

Mechanical Permit

Online Application Instructions

These instructions are for customers who want to apply for the Mechanical Permit using the City of Vancouver’s online system.

Intended document use:

- [Click](#) on the FAQ hyperlinks below to take you to the applicable section in the document
- [Click](#) on the  button, located on each page, to come back to this section

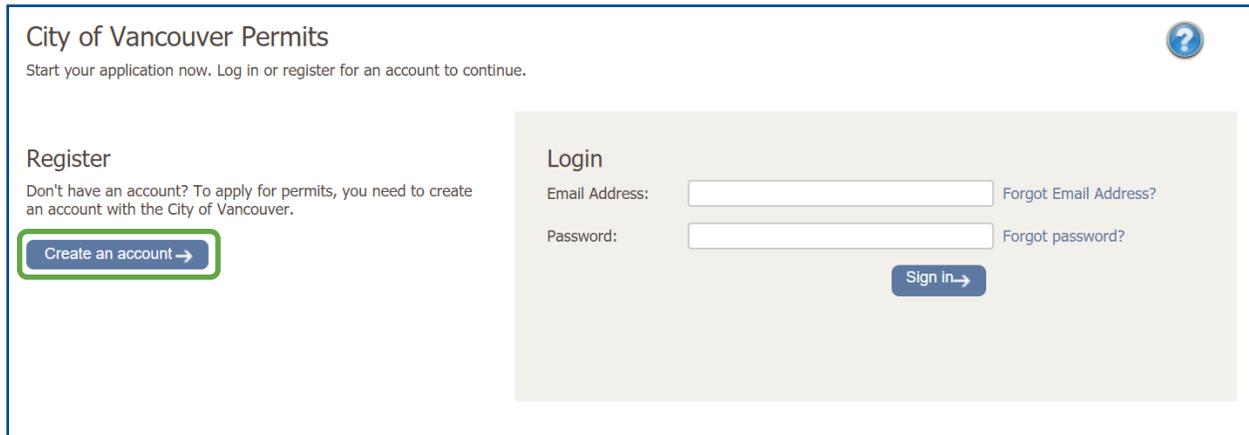
Frequently Asked Questions

How do I create an online account?	2
Where can I get help with logging into my account?	4
How do I apply online for a Mechanical Permit?	4
How do I enter an address?	9
How do I select a contractor?.....	10
How do I upload a document?.....	13
How do I find my receipt(s)?.....	16
How do I print my permit?	17
How do I request a change to my permit?	18
How do I request an inspection?	21

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 the fields marked with a red asterisk (*). Click on *Finish Registration*.

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: (None) ▼

*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](#).

Activate your account

Email Address: Jane.doe@hotmail.com

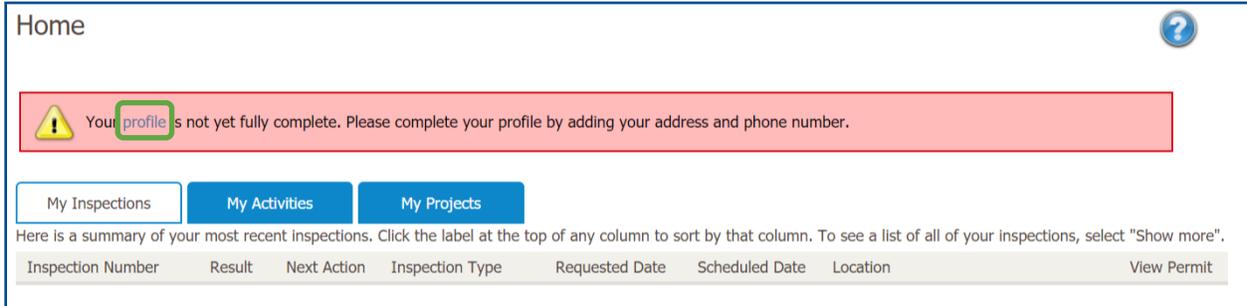
*Password: Please re-enter the password you registered online with.

[Activate →](#)

Screen ID: 1035831

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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](#).

