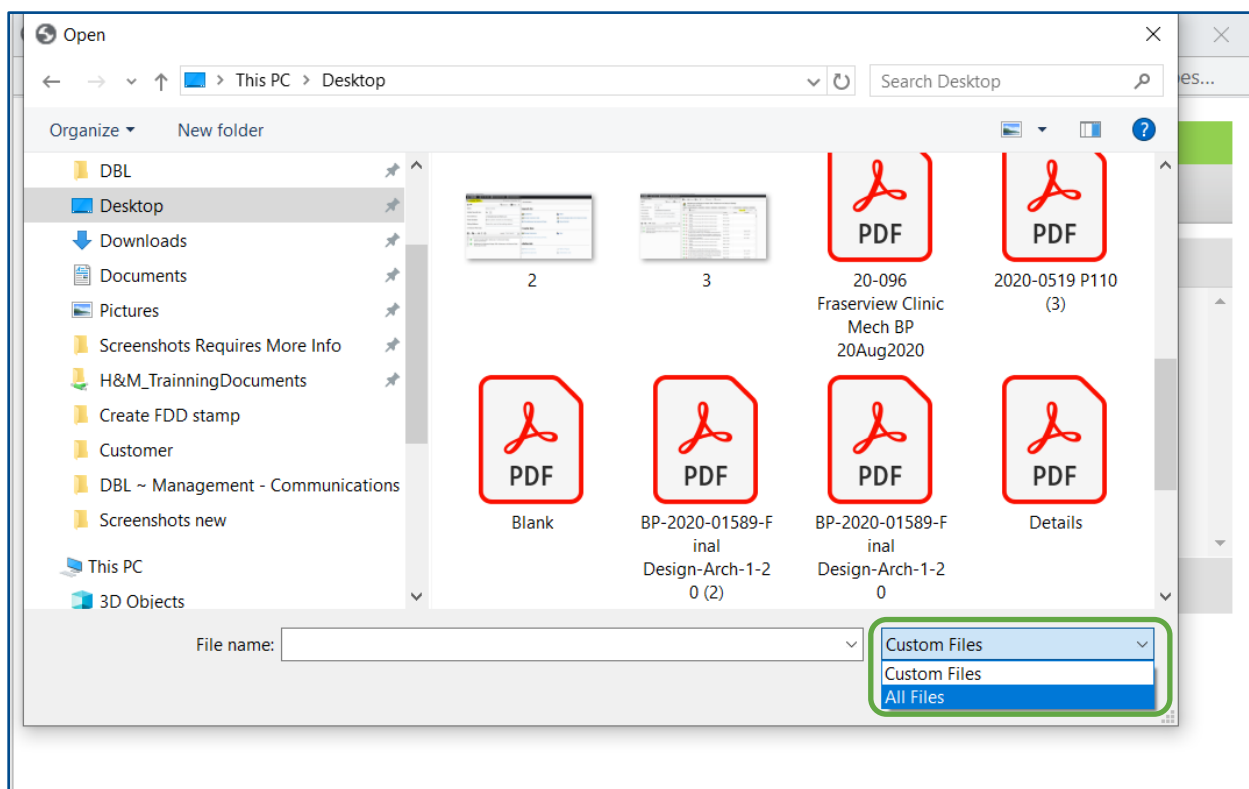
[Terms of Use](#) | [Privacy policy](#) | [Website access](#)

Step 15: Click on the [+Add file](#) button to select the document you want to upload. Alternatively, you can simply drag and drop the file(s) into the [Drag files here](#) area.

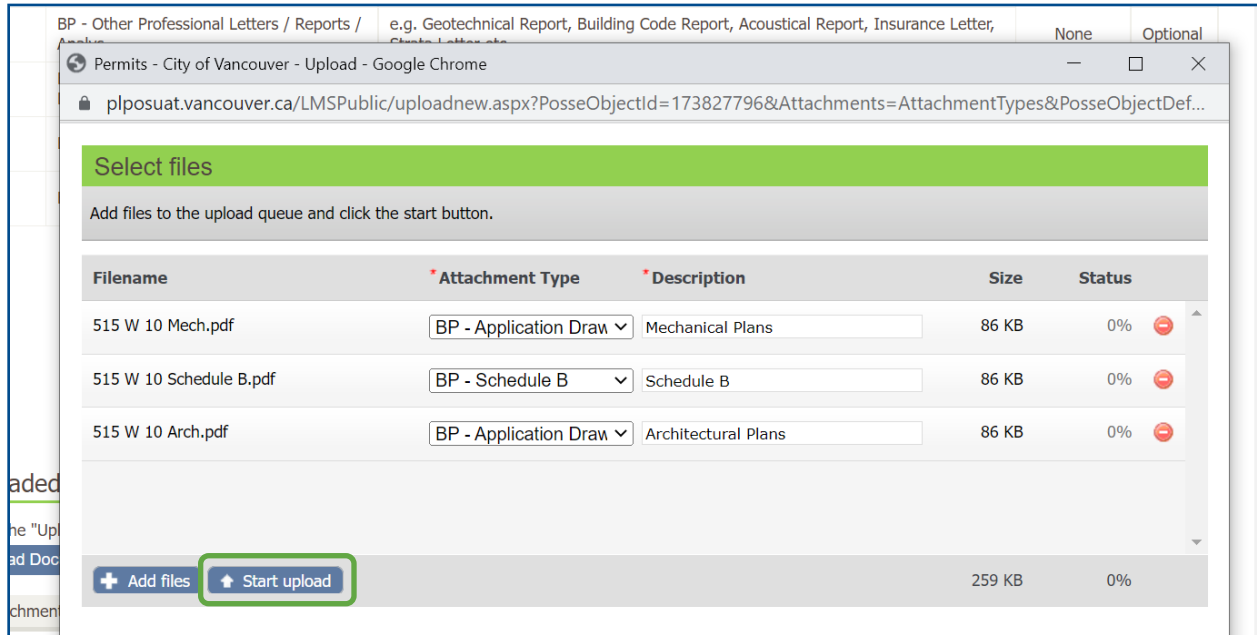
Note: If your file exceeds the maximum size, 300 MB, please separate it into smaller separate files and provide a description of how the files are divided up e.g. by discipline or features



Step 16: If you want to upload an Excel file, you have to select the [All Files](#) option from the drop-down list.



Step 17: Select the corresponding *Attachment Type*, enter a *Description* of the document and then click on the *Start Upload* button.



BP - Other Professional Letters / Reports / e.g. Geotechnical Report, Building Code Report, Acoustical Report, Insurance Letter, None Optional

Permits - City of Vancouver - Upload - Google Chrome

plposuat.vancouver.ca/LMSPublic/uploadnew.aspx?PosseObjectId=173827796&Attachments=AttachmentTypes&PosseObjectDef...

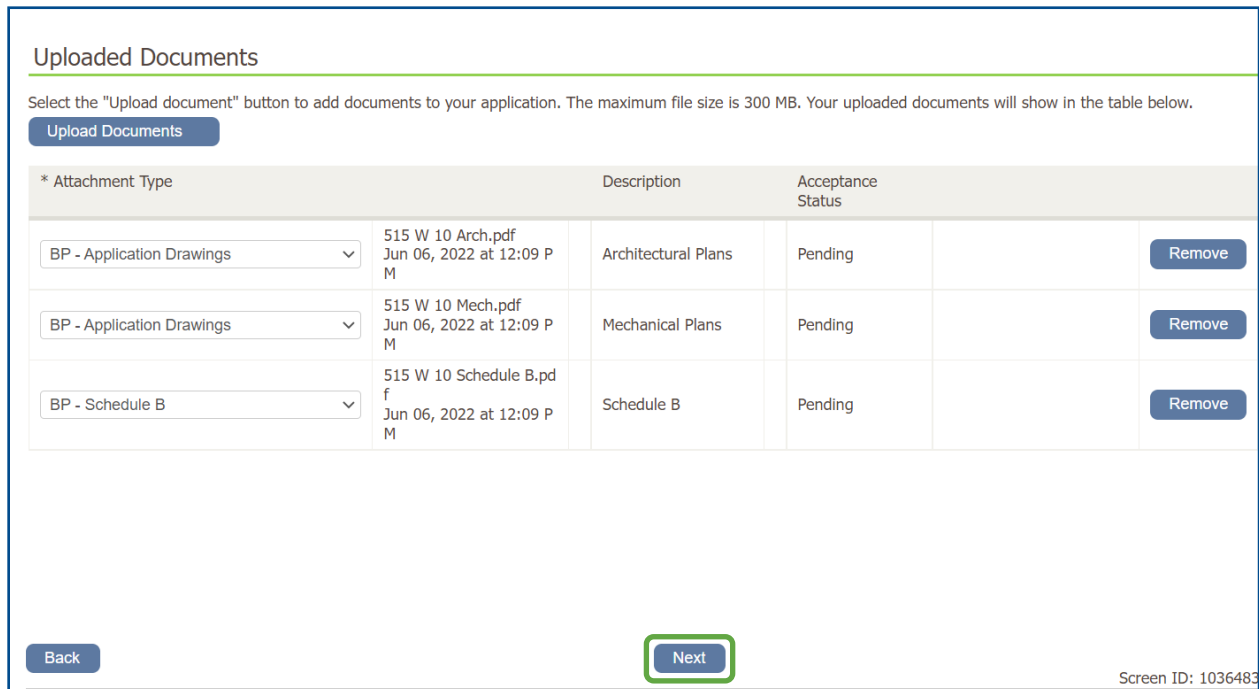
Select files

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

Filename	* Attachment Type	* Description	Size	Status
515 W 10 Mech.pdf	BP - Application Draw	Mechanical Plans	86 KB	0%
515 W 10 Schedule B.pdf	BP - Schedule B	Schedule B	86 KB	0%
515 W 10 Arch.pdf	BP - Application Draw	Architectural Plans	86 KB	0%
			259 KB	0%

+ Add files **Start upload**

Step 18: This screen will appear once you have successfully uploaded your document(s). Click *Next*.



Uploaded Documents

Select the "Upload document" button to add documents to your application. The maximum file size is 300 MB. Your uploaded documents will show in the table below.

Upload Documents

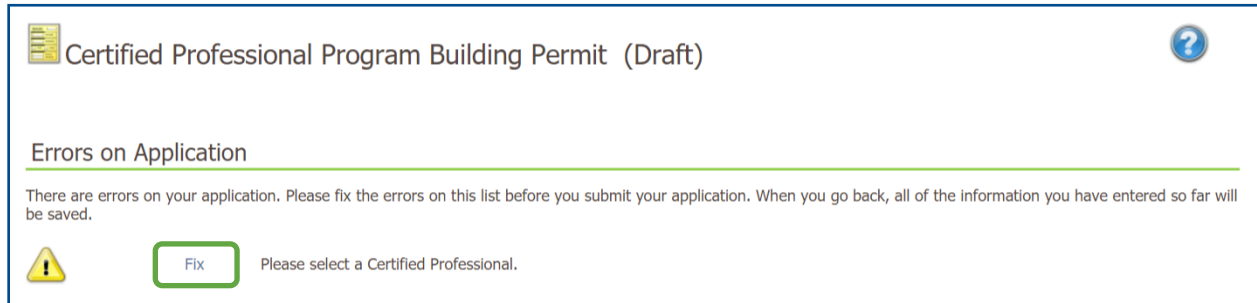
* Attachment Type	Description	Acceptance Status
BP - Application Drawings	515 W 10 Arch.pdf Jun 06, 2022 at 12:09 P M Architectural Plans	Pending
BP - Application Drawings	515 W 10 Mech.pdf Jun 06, 2022 at 12:09 P M Mechanical Plans	Pending
BP - Schedule B	515 W 10 Schedule B.pdf Jun 06, 2022 at 12:09 P M Schedule B	Pending

Remove Remove Remove

Back **Next**

Screen ID: 1036483


Step 19: If there are any errors, click [Fix](#) to correct the error.



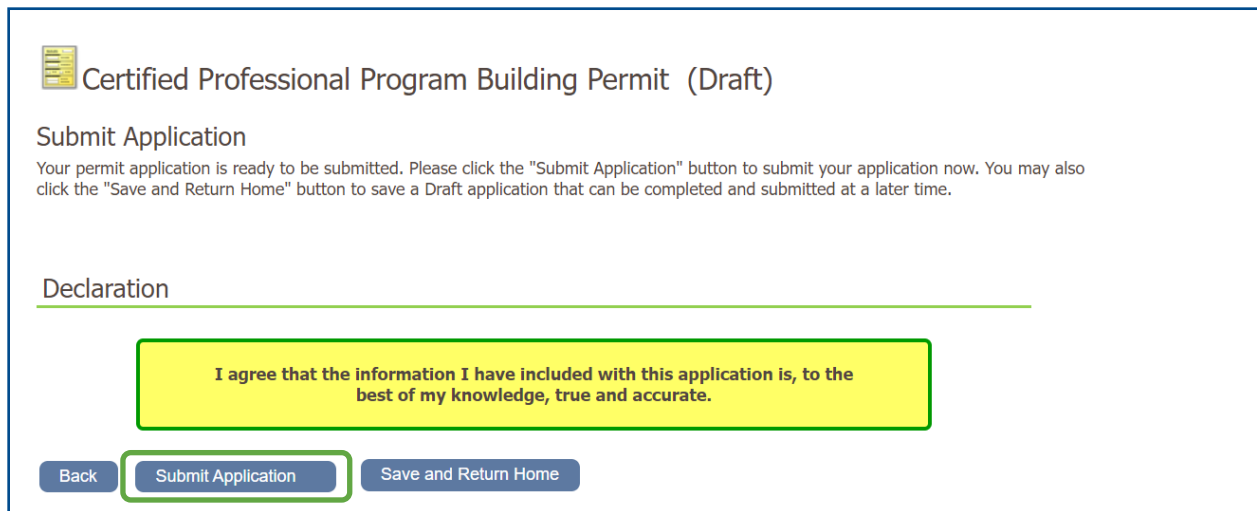
Certified Professional Program Building Permit (Draft)

Errors on Application

There are errors on your application. Please fix the errors on this list before you submit your application. When you go back, all of the information you have entered so far will be saved.

