



POSSE Training Manual

CP Building Permits: Online Customers



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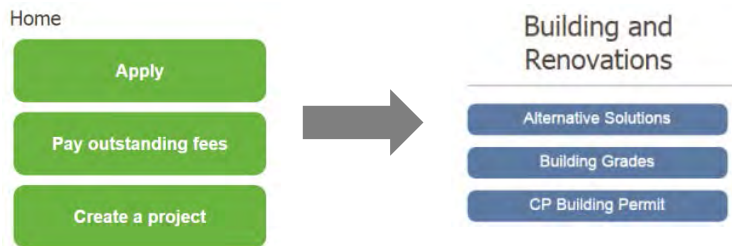
Creating an Account

If you have previously applied for any online or building permit, you may already have an online account. To find out more, contact permits@vancouver.ca or call 604-873-7001.

Applying for a CP Building Permit

Log onto your account at <https://vancouver.ca/permits/apply/login>.

- 1) At the Home screen, click on the **Apply** button, then under **Building and Renovations**, select **CP Building Permit**.



- 2) Under the **Application** heading, fill in the following information. **Fields with a red asterisk (*) are required**. Click **Next**.

This screenshot shows the 'Application' form with the following fields and options:

- 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:

A 'Next' button is located at the bottom left.

This screenshot shows the second section of the 'Application' form with the following fields:

- *What is the value of the work proposed? (include cost of plans, material, labour and sales taxes):
- *What is the value of the Building Envelope Repair?:
- *What is the proposed building size?:

- 3) Ensure that the correct name is showing as the **Certified Professional**. If not, please contact the City of Vancouver at permits@vancouver.ca or 604-873-7001. Click **Next**.

This screenshot shows the 'Certified Professional' form with the following field:

- Name:

A 'Back' button is at the bottom left and a 'Next' button is at the bottom right.

- 4) Enter the address where the work is taking place. Click Search.

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", "Bl" for "Boulevard"
- For example: 453 W 12th St

*Address: Search →

- 5) In the pop up box, click the checkbox to confirm the address. Click Select.

Add Addresses

Parcel ID	Address	Folio Number
<input checked="" type="checkbox"/>	029-288-231 179 MAIN STREET, Vancouver, BC	190-579-41-0000

Select
Clear All
Check All
Refine Search

- 6) Select the primary address to associate with the permit. Enter the **Specific Location** if more detail is needed.

Please select a primary address to associate with the permit.

*Select Address: ▼

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

Specific Location:

- 7) Answer the following questions regarding the location details.

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

8) Add a contractor if needed. Click **Next**.

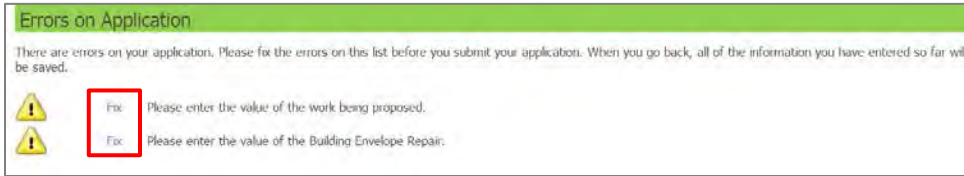
9) One or more contacts can be added by pressing the **Add Additional Contact** button. Click **Next**.

Uploading Documents/Documents to Attach

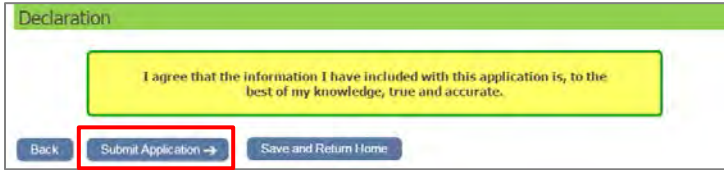
10) Specific documents may need to be uploaded depending on the type of your application. Upload any documents by clicking on the **Upload Documents** button towards the bottom of the screen and finding your file on your computer.