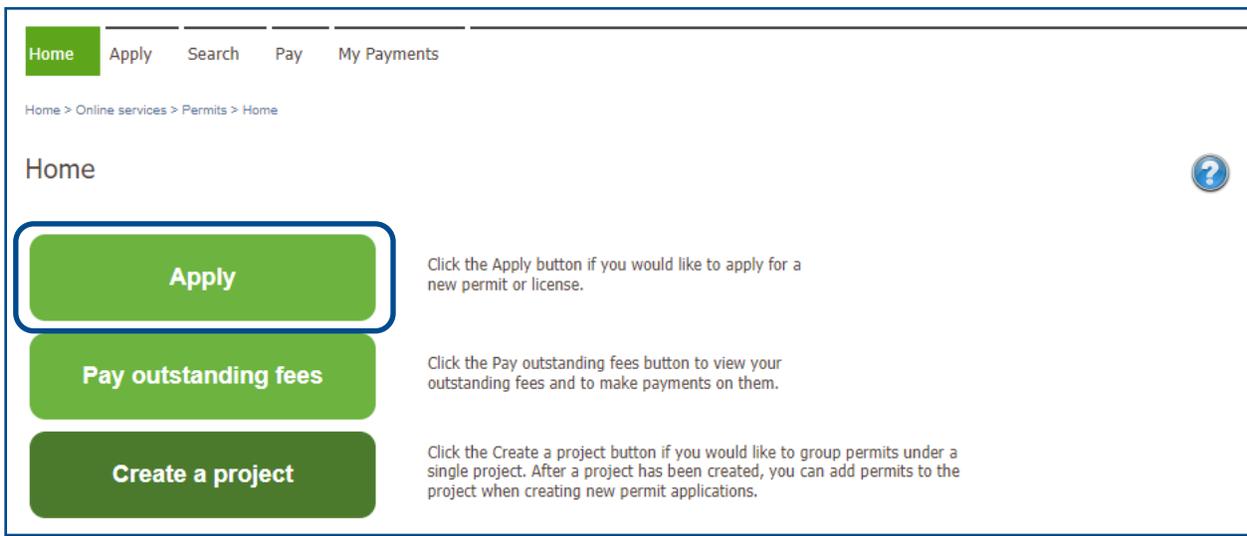
Where can I get help with logging into my account?

For login help, please click [here](#). If you are still having issues, please phone 311 or email us at permits@vancouver.ca

How do I apply online for a Mechanical Permit?

Step 1: Log into your online permit account at vancouver.ca/permits/apply

Step 2: Select [Apply](#).



Home Apply Search Pay My Payments

Home > Online services > Permits > Home

Home ?