 [Fix](#) Please select a Certified Professional.

Step 20: Review the [declaration](#) message and click [Submit Application](#).



Certified Professional Program Building Permit (Draft)

Submit Application

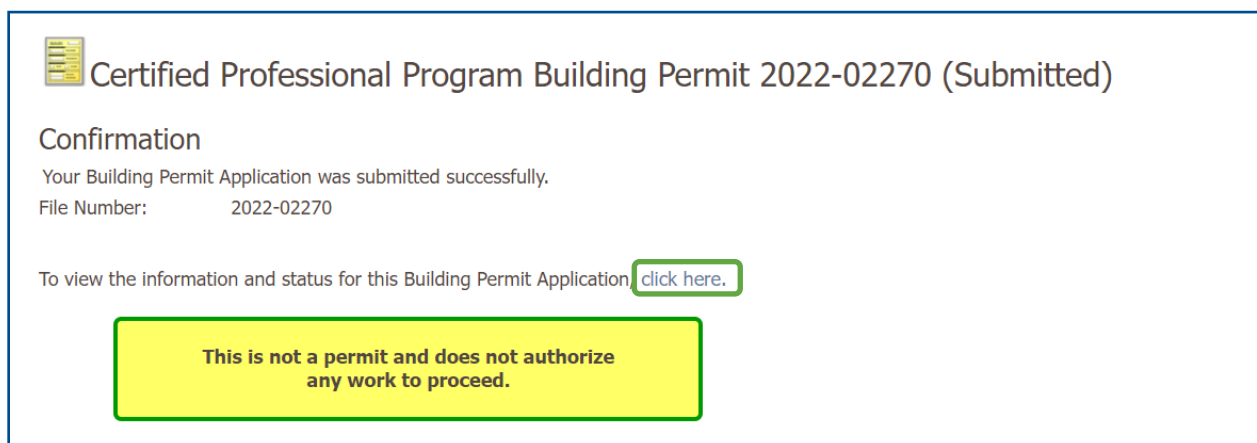
Your permit application is ready to be submitted. Please click the "Submit Application" button to submit your application now. You may also click the "Save and Return Home" button to save a Draft application that can be completed and submitted at a later time.

Declaration

I agree that the information I have included with this application is, to the best of my knowledge, true and accurate.

[Back](#) [Submit Application](#) [Save and Return Home](#)

Step 21: Your [Building Permit](#) application has been submitted successfully. Click on the [click here](#) link to view the details and status of your application.



Certified Professional Program Building Permit 2022-02270 (Submitted)

Confirmation

Your Building Permit Application was submitted successfully.
File Number: 2022-02270


To view the information and status for this Building Permit Application, [click here.](#)

This is not a permit and does not authorize any work to proceed.

Step 22: For help with the online application submission, please contact cp.process@vancouver.ca.

How do I check the status of my permit application?

Click on the [My Activities](#) tab, find the permit you are looking for and find the permit's status in the [Status](#) column.

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 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

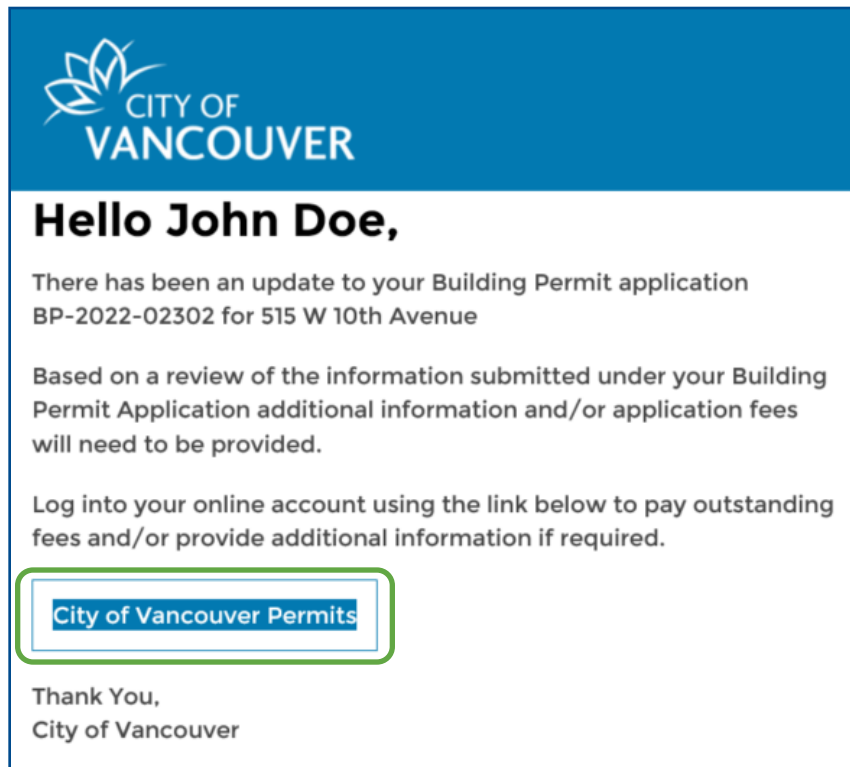
Type	File Number	My Reference Number	Address	Description	Status	Created Date	Next Action
Building Permit	BP-2019-04580		6247 WEST BOULEVAR...	Certified Professional Program - Addition / Alteration - convert garage	In Review	Oct 28, 2019	Pay Outstanding Fees

How do I submit additional information or documents?

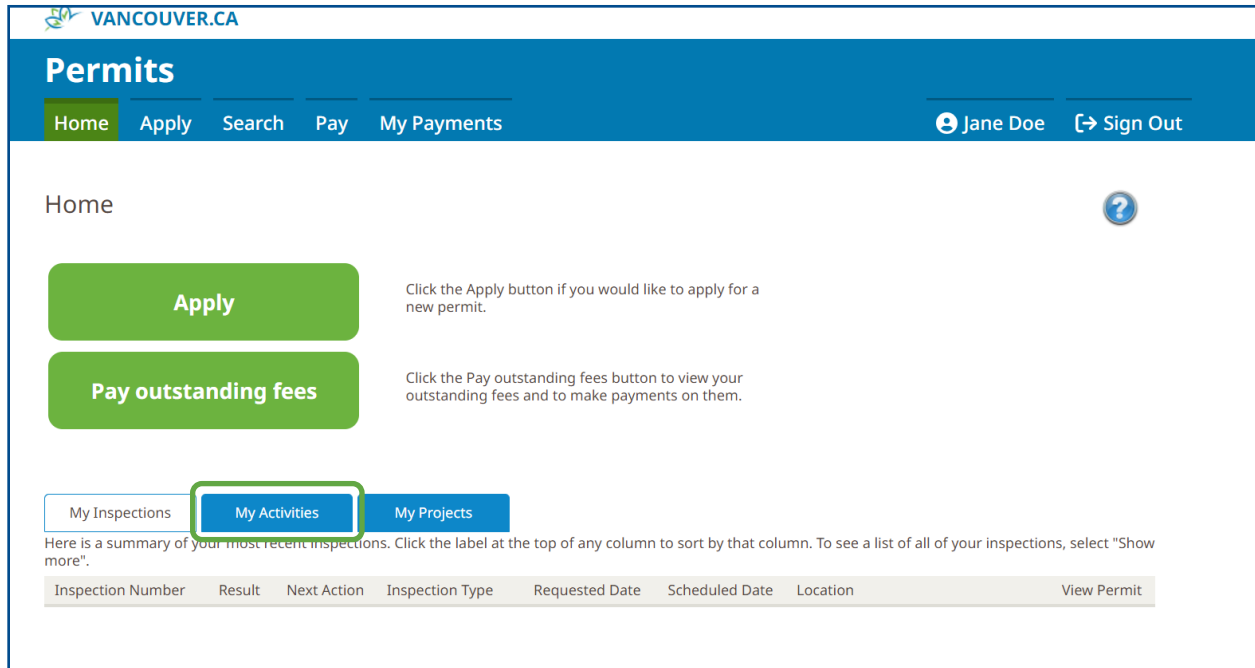
If, during the initial review of your application, the City of Vancouver staff member requires additional information or documents, they will send you an email (see Step 1 below) with the request.

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](#).



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



The screenshot shows the 'Permits' section of the City of Vancouver website. The 'Home' tab is selected in the top navigation bar. Below the navigation bar, there are two main buttons: 'Apply' and 'Pay outstanding fees'. Below these, there are three tabs: 'My Inspections', 'My Activities' (which is highlighted with a green box), and 'My Projects'. Below the tabs, there is a table with columns: Inspection Number, Result, Next Action, Inspection Type, Requested Date, Scheduled Date, Location, and View Permit. A blue arrow points to the 'My Activities' tab.

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



The screenshot shows the 'My Activities' tab selected in the top navigation bar. Below the tabs, there is a table with columns: Type, File Number, My Reference Number, Address, Description, Status, Created Date, and Next Action. The 'Next Action' column for the first row (Building Permit) contains a button labeled 'Provide Information' (highlighted with a green box). A blue arrow points to the 'Provide Information' button.

Type	File Number	My Reference Number	Address	Description	Status	Created Date	Next Action
Building Permit	BP-2022-02302		515 W 10TH AVENUE, V...	Certified Professional Program - New Building - CP Building Permit	Application Incomplete	Aug 19, 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-2022-02302

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. _____

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

[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.				

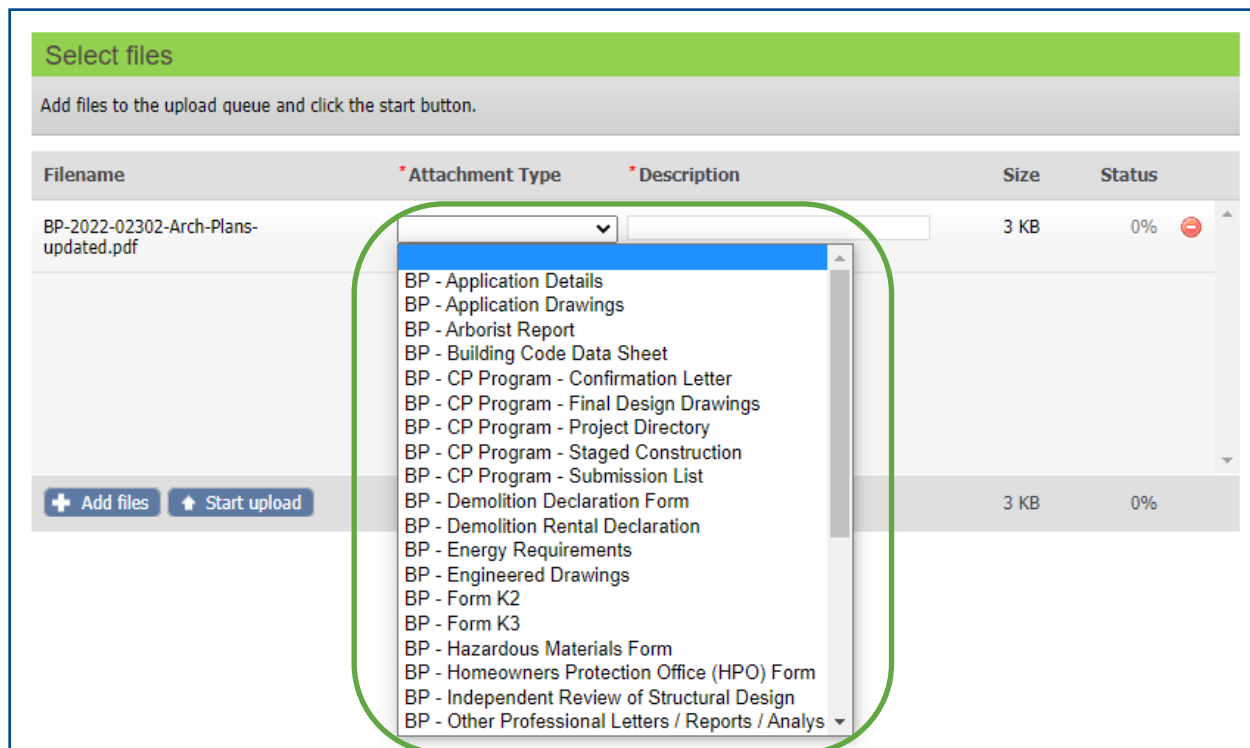
+ Add files

Start upload

0 b

0%

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

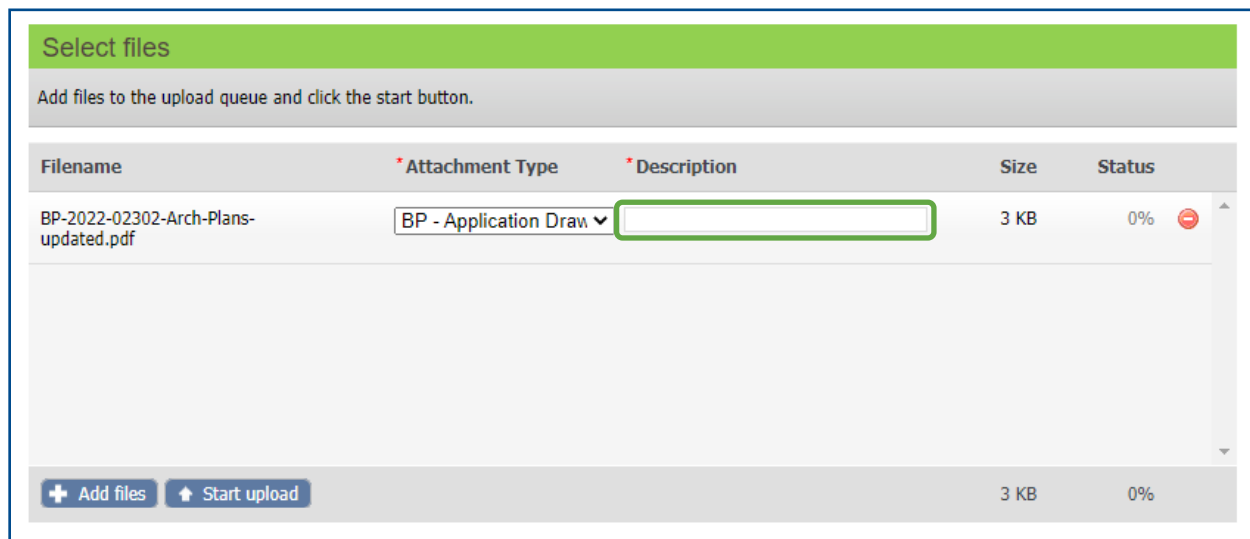


The screenshot shows a file upload interface with a table. A blue arrow points to the first row of the table. The dropdown menu for the Attachment Type is open, showing a list of options. The first option, 'BP - Application Details', is highlighted in blue.