11) Click the **Add Files** button to find your file(s). Once you have completed selecting your file(s), click **Start Upload**. You can also drag files saved on your computer into this window. Click **Next** to move to the next screen.

12) If there are any errors, click **Fix** to be directed back to the error.



13) At the **Declaration** screen, click **Submit Application** if you are ready to submit your application, or **Save and Return Home** to submit at a later time.



14) A confirmation message with a File Number will appear. Note that the file number will not include BP or DP at this time. COV staff will add the 2 letter permit type when reviewing your application.



Requesting a Stage Application

1) On the **My Activities** tab, click the **File Number** of the permit in Stage Issued status.

Permits							
Type	File Number	My Reference Number	Address	Description	Status	Created Date	Next Action
Building Permit	BP-2016-01440		450 W BROADWAY, Va...	Certified Professional Program - New Building - A new club for punk rock bands.	Stage Issued	Oct 18, 2016	Request Inspection

- 2) On the permit details screen, click **Stage Application**.

Building Permit BP-2016-01440 Stage Issued

<p>Application Date: Oct 18, 2016</p> <p>Issue Date: Oct 21, 2016</p> <p>Completed Date:</p> <p>Expiration Date: Apr 17, 2017</p> <p>My Reference Number: <input style="width: 100%;" type="text"/> Save</p>	<p>Next Action</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #4f81bd; color: white; padding: 5px; text-align: center;">Pay Fees →</td> <td style="background-color: #4f81bd; color: white; padding: 5px; text-align: center;">Amend Application →</td> </tr> <tr> <td style="background-color: #4f81bd; color: white; padding: 5px; text-align: center;">Request Occupancy →</td> <td style="background-color: #4f81bd; color: white; padding: 5px; text-align: center;">Withdraw Application →</td> </tr> <tr> <td style="background-color: #4f81bd; color: white; padding: 5px; text-align: center;">Provide Plan Review Response →</td> <td style="background-color: #4f81bd; color: white; padding: 5px; text-align: center;">Request Inspection →</td> </tr> <tr> <td style="background-color: #4f81bd; color: white; padding: 5px; text-align: center;">Request Refund →</td> <td style="background-color: #4f81bd; color: white; padding: 5px; text-align: center;">Stage Application →</td> </tr> <tr> <td style="background-color: #4f81bd; color: white; padding: 5px; text-align: center;">Provide Additional Information →</td> <td style="background-color: #4f81bd; color: white; padding: 5px; text-align: center;">Submit Record Drawings →</td> </tr> </table>	Pay Fees →	Amend Application →	Request Occupancy →	Withdraw Application →	Provide Plan Review Response →	Request Inspection →	Request Refund →	Stage Application →	Provide Additional Information →	Submit Record Drawings →
Pay Fees →	Amend Application →										
Request Occupancy →	Withdraw Application →										
Provide Plan Review Response →	Request Inspection →										
Request Refund →	Stage Application →										
Provide Additional Information →	Submit Record Drawings →										

- 3) Provide a description of the next stage application documents.
- 4) Click the **Upload Document** button to upload the stage application documents. See page 4 for instructions on **Uploading Documents**.
- 5) Click **Submit Uploaded Documents**.

Description of Stage Application Documents Provided:

The following documents are for the next stage of this application ...

*** Documents**

* Attachment Type	Sunset.jpg	Description	
BP - Application Details ▼	Sunset.jpg	application details	Remove

Upload Document →
Submit Uploaded Documents
Cancel and Return

- 6) You will receive a confirmation message once the documents have been uploaded.

Submit Subsequent Stage Application for BP-2016-01440

Your documents have been successfully uploaded.

[Return to BP-2016-01440](#)

Viewing Your Permit Activities

After submitting your application, select **Home** to view your permitting activities.



To view your application, select **My Activities**. Then click on the **File Number**.