Apply

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

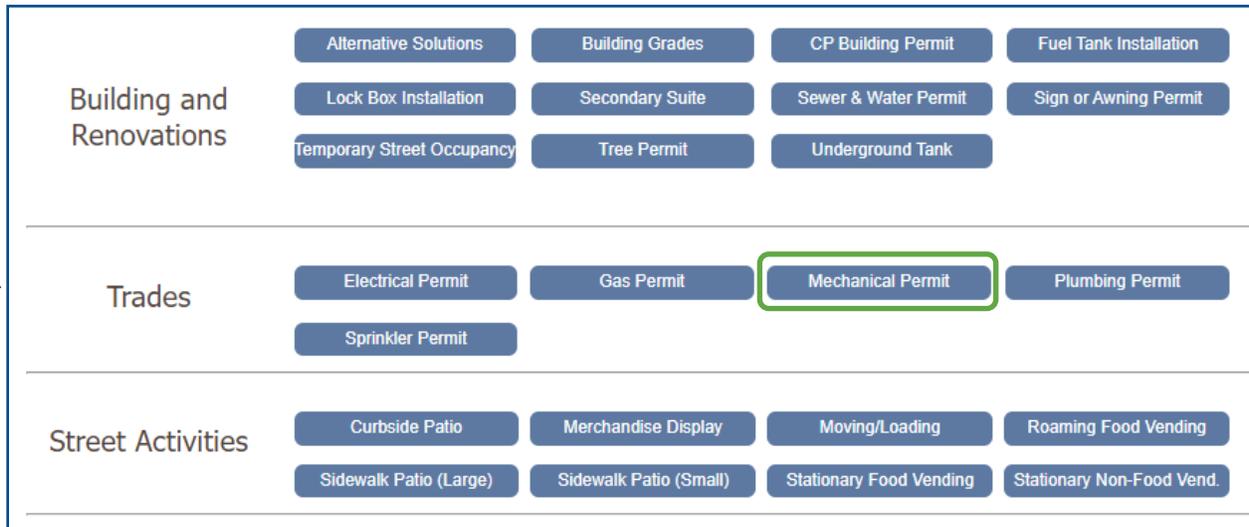
Pay outstanding fees

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.

Step 3: Scroll down and select *Mechanical Permit* under *Trades*.



Building and Renovations	Alternative Solutions	Building Grades	CP Building Permit	Fuel Tank Installation
	Lock Box Installation	Secondary Suite	Sewer & Water Permit	Sign or Awning Permit
	Temporary Street Occupancy	Tree Permit	Underground Tank	
Trades	Electrical Permit	Gas Permit	Mechanical Permit	Plumbing Permit
	Sprinkler Permit			
Street Activities	Curbside Patio	Merchandise Display	Moving/Loading	Roaming Food Vending
	Sidewalk Patio (Large)	Sidewalk Patio (Small)	Stationary Food Vending	Stationary Non-Food Vend.

Step 4: *Read* the application instructions and then *scroll down*.

Application Instructions - Before you apply, please note that:

- Additional application information can be found at vancouver.ca/mechanical-permit
- Payment of permit fees is required in order to submit your application
- You must be a licensed contractor to apply for a mechanical permit
- Municipal Heat Pump Certification (MHPC) is a requirement for residential heat pump installations

Step 5: Follow the wizard and complete all required fields, including [entering an address](#), [selecting a contractor](#), and [uploading documents](#). Please provide as much detail as possible to support your application. At a minimum, only fields with a red asterisk (*) are required.

Note the following:

In order to correctly calculate the permit fee, ensure the *Combined total heat loss load* is entered in kilowatts (kW) and not BTU. To convert BTU to kW, divide the BTU number by 3412.

*Combined total heat loss load (kW):

When adding heat pumps, only include the type and quantity of heat pump. Do not include any indoor components such as the evaporator.

Heat pump details

***Does the installation include a heat pump?** Yes No

[Add heat pump](#)

Type	Details	Quantity	
<div style="border: 1px solid #ccc; padding: 2px;"> (None) ▼ <ul style="list-style-type: none"> <li style="background-color: #0070C0; color: white; padding: 2px;">(None) <li style="padding: 2px;">Mini-split <li style="padding: 2px;">Single-stage <li style="padding: 2px;">Variable-stage <li style="padding: 2px;">Other - please specify: </div>		<input style="width: 50px; height: 20px;" type="text"/>	Remove
		Total:	

Step 6: Review the *declaration* message.

Mechanical Permit Application (Draft)

Submit Application

Your application is ready to be submitted. Please select one of the following options: Click the "Pay Fees & Submit Application" button to submit and pay for your application now. Click the "Save Application & Pay Later" button if you intend to pay at a later time, individually or in a batch. Click the "Save and Return Home" button to save a Draft application that can be completed and submitted at a later time.