Filename	* Attachment Type	* Description	Size	Status
BP-2022-02302-Arch-Plans-updated.pdf	BP - Application Details		3 KB	0%
	BP - Application Drawings			
	BP - Arborist Report			
	BP - Building Code Data Sheet			
	BP - CP Program - Confirmation Letter			
	BP - CP Program - Final Design Drawings			
	BP - CP Program - Project Directory			
	BP - CP Program - Staged Construction			
	BP - CP Program - Submission List			
	BP - Demolition Declaration Form		3 KB	0%
	BP - Demolition Rental Declaration			
	BP - Energy Requirements			
	BP - Engineered Drawings			
	BP - Form K2			
	BP - Form K3			
	BP - Hazardous Materials Form			
	BP - Homeowners Protection Office (HPO) Form			
	BP - Independent Review of Structural Design			
	BP - Other Professional Letters / Reports / Analys			

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 menu is now closed, and the Description field is highlighted with a green box.

Filename	* Attachment Type	* Description	Size	Status
BP-2022-02302-Arch-Plans-updated.pdf	BP - Application Draw		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-2022-02302-Arch-Plans-updated.pdf	BP - Application Draw	Architectural Drawings	3 KB	0%

+ Add files

Start upload

3 KB0%

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-2022-02302-Arch-Plans-updated.pdf Aug 19, 2022 at 10:39 AM	BP - Application Drawings	Architectural Drawings	<div>Remove</div>


Upload Document →

Max Size: 300 MB per document

Send

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-2022-02302

Action(s) required for BP-2022-02302

Further information has been successfully submitted.

[Return to BP-2022-02302](#)

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-2022-02302 **Submitted** 

Application Date: Aug 19, 2022

Issue Date:

Completed Date:

Expiration Date:

My Reference Number: [Save](#)

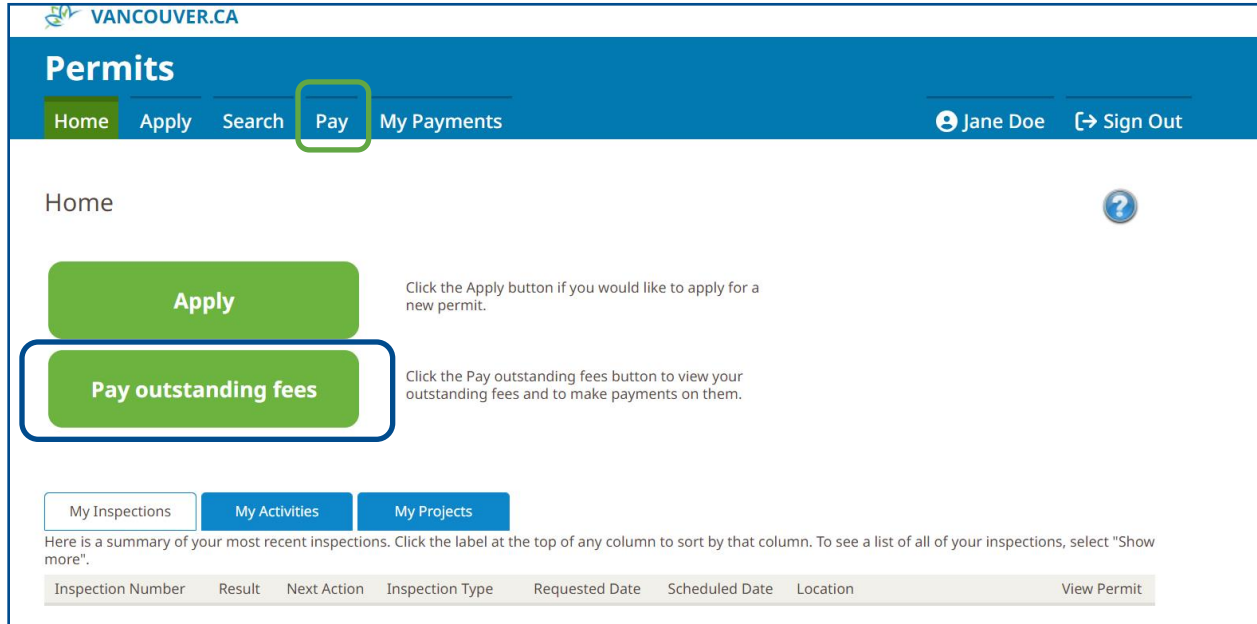
Next Action

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

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

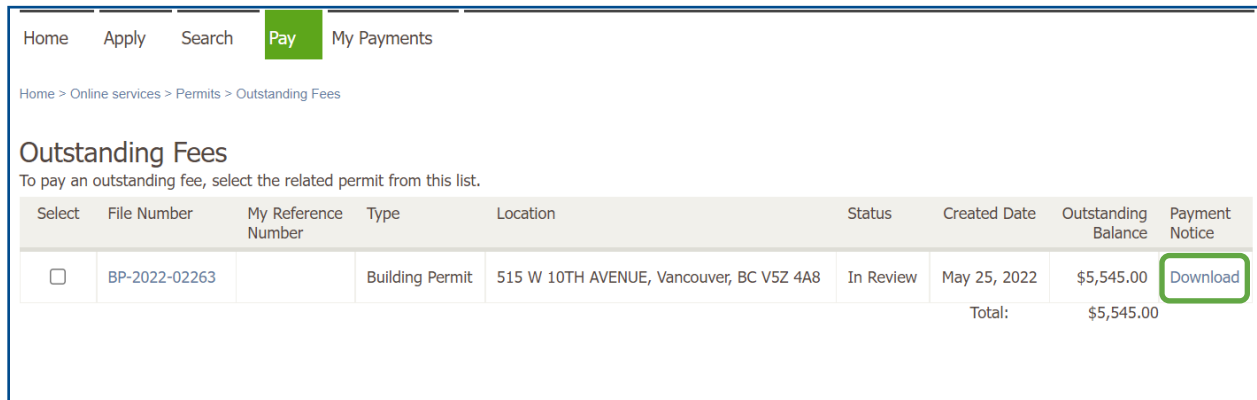
How do I view the Payment Notice?

Step 1: Log into your account at www.vancouver.ca/permits/apply and then click on the *Pay outstanding fees* button or the *Pay* tab.



The screenshot shows the 'Permits' section of the Vancouver City website. The navigation bar includes 'Home', 'Apply', 'Search', 'Pay' (highlighted with a green box), and 'My Payments'. The user is logged in as 'Jane Doe' and can 'Sign Out'. The main content area has a 'Home' heading and a blue arrow pointing to the 'Pay outstanding fees' button. Below this are buttons for 'My Inspections', 'My Activities', and 'My Projects'. A table of inspections is visible at the bottom.

Step 2: Click on the *Download* link in the *Payment Notice* column.



The screenshot shows the 'Outstanding Fees' page. The navigation bar includes 'Home', 'Apply', 'Search', 'Pay' (highlighted with a green box), and 'My Payments'. The breadcrumb trail is 'Home > Online services > Permits > Outstanding Fees'. The page title is 'Outstanding Fees' and it says 'To pay an outstanding fee, select the related permit from this list.' Below is a table with columns: Select, File Number, My Reference Number, Type, Location, Status, Created Date, Outstanding Balance, and Payment Notice. A blue arrow points to the 'Download' button in the 'Payment Notice' column of the first row.

Select	File Number	My Reference Number	Type	Location	Status	Created Date	Outstanding Balance	Payment Notice
<input type="checkbox"/>	BP-2022-02263		Building Permit	515 W 10TH AVENUE, Vancouver, BC V5Z 4A8	In Review	May 25, 2022	\$5,545.00	Download
Total:							\$5,545.00	

Step 3: You can also access the [Payment Notice](#) from the permit overview page. Scroll down to the [Fees](#) section and click on the [View Payment Notice](#) link.

Building Permit Application BP-2022-02263

In Review

?

Application Date: May 25, 2022
Issue Date:
Completed Date:
Expiration Date:

Next Action

Pay Fees →

Request Inspection →

Provide Plan Review Response →

Stage Application →

Request Refund →

Submit Final Design Drawings →

Provide Additional Information →

Provide CP Documents →

My Reference Number:

Save

Details

Project Activity

Documents

Application Documents





Inspections

Review Summary

Details

Primary Location: 515 W 10TH AVENUE, Vancouver, BC V5Z 4A8
Specific Location:
Work Description: test
Type of Work: New Building

Related Information

Type	Description
	Certified Professional Jane Doe Phone: (604) 111-1111 Address: 123 Main St Vancouver, BC V2W3X5
	Contact James R. (Engineer) Phone: (604) 555-5555
	Contractor JD Contracting Active Business License(s): IMBL 545765476
	Customer Jane Doe Phone: (604) 111-1111 Address: 123 Main St Vancouver, BC V2W3X5

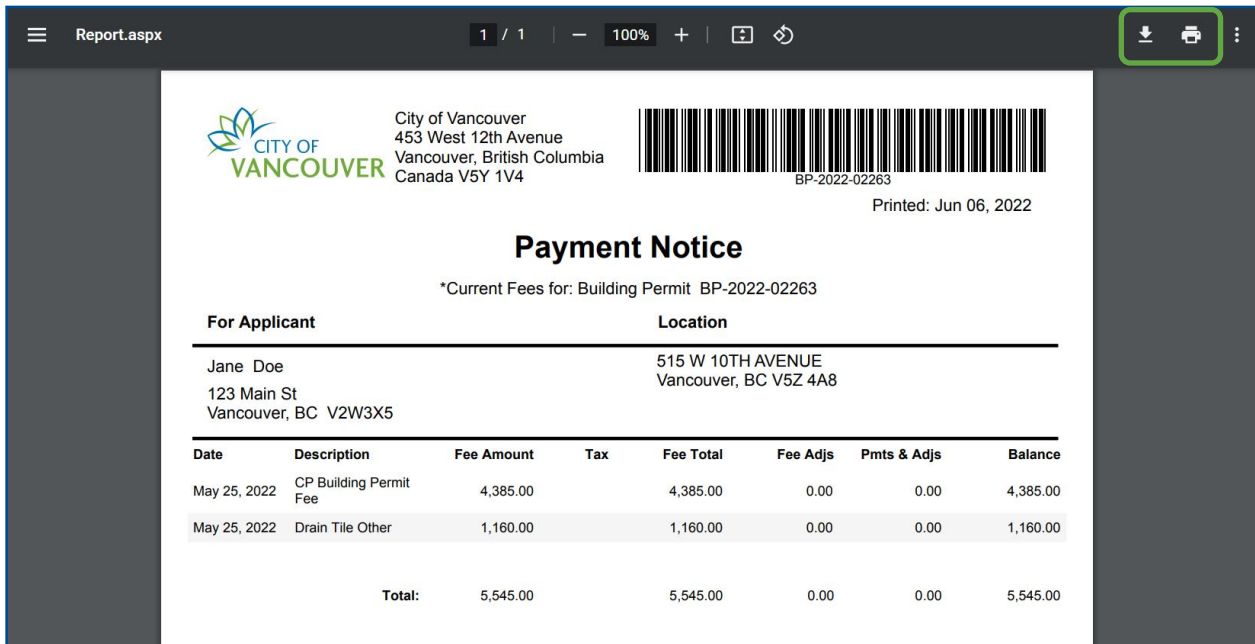
Parcels

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
May 25, 2022	Drain Tile Other	\$1,160.00	\$1,160.00	View Payment Notice
May 25, 2022	CP Building Permit Fee	\$4,385.00	\$4,385.00	View Payment Notice

Step 4: You can download and print the *Payment Notice*.