Type	File Number	My Reference Number	Address	Description	Status	Created Date	Next Action
Building Permit	2016-01274		123 MAIN STREET, Van...	Certified Professional Program - Addition / Alteration - CP application	Submitted	Sep 29, 2016	Withdraw Application

Building Permit Application 2016-01274 Submitted

Application Date: Sep 29, 2016

Issue Date:

Completed Date:

Expiration Date:

My Reference Number: Save

Next Action

Pay Fees →

Amend Application →

Request Occupancy →

Withdraw Application →

Provide Plan Review Response →

Request Inspection →

Request Refund →

Stage Application →

Provide Additional Information →

Submit Record Drawings →

Details
Project Activity
Documents
Inspections

Details

Primary Location: 123 MAIN STREET, Vancouver, BC V6A 2S5

Specific Location: Second floor, Northwest corner

Work Description: CP application

Type of Work: Addition / Alteration

Related Information

Type	Description
Certified Professional	John Doe Phone: (604) 555-1234 Address: 123 Main Street Vancouver, BC V5J 1T1
Contact	Henry Homeowner (Property Owner) Phone: (604) 555-1233
Customer	John Doe Phone: (604) 555-1234 Address: 123 Main Street Vancouver, BC V5J 1T1

Parcels

Parcel ID	Address	Folio Number
029-288-231	123 MAIN STREET, Vancouver, BC V6A 2S5	190-579-41-0000

Fees

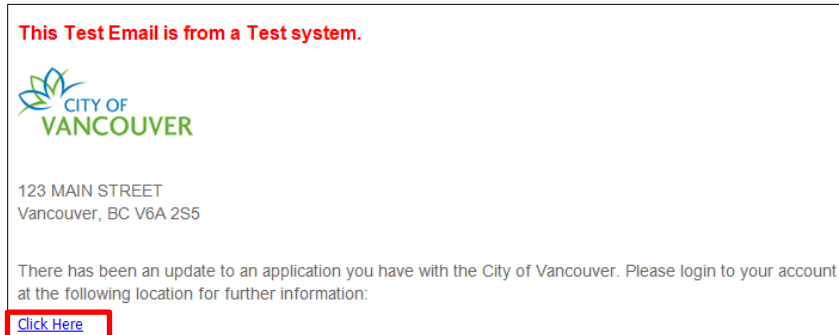
Date	Description	Amount	Balance	View Receipt
Sep 29, 2016	Building Permit Fee	\$2,311.00	\$2,311.00	

POSSE Support - 604-873-7001 or permits@vancouver.ca

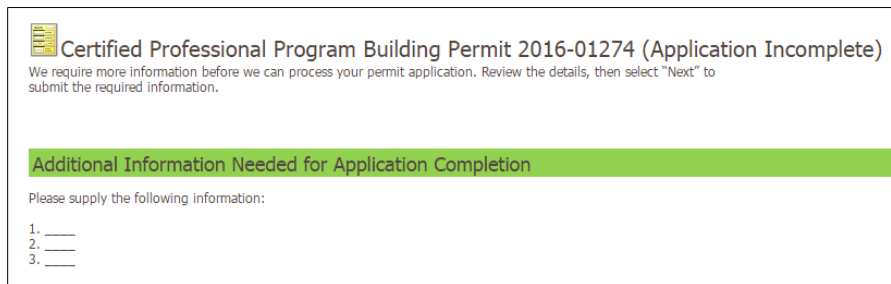
Managing Your Application

Providing Further Information

- 1) If staff requires more information in order to process your application, you will receive an email alerting you to check your account. Click on the link to open the login screen.



- 2) Login and go to My Activities. When the file number (as above) is clicked the following appears.



- 3) Enter the requested information. Click Next.

***Response to Additional Information Request**

Next

- 4) Click Next through the application form and make any updates (see earlier steps on applying for more). On the last page click the **Re-Submit Application** button.