Fees

Date	Description	Amount	Payments	Balance
Jun 09, 2022	Application	\$530.00	\$0.00	\$530.00

Declaration

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

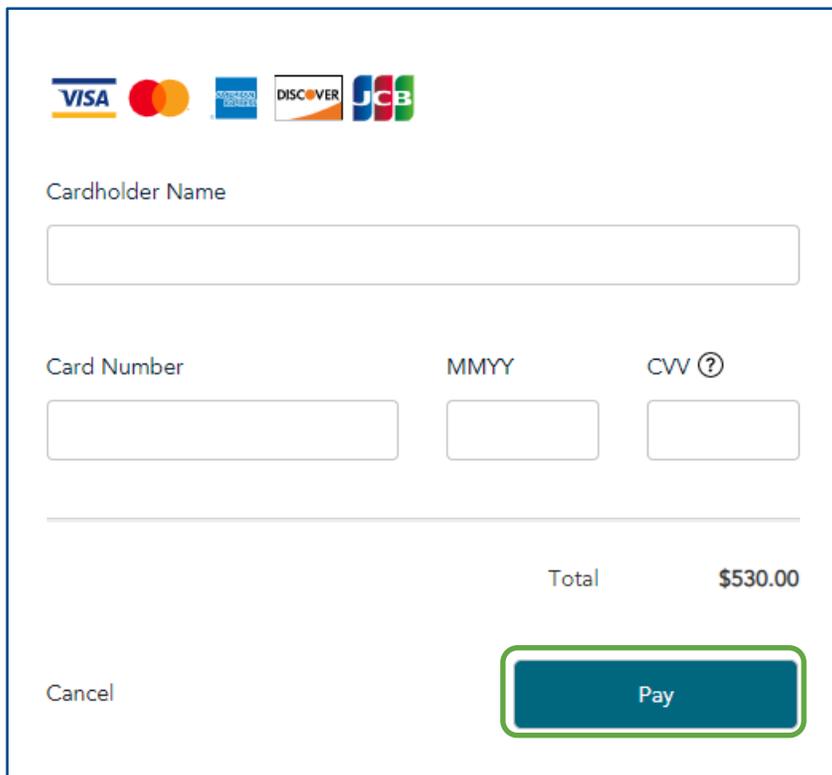
[Back](#)
[Pay Fees & Submit Application →](#)
[Save Application & Pay Later →](#)
[Save and Return Home](#)

There are different methods of payment. Follow the scenario that applies to you:

- **To pay by credit card online:** Click [Pay Fees & Submit Application](#) and proceed to the next step.
- **To pay by other methods:** Click [Save Application & Pay Later](#) and visit the [Development and Building Services Centre](#) to pay in person.

Step 7 (Pay by Credit Card):

Enter your credit card details and then click [Pay](#).



VISA Mastercard AMERICAN EXPRESS DISCOVER JCB

Cardholder Name

Card Number MMY CVV ?

Total \$530.00

Cancel Pay

You will be presented with a confirmation screen after you have successfully paid for your Mechanical Permit. This will also note the current status of your application, whether it be submitted or issued. Click on the [click here](#) link to view your application details. You can also download a receipt from this page.

 Mechanical Permit MP-2022-00016 (Issued)

Confirmation
 Your Mechanical Permit has been issued.
 File Number: MP-2022-00016
 Click here to download your receipt.

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



To view or print the Mechanical Permit, select the *Documents* tab and click on the red document icon.

Mechanical Permit MP-2022-00016 **Issued**

Application Date: Jun 9, 2022
 Issue Date: Jun 9, 2022
 Completed Date:
 Expiration Date: Dec 6, 2022

My Reference Number: **Save**

Next Action

Pay Fees → Amend Application →
 Renew Application → Withdraw Application →
 Request Inspection → Provide Additional Information →
 Request Refund →

Details | Project Activity | **Documents** | Inspections

Type	Created Date	Description
 Trade Permit Document	Jun 9, 2022	Mechanical Permit