Report.aspx 1 / 1 100%

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

BP-2022-02263
Printed: Jun 06, 2022

Payment Notice

*Current Fees for: Building Permit BP-2022-02263

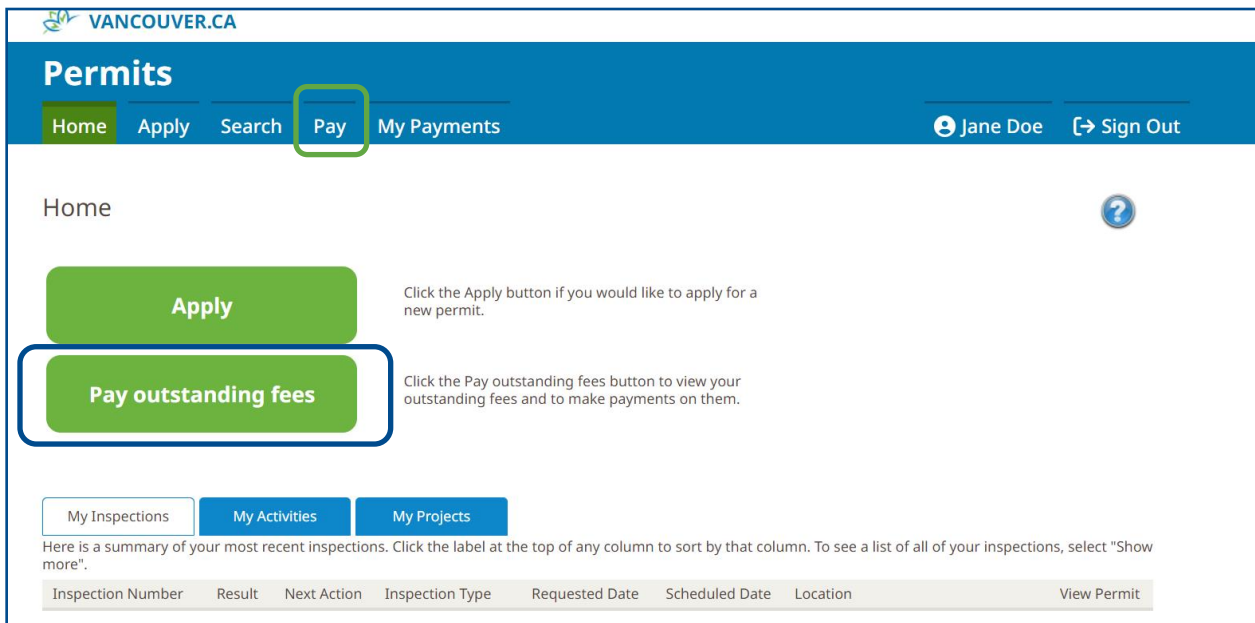
For Applicant		Location	
Jane Doe 123 Main St Vancouver, BC V2W3X5	515 W 10TH AVENUE Vancouver, BC V5Z 4A8		

Date	Description	Fee Amount	Tax	Fee Total	Fee Adjs	Pmts & Adjs	Balance
May 25, 2022	CP Building Permit Fee	4,385.00		4,385.00	0.00	0.00	4,385.00
May 25, 2022	Drain Tile Other	1,160.00		1,160.00	0.00	0.00	1,160.00
Total:		5,545.00		5,545.00	0.00	0.00	5,545.00

How do I pay fees online?

Step 1: Log into your account at www.vancouver.ca/permits/apply and then click on the *Pay outstanding fees* button or the *Pay* tab.

Note: After an initial review of your application, you will be notified when to pay the fees.

VANCOUVER.CA

Permits

Home Apply Search **Pay** My Payments Jane Doe Sign Out

Home ?

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

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

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: Select the permit you want to pay and then click the [Pay Selected](#) button.

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

Home > Online services > Permits > Outstanding Fees


Outstanding Fees






To pay an outstanding fee, select the related permit from this list.

Select	File Number	My Reference Number	Type	Location	Status	Created Date	Outstanding Balance	Payment Notice
<input checked="" type="checkbox"/>	BP-2022-02263		Building Permit	515 W 10TH AVENUE, Vancouver, BC V5Z 4A8	In Review	May 25, 2022	\$5,545.00	Download
Total:							\$5,545.00	

[Pay Selected](#)

Step 3: Enter the credit card information and then click the [Pay](#) button.



Cardholder Name

Card Number

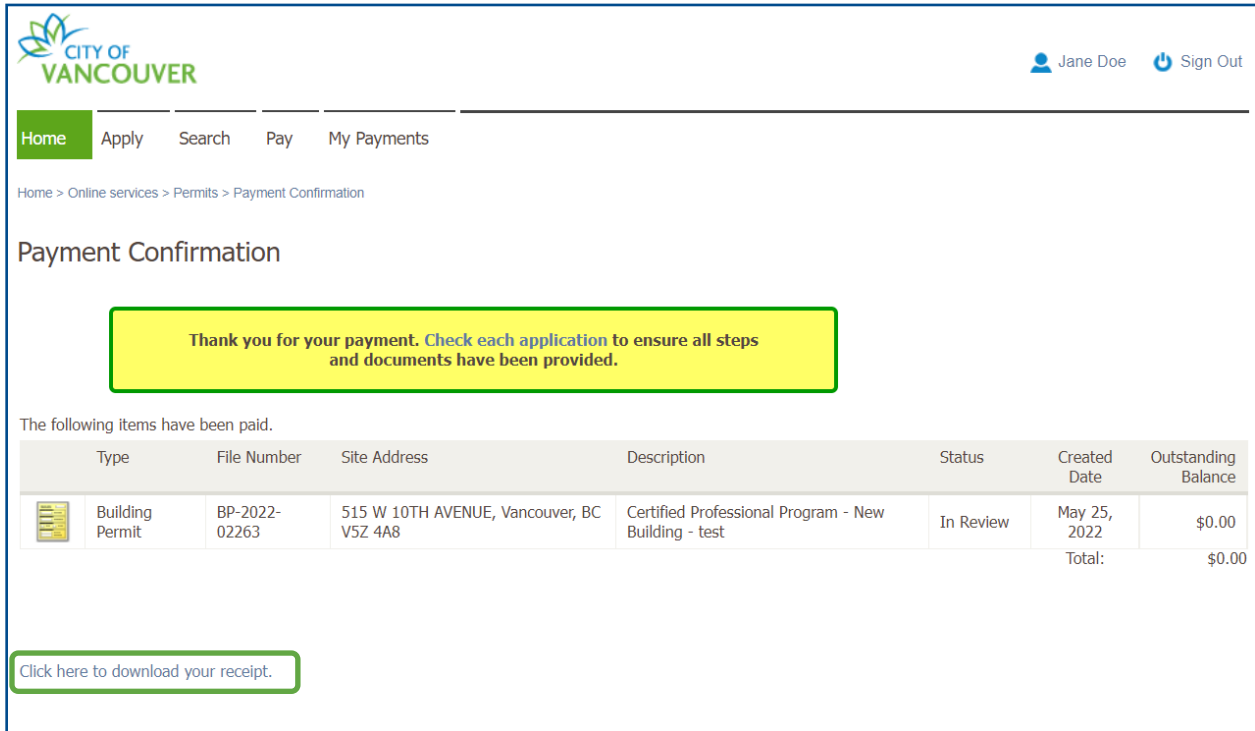
MMYY

CWV ?

Total \$5,545.00

[Cancel](#)
[Pay](#)

Step 4: Once the payment has been confirmed, you will be able to download your receipt by clicking on the [Click here to download your receipt](#) link.



CITY OF VANCOUVER Jane Doe Sign Out


Home Apply Search Pay My Payments

Home > Online services > Permits > Payment Confirmation

Payment Confirmation

Thank you for your payment. Check each application to ensure all steps and documents have been provided.

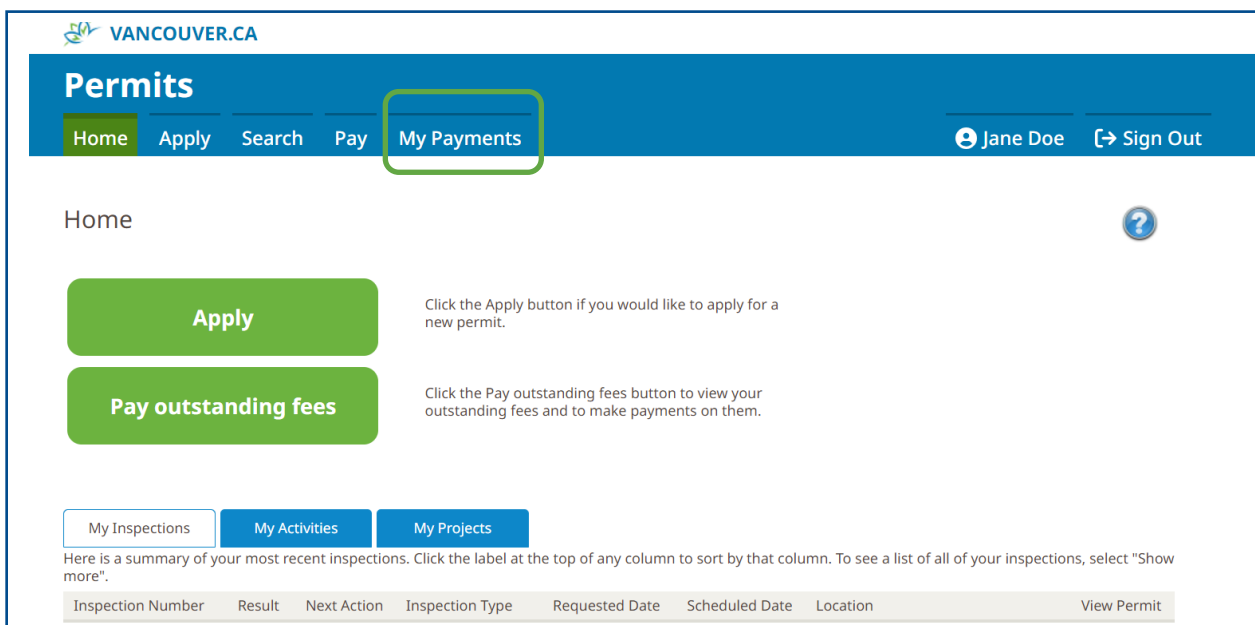
The following items have been paid.

Type	File Number	Site Address	Description	Status	Created Date	Outstanding Balance
 Building Permit	BP-2022-02263	515 W 10TH AVENUE, Vancouver, BC V5Z 4A8	Certified Professional Program - New Building - test	In Review	May 25, 2022	\$0.00
Total:						\$0.00

[Click here to download your receipt.](#)

How do I view my receipt?

Step 1: Log into your account at www.vancouver.ca/permits/apply and then click [My Payments](#).



VANCOUVER.CA

Permits

Home Apply Search Pay **My Payments** Jane Doe Sign Out

Home ?

Apply

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

Pay outstanding fees

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

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 in the *Payment Date* field to select the date range.



CITY OF VANCOUVER Jane Doe

Home Apply Search Pay **My Payments**


Home > Online services > Permits > My Payments Search

My Payments Search

Payment Date: To:

[Search](#)

Step 3: Click *Search*.



CITY OF VANCOUVER Jane Doe

Home Apply Search Pay **My Payments**


Home > Online services > Permits > My Payments Search

My Payments Search

Payment Date: To:

[Search](#)

Step 4: Click on the receipt number.



CITY OF VANCOUVER 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
Jun 7, 2022	R387164	BP-2022-02263		Jane Doe	\$5,545.00

[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-2022-02263

In Review

Application Date: May 25, 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 →

Provide CP Documents

Details

Project Activity

Documents

Application Documents

Inspections

Review Summary

Details

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

Specific Location:

Work Description: test

Type of Work: New Building

Related Information

Type	Description
	Certified Professional Jane Doe Phone: (604) 111-1111 Address: 123 Main St Vancouver, BC V2W3X5
	Contact James R. (Engineer) Phone: (604) 555-5555
	Contractor JD Contracting Active Business License(s): IMBL 545765476
	Customer Jane Doe Phone: (604) 111-1111 Address: 123 Main St Vancouver, BC V2W3X5

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
May 25, 2022	Drain Tile Other	\$1,160.00	\$0.00	View Receipt
May 25, 2022	CP Building Permit Fee	\$4,385.00	\$0.00	View Receipt

Step 6: You can download and print the receipt.