Declaration

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

Back Re-Submit Application → Save and Return Home

Paying Fees

- 1) Once staff has determined the fees due on your permit, you will receive an email notification. If you wish to pay your fees online, click on the link to open the login screen.



- 2) Click Pay Fees.

Building Permit Application BP-2016-01422 **In Review**

Application Date: Oct 14, 2016
 Issue Date:
 Completed Date:
 Expiration Date: Apr 16, 2017

My Reference Number: **Save**

Next Action

Pay Fees → Amend Application →
 Request Occupancy → Withdraw Application →
 Provide Plan Review Response → Request Inspection →
 Request Refund → Stage Application →
 Provide Additional Information → Submit Record Drawings →

Details | Project Activity | Documents | Inspections | Review Summary

Details

Primary Location: 123 MAIN STREET, Vancouver, BC V6A 2S5
 Specific Location:
 Work Description: Build a new building
 Type of Work: New Building

Related Information

Type	Description
Certified Professional	Jessica Luk Phone: (604) 871-6727 Address: 450 W Broadway Vancouver, BC V5Y1V4
Customer	Jessica Luk Phone: (604) 871-6727 Address: 450 W Broadway Vancouver, BC V5Y1V4

Parcels

Parcel ID	Address	Folio Number
029-298-231	179 MAIN STREET, Vancouver, BC	190-579-41-0000

Fees

Date	Description	Amount	Balance	View Receipt
Oct 18, 2016	Building Permit Fee	\$124.00	\$124.00	


Use Codes

Use Code	Occupancy Type
2FD - Dwelling Uses	C - Residential

- 3) Complete the payment details. Click Process Transaction.

Mandatory fields marked by *

Payment Details

Transaction Amount: \$124.00 (CAD) 

Order ID: 35411099

Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.

Cardholder Name*:

Card Number*:

Expiry Date (MMYY):

Card Security Code*:

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.


[Process Transaction](#) [Cancel Transaction](#)

Printing Receipts

- 1) Click the link to download your receipt.


Payment Confirmation

The following items have been paid.

Type	File Number	Site Address	Description	Status	Created Date	Outstanding Balance
 Building Permit	BP-2016-01263	450 W BROADWAY, Vancouver, BC V5Y 1R3	Certified Professional Program - Addition / Alteration - test CP	In Review	Sep 22, 2016	\$0.00
Total:						\$0.00

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

2) Your receipt will appear in another window.

 453 West 12th Avenue Vancouver, BC V5Y 1V4		Online Payments				
Receipt				RETAIN THIS COPY FOR YOUR RECORDS		
Payment Date: Sep 22, 2016		Receipt Number: R25632				
Applicant: John Doe (john.doe @ email .ca)		Received Date: Sep 22, 2016				
		Payment Amount: \$691.00				
		Order ID: 23266971				
		Payment Method: Credit Card				
		Payer: John Doe				
Date	File Number	My Reference #	Description	Fee Amount	Tax Paid	Amount Paid
Sep 22, 2016	BP-2016-01263		Building Permit Fee	\$691.00		\$691.00
Total: \$691.00						

Viewing Review Summary

Once your application is in review, you will be able to view reviewer comments and track the status of your reviews on the **Review Summary** tab.

- 1) On the **My Activities** tab, click the **File Number** of the application in review.

Permits							
Type	File Number	My Reference Number	Address	Description	Status	Created Date	Next Action
Building Permit	BP-2016-01445		3085 POINT GREY ROA...	Certified Professional Program - New Building - mixed use 30-storey highrise	In Review	Oct 20, 2016	Withdraw Application

- 2) Click the **Review Summary** tab. It will display the type of review, the number of reviews complete, as well as reviewer comments.

Details Project Activity Documents Inspections **Review Summary**

Review Summary

1 of 5 reviews completed.

--- Perform Addressing Review --- Accepted at 2016-10-20 13:55:44

No notes.

--- Perform Building Permit Project Coordinator Review ---

No notes.

--- Perform Environmental Review Review ---

No notes.