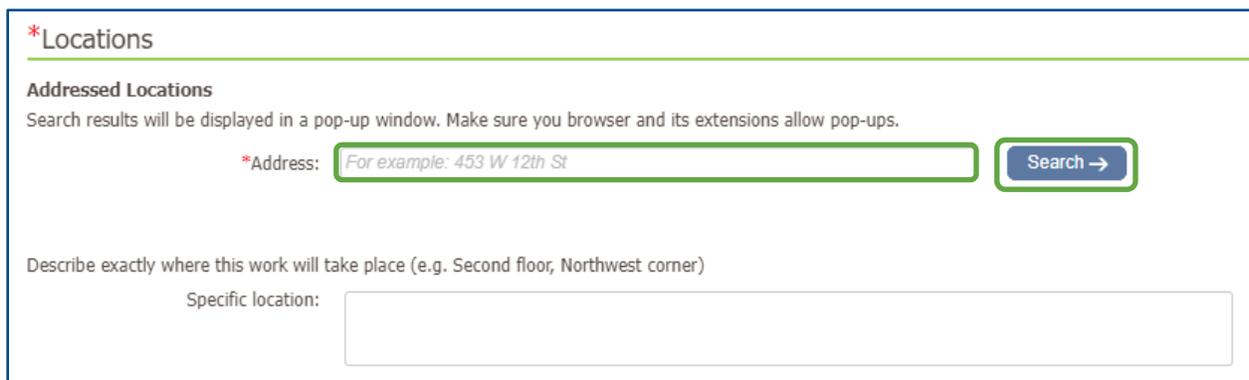
How do I enter an address?

Step 1: In the *Address* field, type in a civic address and click *Search*. Use the format as indicated in the example in the field. Add in the *Specific Location* as needed.

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

Tips:

- Use W or E instead of West or East, except for West Boulevard and East Boulevard
- Examples: For West Broadway, type W Broadway; for West Boulevard, type West B



***Locations**

Addressed Locations
Search results will be displayed in a pop-up window. Make sure you browser and its extensions allow pop-ups.

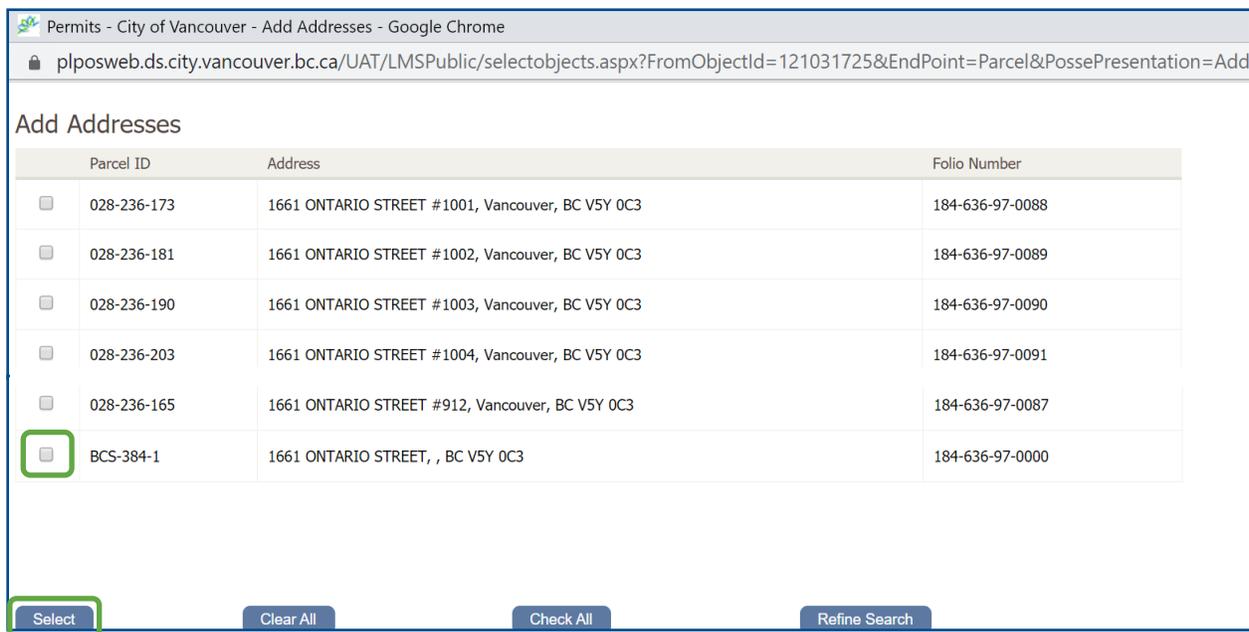
*Address:

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

Specific location:

Step 2: Select the *check box* next to the correct address and click *Select*.