Download.aspx

1 / 1 | 100% + |

453 West 12th Avenue
Vancouver, BC V5Y 1V4

Online Payments

Receipt

RETAIN THIS COPY FOR YOUR RECORDS

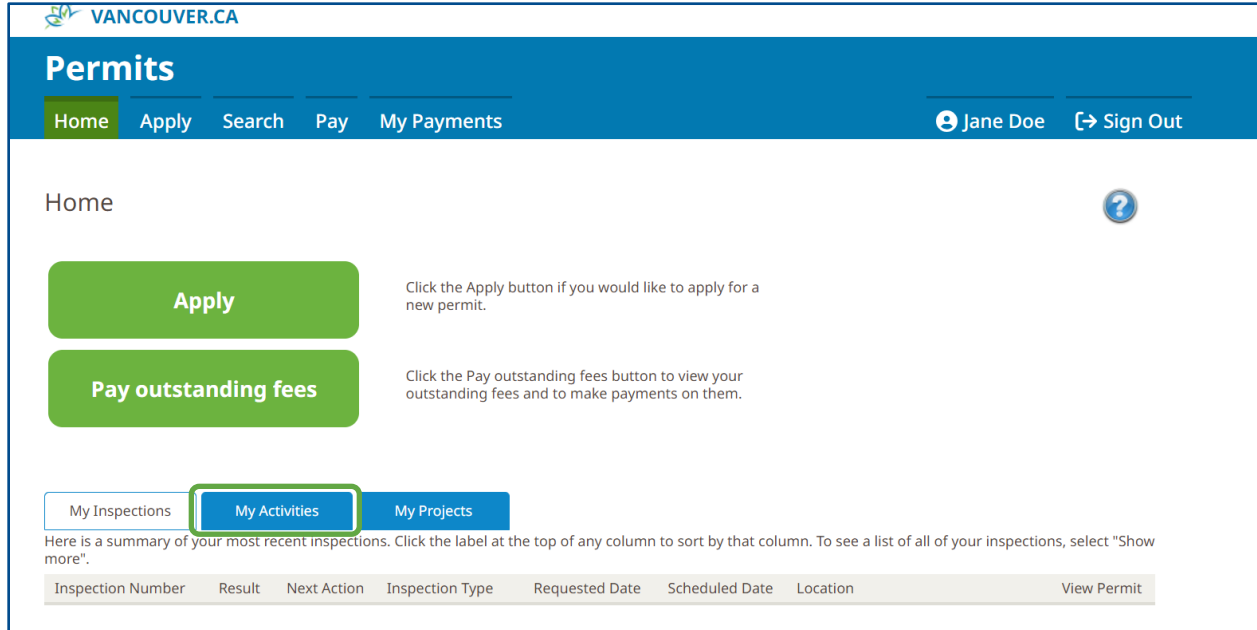
Payment Date: Jun 07, 2022
Applicant: Jane Doe

Receipt Number: R387164
Received Date: Jun 07, 2022
Payment Amount: \$5,545.00
Order ID: 173832097
Payment Method: Credit Card
Payer: jane doe

Date	File Number	My Reference #	Description	Fee Amount	Tax Paid	Amount Paid
May 25, 2022	BP-2022-02263		CP Building Permit Fee	\$4,385.00		\$4,385.00
May 25, 2022	BP-2022-02263		Drain Tile Other	\$1,160.00		\$1,160.00

How do I request a Stage Application?

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



VANCOUVER.CA

Permits

Home Apply Search Pay My Payments Jane Doe Sign Out

Home

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

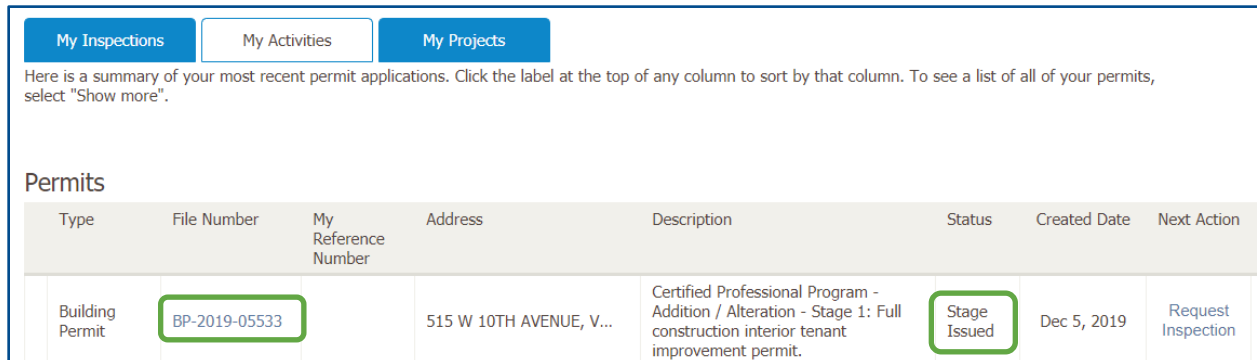
Pay outstanding fees Click the Pay outstanding fees button to view your outstanding fees and to make payments on them.

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 *file number* of the permit in *Stage Issued* status.



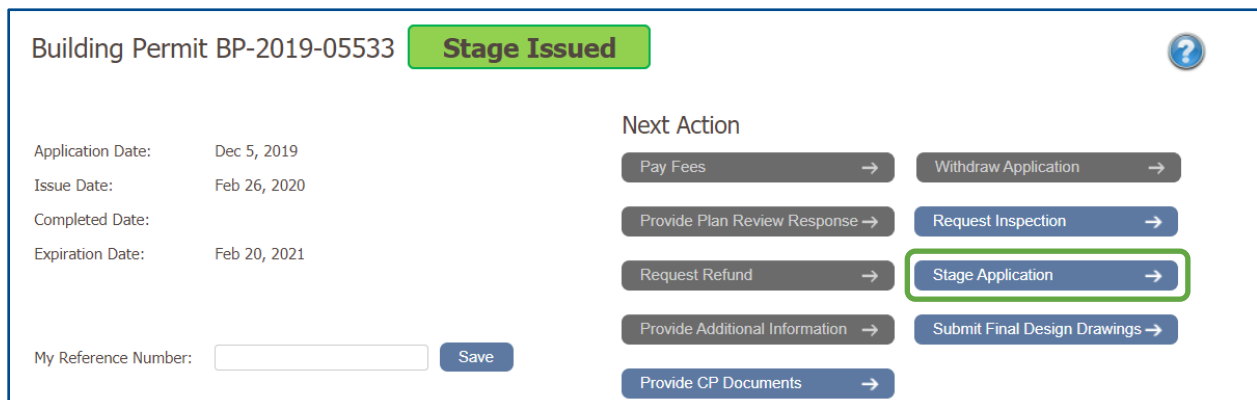
My Inspections My Activities My Projects

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-2019-05533		515 W 10TH AVENUE, V...	Certified Professional Program - Addition / Alteration - Stage 1: Full construction interior tenant improvement permit.	Stage Issued	Dec 5, 2019	Request Inspection

Step 3: Click on the *Stage Application* button.



Building Permit BP-2019-05533 **Stage Issued**

Application Date: Dec 5, 2019
Issue Date: Feb 26, 2020
Completed Date:
Expiration Date: Feb 20, 2021

My Reference Number: Save

Next Action

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

Step 4: Provide a [description](#) of the next stage application document(s) and then click [Upload Document](#). After uploading the documents, click on the [Submit Uploaded Documents](#) button. Click [here](#) for more information on how to upload documents.

Submit Subsequent Stage Application for BP-2019-05533

Description of Stage Application Documents Provided:

*Documents

* Attachment Type	Description

Upload Document →

Submit Uploaded Documents

Cancel and Return

How do I view the status of the reviews?

Step 1: Log into your account at www.vancouver.ca/permits/apply and then click on the [My Activities](#) tab.

VANCOUVER.CA

Permits

Home Apply Search Pay My Payments

Jane Doe Sign Out

Home

Apply

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

Pay outstanding fees

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

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 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-2020-03179		515 W 10TH AVENUE, V...	Certified Professional Program - Addition / Alteration - Construction of new two storey repair garage addition to existing single tenant two storey repair garage.	Stage Issued	Oct 9, 2020	Request Inspection

Step 3: Click on the *Review Summary* tab.

Building Permit BP-2020-03179

Stage Issued

?

Application Date: Oct 9, 2020

Issue Date: Apr 20, 2022

Completed Date:

Expiration Date: Sep 10, 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 →

Provide CP Documents

Details

Project Activity

Documents

Application Documents

Inspections

Review Summary

Details

Related Information

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

Type

Description

Step 4: You can see how many reviews have been completed and the notes added by staff members.

Details

Project Activity

Documents

Application Documents

Inspections

Review Summary

Review Summary

14 of 14 reviews completed.

Perform Building Permit Project Coordinator Review --- Accepted at Feb 22, 2022 17:00:45

[Aug 27, 2021 14:37:37] - Conditional Approval Note by Staff Name:

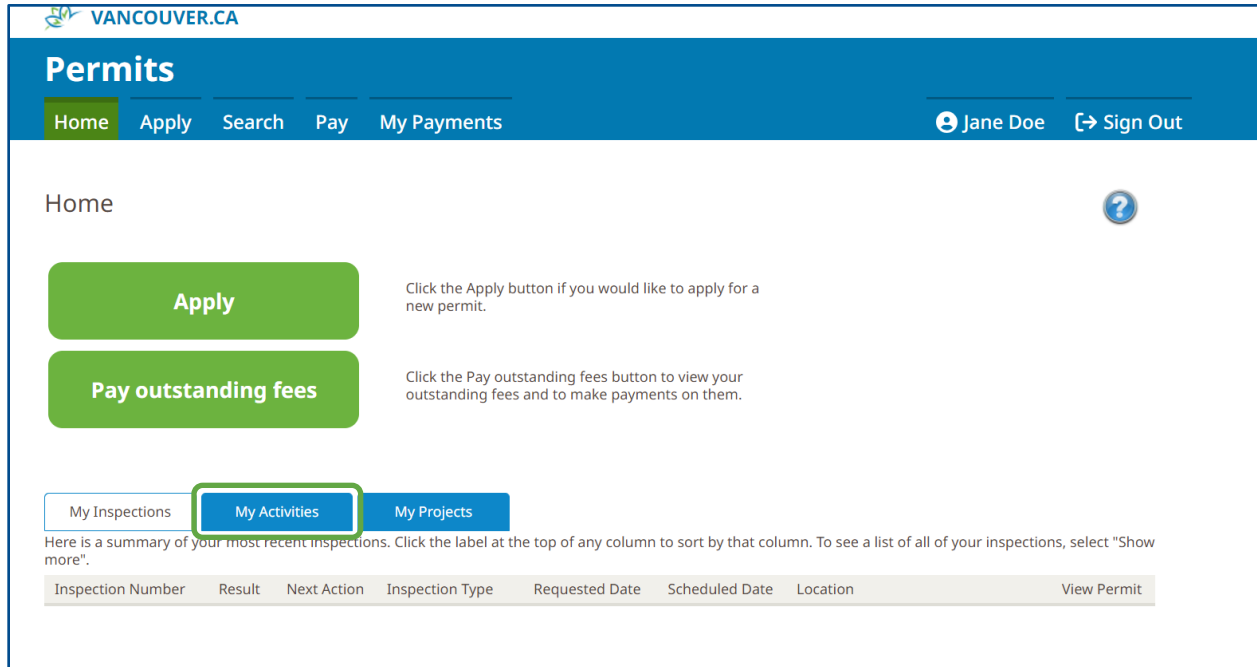
> Review #1

> 1. Please confirm whether this project is being treated as one building or two.

> 2. Have you had any conversations with Fire? If not, I will send the CCDs to Fire just to confirm that they are okay with the layout.

How do I submit CP Documents?

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



VANCOUVER.CA

Permits

Home Apply Search Pay My Payments Jane Doe Sign Out

Home

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


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

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 *file number* of the applicable permit.



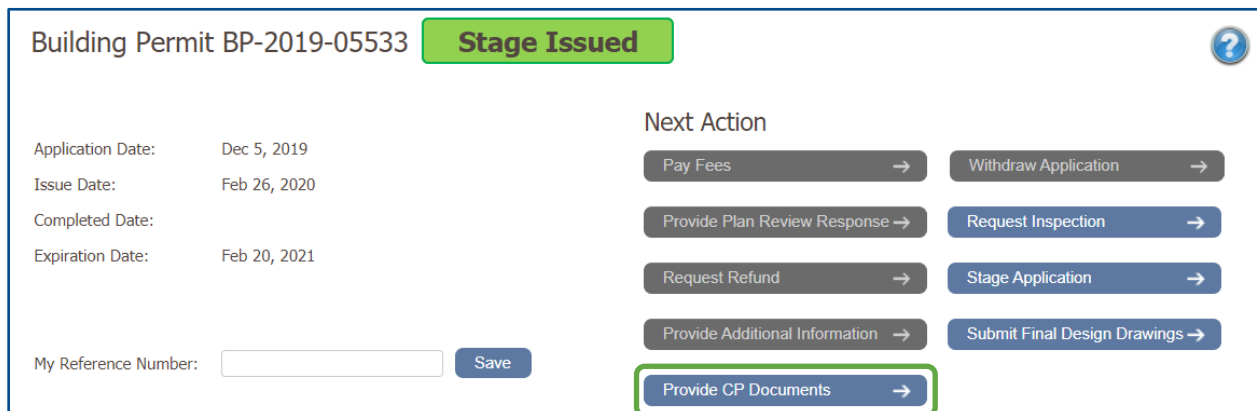
My Inspections My Activities My Projects

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-2019-05533		515 W 10TH AVENUE, V...	Certified Professional Program - Addition / Alteration - Stage 1: Full construction interior tenant improvement permit.	Stage Issued	Dec 5, 2019	Request Inspection

Step 3: Click on the *Provide CP Documents* button.



Building Permit BP-2019-05533 **Stage Issued**

Application Date: Dec 5, 2019
Issue Date: Feb 26, 2020
Completed Date:
Expiration Date: Feb 20, 2021

My Reference Number: Save

Next Action

Pay Fees → Withdraw Application →

Provide Plan Review Response → Request Inspection →

Request Refund → Stage Application →

Provide Additional Information → Submit Final Design Drawings →

Provide CP Documents →

Step 4: Provide a [description](#) of the CP document(s) and then click [Upload Document](#). After uploading the documents, click on the [Submit CP Documents](#) button. Click [here](#) for more information on how to upload documents.

Provide CP Documents for BP-2019-05533

Additional information regarding the uploaded documents (optional)

Upload documents pertaining to the Application

* Attachment Type	File Name	Description


Upload Document →

Submit CP Documents →

Cancel and Return

How do I submit my Monthly Progress Report?

Step 1: Log into your account at www.vancouver.ca/permits/apply and then click on the [My Activities](#) tab.