--- Perform Engineering Review ---

No notes.

--- Perform Landscape Review ---

[2016-10-20 14:57:53] - Conditional Approval Note by Marci Araki:
> Subject to the following conditions ...

Requesting an Amendment

Once an application is submitted, you can request an amendment.

- 1) On the **My Activities** tab, click the **File Number** of the application to amend.

Permits							
Type	File Number	My Reference Number	Address	Description	Status	Created Date	Next Action
Building Permit	BP-2016-01443		737 DUNSMUIR STREE...	Certified Professional Program - Addition / Alteration - rollercoaster on top of Pacific Centre	Application Incomplete	Oct 20, 2016	Provide Information
Building Permit	2016-01442		123 MAIN STREET, Van...	Low Density Housing - New Building - new 1FD	Submitted	Oct 20, 2016	Withdraw Application
Building Permit	BP-2016-01440		450 W BROADWAY, Va...	Certified Professional Program - New Building - A new club for punk rock bands.	Stage Issued	Oct 18, 2016	Request Inspection

- 2) Click **Amend Application**.

Building Permit BP-2016-01440 **Stage Issued**

Application Date: Oct 18, 2016
Issue Date: Oct 19, 2016
Completed Date:
Expiration Date: Apr 17, 2017

My Reference Number: **Save**

Next Action

- Amend Application** →
- Pay Fees →
- Request Occupancy →
- Provide Plan Review Response →
- Request Refund →
- Provide Additional Information →
- Withdraw Application →
- Request Inspection →
- Stage Application →
- Submit Record Drawings →

- 3) Enter an **Amendment Description**, and click **Submit Request**.

Request Permit Amendment

Please describe the amendments you want to make to the permit.

*Amendment Description:

Submit Request → **Cancel and Return**

Withdrawing an Application

Once the application is submitted it can be withdrawn.

- 1) On the permit details screen, click **Withdraw Application**.

Building Permit Application 2016-01263 **Submitted**

Application Date: Sep 22, 2016
Issue Date:
Completed Date:
Expiration Date:

My Reference Number: **Save**

Next Action

- Pay Fees →
- Amend Application →
- Withdraw Application →**
- Request Occupancy →
- Provide Plan Review Response →
- Request Inspection →
- Request Refund →
- Stage Application →
- Provide Additional Information →
- Submit Record Drawings →

- 2) Enter a Reason for withdrawal.
- 3) Click **Withdraw Application**.

Building Permit - 2016-01263

*Reason for withdrawal:

By withdrawing this application, I understand that it will be necessary to re-apply and all work related to this application will be stopped.

Withdraw Application → **Cancel and Return**

Requesting an Inspection

Inspections can be requested from the permit information page.

- 1) On the **My Activities** tab, click **Request Inspection**.

Type	File Number	My Reference Number	Address	Description	Status	Created Date	Next Action
Building Permit	BP-2016-01259		8729 HEATHER STREET...	High Density Housing / Commercial - New Building - sample building permit work	Issued	Sep 21, 2016	Request Inspection

- 2) Enter your phone number, requested inspection date, and any special instructions for the inspector.

Request an Inspection Building Permit (BP-2016-01259)

Details

We are now taking Inspection Requests for September 23, 2016 or later.

What phone number can the inspector reach you at? (604) 123 - 4567

What date would you like the inspection to occur on? Sep 23, 2016

What time of the day would you like the inspection to occur at? AM PM (Any Time)

Special Instructions for Inspector: Please include any contact information, directions, or other location information the inspector will require to perform this inspection.

- 3) Upload any documents that may be required at the time of your inspection request.
- 4) Select the type of inspection. Click **Request Inspection**.

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 →](#)

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 type="checkbox"/>	Building - CP Progress Inspection 0000	Not Requested	
<input type="checkbox"/>	Building - Kitchen Trip Test 0000	Not Requested	
<input type="checkbox"/>	Building - Life safety demonstration 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](#)