VANCOUVER.CA

Permits

Home
Apply
Search
Pay
My Payments

Jane Doe
[Sign Out](#)

Home

Apply

Pay outstanding fees

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

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

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 [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-2020-03179		515 W 10TH AVENUE, V...	Certified Professional Program - Addition / Alteration - Construction of new two storey repair garage addition to existing single tenant two storey repair garage.	Stage Issued	Oct 9, 2020	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-2020-03179		515 W 10TH AVENUE, V...	Certified Professional Program - Addition / Alteration - Construction of new two storey repair garage addition to existing single tenant two storey repair garage.	Stage Issued	Oct 9, 2020	Request Inspection

Then, click on the [Request Inspection](#) button.



Jane Doe Sign Out

Home Apply Search Pay My Payments

Home > Online services > Permits > Building Permit BP-2020-03179Stage Issued

Building Permit BP-2020-03179 Stage Issued

Application Date: Oct 9, 2020
Issue Date: Apr 20, 2022
Completed Date:
Expiration Date: Sep 10, 2022

My Reference Number: [Save](#)

Details Project Activity Documents Application Documents Inspections Review Summary

Next Action


Pay Fees →
[Request Inspection](#)

Provide Plan Review Response →
[Stage Application](#)

Request Refund →
[Submit Final Design Drawings](#)

Provide Additional Information →
[Provide CP Documents](#)

Step 3: Enter a contact phone number, the date you want the inspection to occur on, special instructions for the inspector, and any additional email addresses that you want to have receive inspection results.



Request an Inspection Building Permit (BP-2020-03027)

Details

We are now taking Inspection Requests for January 09, 2023 or later.

What phone number can the inspector reach you at?

What date would you like the inspection to occur on?

Special Instructions for Inspector:

Enter any additional email addresses to receive inspection results:

(604) 555 - 7777

Jan 9, 2023

Please include any contact information, directions, or other location information the inspector will require to perform this inspection.

To add multiple recipients, separate them with a comma. Example: person1@example.com, person2@example.com

Step 4: Upload any applicable documents related to the Progress inspection by clicking on the [Upload Document](#) button.


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).

[Upload Document](#)

Step 5: Click on the [+Add file](#) button to select the document you want to upload. Alternatively, you can simply drag and drop the file(s) into the [Drag files here](#) area.

Note: If your file exceeds the maximum size, 300 MB, please separate it into smaller separate files and provide a description of how the files are divided up e.g. by discipline or features



Permits - City of Vancouver - Upload - Google Chrome

plposweb.ds.city.vancouver.bc.ca/DEL/LMSPublic/uploadnew.aspx?PosseObjectId=129861500&Attachments=AttachmentTypes...

Select files

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

Filename	*Attachment Type	*Description	Size	Status
Drag files here.				

[+ Add files](#) [Start upload](#)

0 b 0%

Optional

Optional

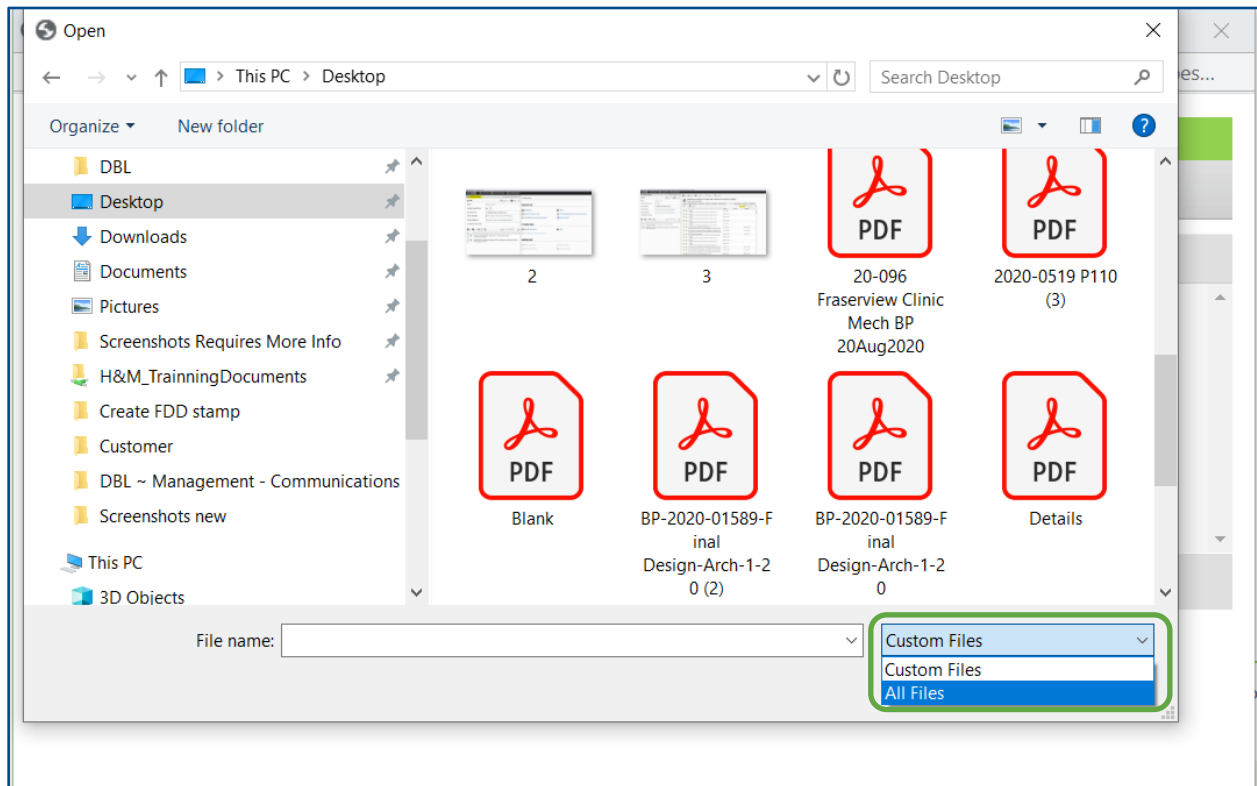
Optional

Optional

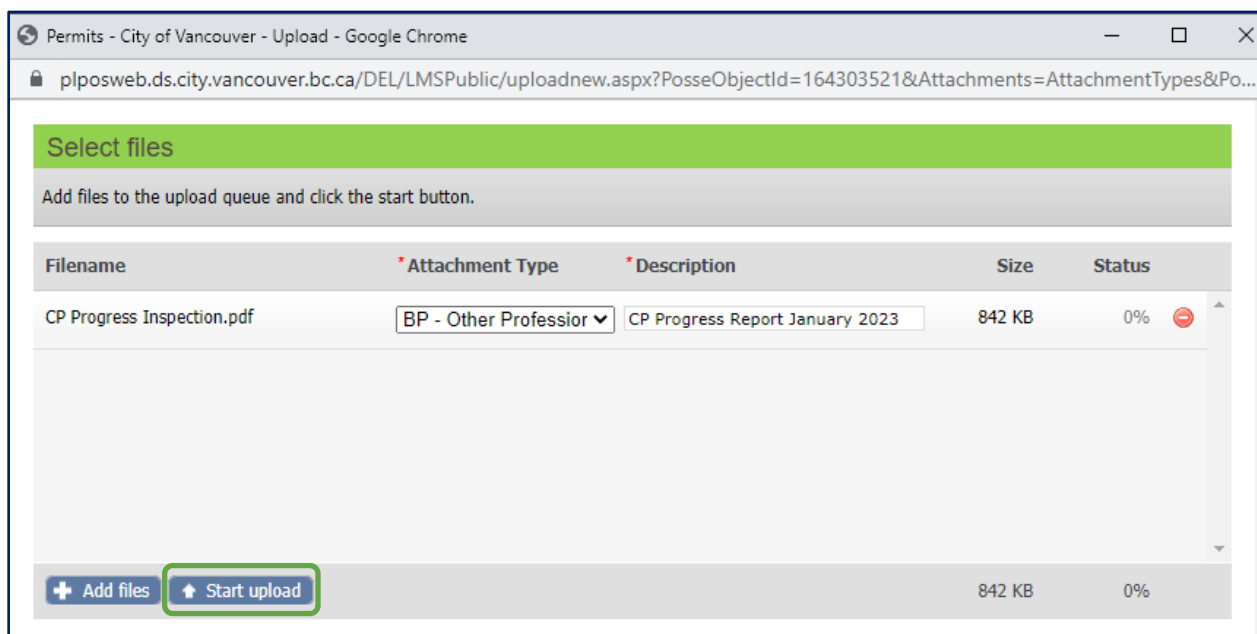
Optional

Optional

Step 6: If you want to upload an Excel file, you have to select the [All Files](#) option from the drop-down list.



Step 7: Select the corresponding [Attachment Type](#), enter a [Description](#) of the document and then click on the [Start Upload](#) button.



Step 8: This screen will appear once you have successfully uploaded your document(s).

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).

* Attachment Type	File Name	Description	
BP - Other Professional Letters / Reports / Analys	CP Progress Inspection.pdf	CP Progress Report January 2023	Remove

[Upload Document](#)

Step 9: Check the box next to the Building – CP Progress Inspection 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	
n/a	Building - CP - Final B999	Not Requested	Mandatory
<input type="checkbox"/>	Building - CP - Walkthrough 0000	Not Requested	
<input checked="" type="checkbox"/>	Building - CP Progress Inspection 0000	Not Requested	
<input type="checkbox"/>	Building - Kitchen Trip Test 0000	Not Requested	
<input type="checkbox"/>	Building - Scissor Stairs Smoke Test 0000	Not Requested	
<input type="checkbox"/>	Plumbing - Draintile 0000	Not Requested	Mandatory

[Request Inspection](#) [Cancel Inspection Request](#)

Step 10: You will see this confirmation screen after successfully submitting your inspection request.



[John Q. Customer](#)
[Sign Out](#)

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

[Home](#) > [Online services](#) > [Permits](#) > Confirmation of Inspection Request Building Permit (BP-2020-03027)

Confirmation of Inspection Request Building Permit (BP-2020-03027)

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

You will be contacted to confirm the time of the inspection. Please DO NOT call inspectors to schedule the time for your inspection.

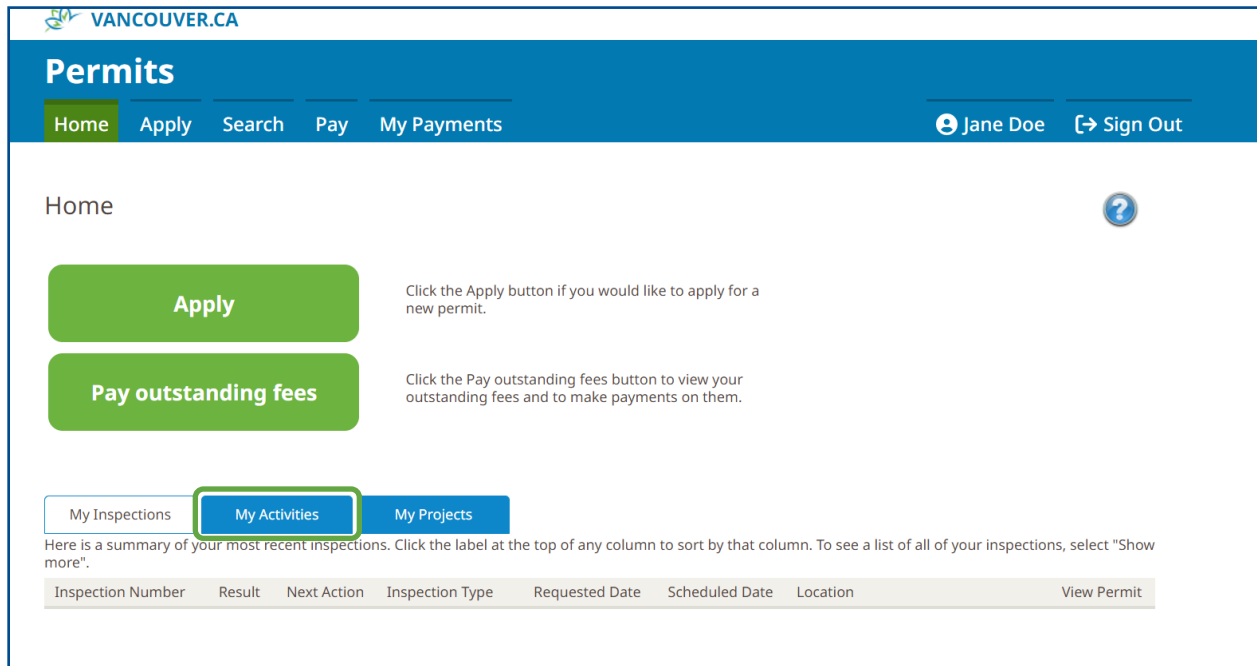
[Return to BP-2020-03027](#)

How do I submit the Final Design Drawings?

Please read the [CP Final Design Drawings Online Submission Guide](#) for step-by-step instructions on how to submit the Final Design Drawings. If you have any questions about the Final Design Drawings submission process, please email cp.process@vancouver.ca

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.



Permits

Home Apply Search Pay My Payments Jane Doe Sign Out

Home

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

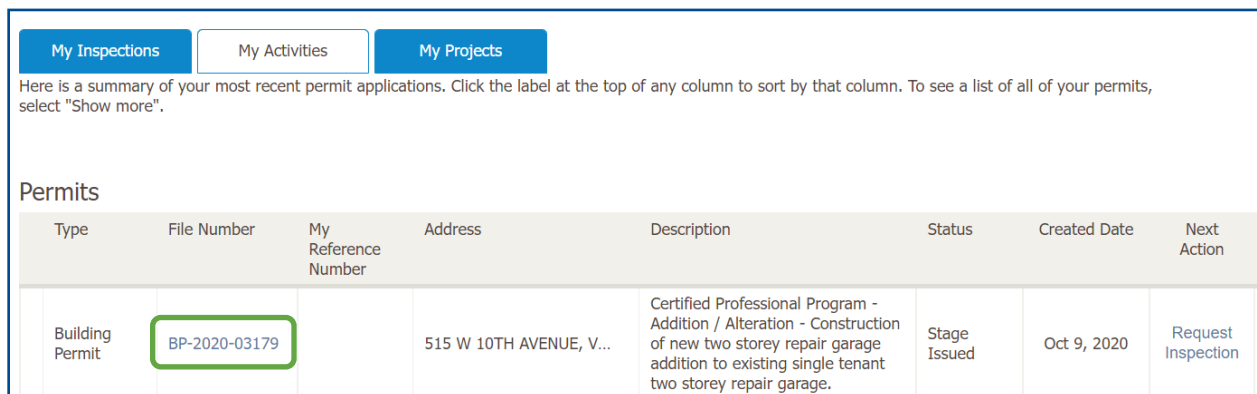
Pay outstanding fees Click the Pay outstanding fees button to view your outstanding fees and to make payments on them.

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
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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-2020-03179		515 W 10TH AVENUE, V...	Certified Professional Program - Addition / Alteration - Construction of new two storey repair garage addition to existing single tenant two storey repair garage.	Stage Issued	Oct 9, 2020	Request Inspection

Step 3: Click on the [Application Documents](#) tab.

Building Permit BP-2020-03179

Stage Issued

?

Application Date: Oct 9, 2020
Issue Date: Apr 20, 2022
Completed Date:
Expiration Date: Sep 10, 2022

Next Action

Pay Fees →

Request Inspection

Provide Plan Review Response →

Stage Application

Request Refund →

Submit Final Design Drawings

Provide Additional Information →

Provide CP Documents

My Reference Number:

Save

Details

Project Activity

Documents

Application Documents

Inspections

Review Summary

Details

Related Information

Primary Location: 515 W 10TH AVENUE, Vancouver, BC V5Z 4A8
Specific Location: addition to west of current building
Work Description: Construction of new two storey repair garage addition to existing single tenant two storey repair garage.
Type of Work: Addition / Alteration

Type	Description
Certified Professional	Jane Doe Phone: (604) 111-1111 Address: 123 Main St Vancouver, BC V2W3X5
Customer	Jane Doe Phone: (604) 111-1111 Address: 123 Main St Vancouver, BC V2W3X5

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

Review Summary

☒ Show only valid documents
☐ Show all documents


Attachment Type	File Name	Date Added	Description	Status
BP - Application Details	Scan_20210216_101635.pdf	Feb 16, 2021	Ltr re Contaminated Soil	Accepted
BP - Application Details	01385-090821.pdf	Aug 9, 2021	OUTGOING AND INCOMING CRP AND ARCHITECT OF RECORD	Accepted
BP - Application Details	Scan_20210216_101624.pdf	Feb 16, 2021	Request relaxation of Flood Construction level	Accepted
BP - Application Details	Scan_20210216_101847.pdf	Feb 16, 2021	Summary of Charges.	Accepted
BP - Building Code Data Sheet	620 Evans - BP-2020-03179 - bldg - final.pdf	Mar 4, 2021	data sheet	Accepted
BP - CP Program - Confirmation Letter	Scan_20210602_104822.pdf	Jun 2, 2021	DP CONFIRMATION LETTER -	Accepted
BP - CP Program - Confirmation Letter	515 W 10 DP confirmation of changes letter.pdf	Apr 19, 2022	DP confirmation of changes letter	Accepted
BP - CP Program - Project Directory	Scan_20210216_101859.pdf	Feb 16, 2021	Various Coordinated Registered Professionals.	Accepted
BP - CP Program - Staged Construction	515 W 10 staged const form (1).pdf	Apr 21, 2022	revision #2	Accepted

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

Details	Project Activity	Documents	Application Documents	Inspections	Review Summary
<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	01385-090821.pdf	Aug 9, 2021	OUTGOING AND INCOMING CRP AND ARCHITECT OF RECORD	Accepted	
 BP - Application Details	515 W 10 BP App.pdf	Oct 9, 2020	Application form	Not Accepted	
 BP - Application Details	Scan_20210216_101624.pdf	Feb 16, 2021	Request relaxation of Flood Construction level	Accepted	
 BP - Application Details	Scan_20210216_101635.pdf	Feb 16, 2021	Ltr re Contaminated Soil	Accepted	
 BP - Application Details	Scan_20210216_101847.pdf	Feb 16, 2021	Summary of Charges.	Accepted	
 BP - Application Drawings	190589 - 2020-10-08 - Preliminary Application.pdf	Oct 9, 2020	architectural plans	Superseded	
 BP - Application Drawings	190589 - 2021-05-04 - Issued for BP.pdf	May 6, 2021	Architectural Drawings	Superseded	
 BP - Application Drawings	190589 - 2021-08-16 - Issue for BP.pdf	Oct 12, 2021	Architectural Site Plan A1.01	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.



VANCOUVER.CA

Permits

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

 Jane Doe
 [Sign Out](#)

Home



Apply

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

Pay outstanding fees

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

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-2020-03179		515 W 10TH AVENUE, V...	Certified Professional Program - Addition / Alteration - Construction of new two storey repair garage addition to existing single tenant two storey repair garage.	Stage Issued	Oct 9, 2020	Request Inspection

Step 3: Click on the *Documents* tab.



Jane Doe

Sign Out

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

Home > Online services > Permits > Building Permit BP-2020-03179Stage Issued

Building Permit BP-2020-03179

Stage Issued

Application Date: Oct 9, 2020
Issue Date: Apr 20, 2022
Completed Date:
Expiration Date: Sep 10, 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](#)
[Provide CP Documents](#)

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

Details

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

Specific Location: addition to west of current building


Work Description: Construction of new two storey repair garage addition to existing single tenant two storey repair garage.








Type of Work: Addition / Alteration

Related Information

Type	Description
Certified Professional	Jane Doe Phone: (604) 111-1111 Address: 123 Main St Vancouver, BC V2W3X5
Customer	Jane Doe Phone: (604) 111-1111 Address: 123 Main St Vancouver, BC V2W3X5


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




Details	Project Activity	Documents	Application Documents	Inspections	Review Summary
Electronic Document Type		Created Date	Description		
	DOC - Accepted Documentation	Apr 1, 2021	Accepted Plans R1.		
	DOC - Accepted Documentation	Dec 24, 2021	Accepted Plans - Arch - Stage 2		
	DOC - Accepted Documentation	Dec 24, 2021	Accepted Plans - Mech - Stage 2		
	DOC - Accepted Documentation	Dec 24, 2021	Accepted Plans - Struct - Stage 2		
	DOC - External Correspondence	Feb 22, 2021	deficiency list #2		
	DOC - External Correspondence	Feb 22, 2021	deficiency list #1		
	DOC - External Correspondence	Mar 3, 2021	stage 1 deficiency list #3		

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 to log into your account.





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.

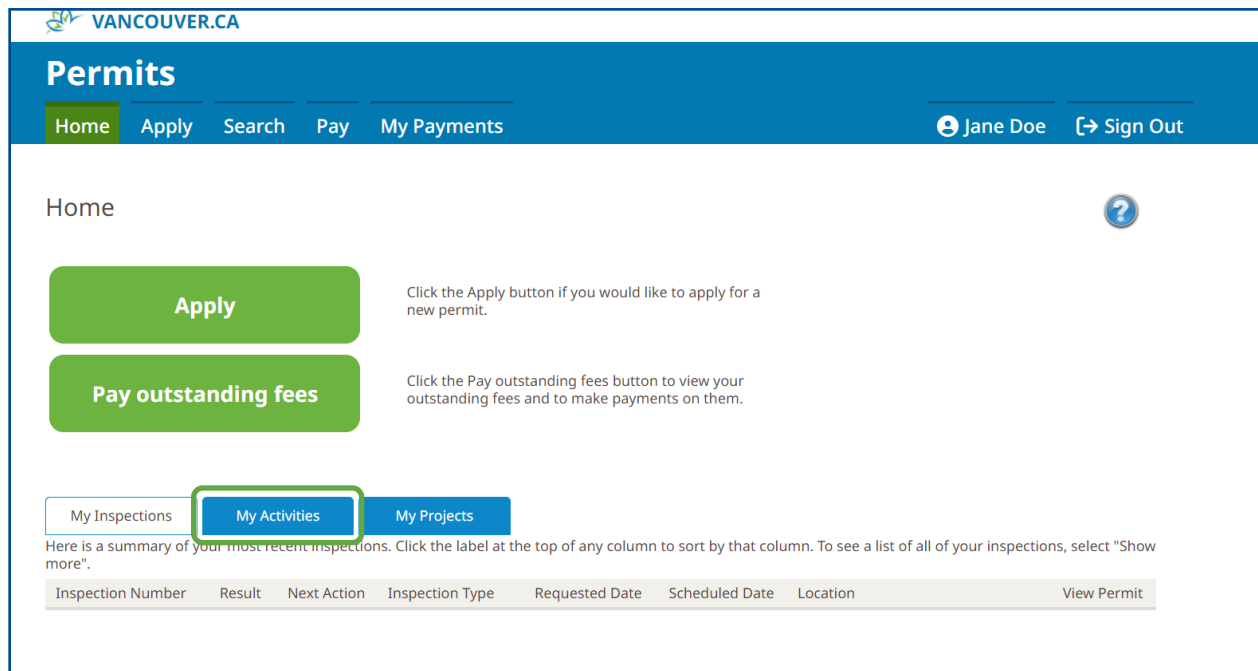
[City of Vancouver Permits](#)

Thank you,
City of Vancouver

If you did not receive the above-mentioned 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.



Permits

Home Apply Search Pay My Payments Jane Doe Sign Out

Home

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

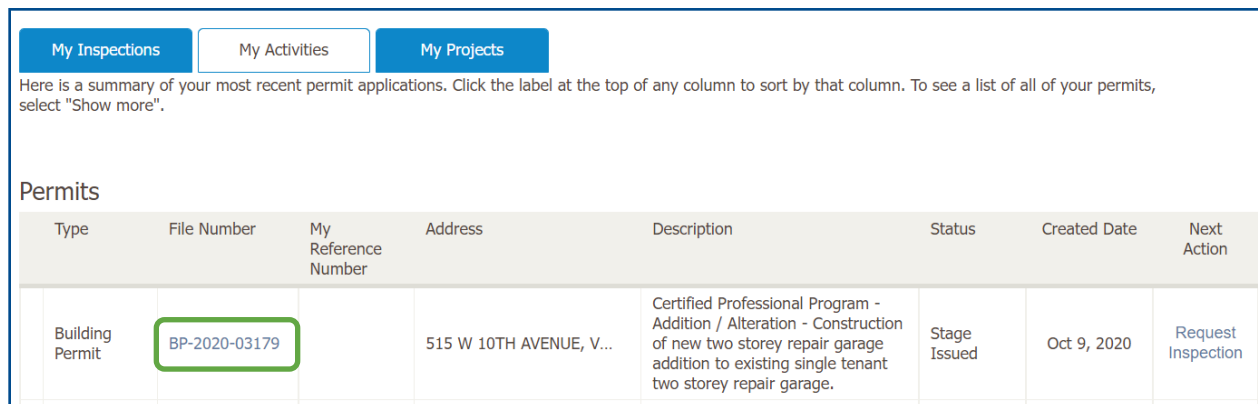
Pay outstanding fees Click the Pay outstanding fees button to view your outstanding fees and to make payments on them.

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-2020-03179		515 W 10TH AVENUE, V...	Certified Professional Program - Addition / Alteration - Construction of new two storey repair garage addition to existing single tenant two storey repair garage.	Stage Issued	Oct 9, 2020	Request Inspection

Step 3: Click on the [Documents](#) tab.

Building Permit BP-2020-03179
Stage Issued
?

Application Date: Oct 9, 2020

Issue Date: Apr 20, 2022

Completed Date:

Expiration Date: Sep 10, 2022

Next Action

Pay Fees →

Provide Plan Review Response →

Request Refund →

Provide Additional Information →

Request Inspection

Stage Application

Submit Final Design Drawings

Provide CP Documents

My Reference Number: Save

Details

Project Activity

Documents

Application Documents

Inspections

Review Summary

Details

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

Specific Location: addition to west of current building

Work Description: Construction of new two storey repair garage addition to existing single tenant two storey repair garage.

Type of Work: Addition / Alteration

Related Information

	Type	Description
	Certified Professional	Jane Doe Phone: (604) 111-1111 Address: 123 Main St Vancouver, BC V2W3X5
	Customer	Jane Doe Phone: (604) 111-1111 Address: 123 Main St Vancouver, BC V2W3X5

Step 4: Click on the yellow icon to open the [Permit Document](#).

Building Permit BP-2020-03179
Stage Issued
?

Application Date: Oct 9, 2020

Issue Date: Apr 20, 2022

Completed Date:

Expiration Date: Sep 10, 2022

Next Action

Pay Fees →

Provide Plan Review Response →

Request Refund →

Provide Additional Information →

Request Inspection

Stage Application

Submit Final Design Drawings

Provide CP Documents

My Reference Number: Save

Details

Project Activity

Documents

Application Documents

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Review Summary

	Electronic Document Type	Created Date	Description
	Permit Document	Apr 20, 2022	Building Permit
	DOC - External Correspondence	Feb 22, 2021	deficiency list #2
	DOC - External Correspondence	Feb 22, 2021	deficiency list #1

- 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/2020/026991
Updated: 2024-11-25

44

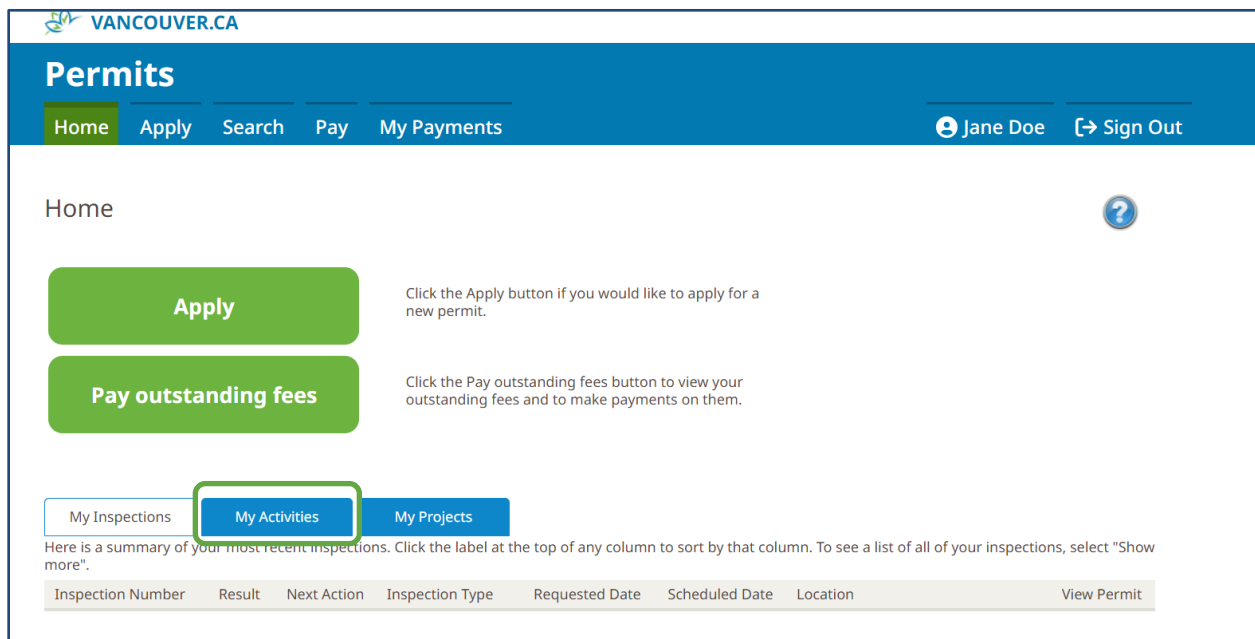
How do I view the final accepted plans stamped and signed by the City?

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 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.



VANCOUVER.CA

Permits

Home Apply Search Pay My Payments Jane Doe Sign Out

Home

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

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

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-2020-03179		515 W 10TH AVENUE, V...	Certified Professional Program - Addition / Alteration - Construction of new two storey repair garage addition to existing single tenant two storey repair garage.	Stage Issued	Oct 9, 2020	Request Inspection

Step 3: Click on the [Request Amendment](#) button.

Building Permit BP-2020-03179

Stage Issued

?

Application Date: Oct 9, 2020
Issue Date: Apr 20, 2022
Completed Date:
Expiration Date: Dec 8, 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

Provide CP Documents

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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

Upload Document

Submit Request

Cancel and Return

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

Building Permit BP-2020-03179

Stage Issued

Application Date: Oct 9, 2020
Issue Date: Apr 20, 2022
Completed Date:
Expiration Date: Dec 8, 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 →

Provide CP Documents

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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.


VANCOUVER.CA

Permits

Home

Apply

Search

Pay

My Payments

Jane Doe
Sign Out

Home

Apply

Pay outstanding fees

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 [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".

Type	File Number	My Reference Number	Address	Description	Status	Created Date	Next Action
Building Permit	BP-2020-03179		515 W 10TH AVENUE, V...	Certified Professional Program - Addition / Alteration - Construction of new two storey repair garage addition to existing single tenant two storey repair garage.	Stage Issued	Oct 9, 2020	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".

Type	File Number	My Reference Number	Address	Description	Status	Created Date	Next Action
Building Permit	BP-2020-03179		515 W 10TH AVENUE, V...	Certified Professional Program - Addition / Alteration - Construction of new two storey repair garage addition to existing single tenant two storey repair garage.	Stage Issued	Oct 9, 2020	Request Inspection

Then, click on the [Request Inspection](#) button.



Jane Doe

Sign Out

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

Home > Online services > Permits > Building Permit BP-2020-03179Stage Issued

Building Permit BP-2020-03179

Stage Issued

?

Application Date:

Oct 9, 2020

Issue Date:

Apr 20, 2022

Completed Date:

Expiration Date:

Sep 10, 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 →

[Provide CP Documents](#)

Details

Project Activity

Documents

Application Documents

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Review Summary

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-2020-03179)

Details

We are now taking Inspection Requests for June 09, 2022 or later.

What phone number can the inspector reach you at?

(604) 111 - 1111

What date would you like the inspection to occur on?

Jun 9, 2022

Special Instructions for Inspector:

Please include any contact information, directions, or other location information the inspector will require to perform this inspection.

Enter any additional email addresses to receive inspection results:

To add multiple recipients, separate them with a comma. Example: person1@example.com, person2@example.com

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

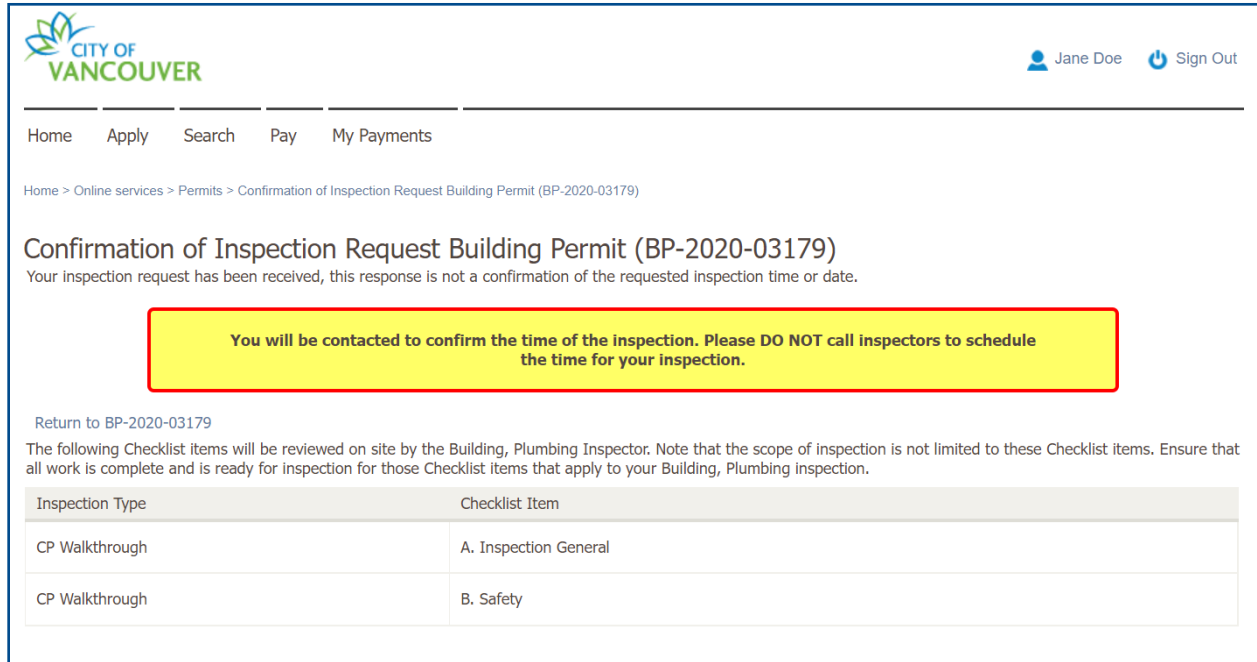
To schedule an inspection, choose the type of inspection you would like from this list, then select "Request inspection."

Request	Type of Inspection	Latest Inspection Result	
<input checked="" type="checkbox"/>	Building - CP - Final B999	Not Requested	Mandatory
<input type="checkbox"/>	Building - CP - Walkthrough 0000	Performed	
<input type="checkbox"/>	Building - CP Progress Inspection 0000	Requested	
<input type="checkbox"/>	Building - Kitchen Trip Test 0000	Not Requested	
<input type="checkbox"/>	Building - Scissor Stairs Smoke Test 0000	Not Requested	
<input type="checkbox"/>	Plumbing - Draintile 0000	Not Requested	Mandatory

[Request Inspection](#)

[Cancel Inspection Request](#)

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



Home > Online services > Permits > Confirmation of Inspection Request Building Permit (BP-2020-03179)

Confirmation of Inspection Request Building Permit (BP-2020-03179)

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

You will be contacted to confirm the time of the inspection. Please DO NOT call inspectors to schedule the time for your inspection.

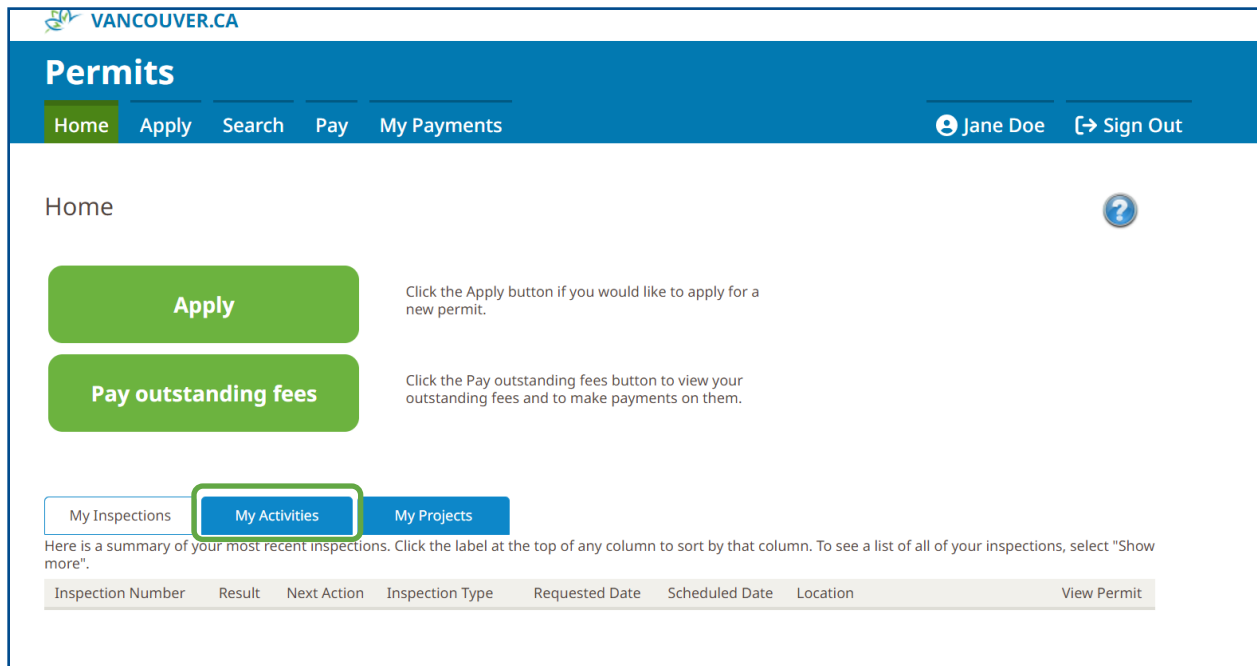
[Return to BP-2020-03179](#)

The following Checklist items will be reviewed on site by the Building, Plumbing 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, Plumbing inspection.

Inspection Type	Checklist Item
CP Walkthrough	A. Inspection General
CP Walkthrough	B. Safety

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.



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Permits

Home Apply Search Pay My Payments Jane Doe Sign Out

Home ?

Apply

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

Pay outstanding fees

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

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-2020-03179		515 W 10TH AVENUE, V...	Certified Professional Program - Addition / Alteration - Construction of new two storey repair garage addition to existing single tenant two storey repair garage.	Stage Issued	Oct 9, 2020	Request Inspection

Step 3: Click on the [Inspections](#) tab and then click on [Cancel Inspection](#).

Building Permit BP-2020-03179

Stage Issued

?

Application Date: Oct 9, 2020
Issue Date: Apr 20, 2022
Completed Date:
Expiration Date: Dec 8, 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](#) [Provide CP Documents](#)


[Details](#)
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[Application Documents](#)

Inspections

[Review Summary](#)

Inspection Number	Result	Next Action	Inspection Type	Requested Date	Scheduled Date	Inspector	Description	Contractor
BP-2020-03179-24		Cancel Inspection	CP - Walkthrough	Jun 10, 2022	Jun 10, 2022		515 W 10TH AVENUE, Vancouver, BC V5Z 4A8	
BP-2020-03179-21		Cancel Inspection	CP Progress Inspection	May 12, 2022	May 13, 2022		515 W 10TH AVENUE, Vancouver, BC V5Z 4A8	

Step 4: Click on the [Submit Cancellation](#) button.



Jane Doe

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

Home > Online services > Permits > Building Inspection (BP-2020-03179-24) - Building - CP - Walkthrough

Building Inspection (BP-2020-03179-24) - Building - CP - Walkthrough

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

[Submit Cancellation](#)
[Cancel and Return](#)

How do I withdraw my application?

Please email the following to your Project Coordinator:

- The reason for withdrawing your application
- CP stamped letter guaranteeing that no work has taken place
- A refund request

The Project Coordinator will review the request and notify you of the next steps.