Note: For *residential strata buildings*, scroll to the bottom of the list and the address that corresponds with your strata number.



Permits - City of Vancouver - Add Addresses - Google Chrome

plposweb.ds.city.vancouver.bc.ca/UAT/LMSPublic/selectobjects.aspx?FromObjectId=121031725&EndPoint=Parcel&PossePresentation=Add

Add Addresses

Parcel ID	Address	Folio Number
<input type="checkbox"/> 028-236-173	1661 ONTARIO STREET #1001, Vancouver, BC V5Y 0C3	184-636-97-0088
<input type="checkbox"/> 028-236-181	1661 ONTARIO STREET #1002, Vancouver, BC V5Y 0C3	184-636-97-0089
<input type="checkbox"/> 028-236-190	1661 ONTARIO STREET #1003, Vancouver, BC V5Y 0C3	184-636-97-0090
<input type="checkbox"/> 028-236-203	1661 ONTARIO STREET #1004, Vancouver, BC V5Y 0C3	184-636-97-0091
<input type="checkbox"/> 028-236-165	1661 ONTARIO STREET #912, Vancouver, BC V5Y 0C3	184-636-97-0087
<input type="checkbox"/> BCS-384-1	1661 ONTARIO STREET, , BC V5Y 0C3	184-636-97-0000

Step 3: If applicable, select the *Primary Address* from the drop-down menu.

Addressed Locations
Search results will be displayed in a pop-up window. Make sure your browser and its extensions allow pop-ups.

*Address:

Address	Remove
1661 ONTARIO STREET, Vancouver, BC V5Y 0C3	<input type="button" value="Remove"/>

There are multiple addresses (secondary/historic) associated with the address chosen. Choose the primary address that best describes where the work is taking place.

*Primary address:

Describe exactly where this work will take place:
Specific location:

- 1653 ONTARIO STREET, Vancouver, BC V5Y 0C1
- 1655 ONTARIO STREET, Vancouver, BC V5Y 0C1
- 1657 ONTARIO STREET, Vancouver, BC V5Y 0C1
- 1659 ONTARIO STREET, Vancouver, BC V5Y 0C1
- 1661 ONTARIO STREET, Vancouver, BC V5Y 0C3
- 1687 ONTARIO STREET, Vancouver, BC V5Y 0C1
- 1689 ONTARIO STREET, Vancouver, BC V5Y 0C1
- 1691 ONTARIO STREET, Vancouver, BC V5Y 0C1

Step 4: 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:

How do I select a contractor?

Step 1: On the *Contractor* page, click the *Add Contractor* button.

***Contractor**

Please select the licensed contractor responsible for the permit by clicking the "Add Contractor" button.

Business Name	Business Licenses

Step 2: In the *Contractor Search* box, enter your business name, and then click *Search*.

Contractor Search

Results only include contractors with a valid business license, contractor license, and trade qualifications. If you get no search results, try the following:

- Provide your updated business licence, trade qualifications or contractor licence, or confirm inter-municipal business licence (IMBL) details
- Renew your business licence for the current year

Business Name:

Business Name

Note: If you cannot find your business name, we may need to update your records. Follow the on-screen links to update your information.

Step 3: Click on the business name.

Contractor Search

Results only include contractors with a valid business license, contractor license, and trade qualifications. If you get no search results, try the following:

- Provide your updated business licence, trade qualifications or contractor licence, or confirm inter-municipal business licence (IMBL) details
- Renew your business licence for the current year

Business Name:

Business Name	
	John Doe Contracting Active Business License(s): IMBL 2219999999

Step 4: Click *Next* once the contractor has been selected.

*Contractor

Please select the licensed contractor responsible for the permit by clicking the "Add Contractor" button.

[Change Contractor](#)

Business Name	Business Licenses	
John Doe Contracting	IMBL 2219999999	Remove

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

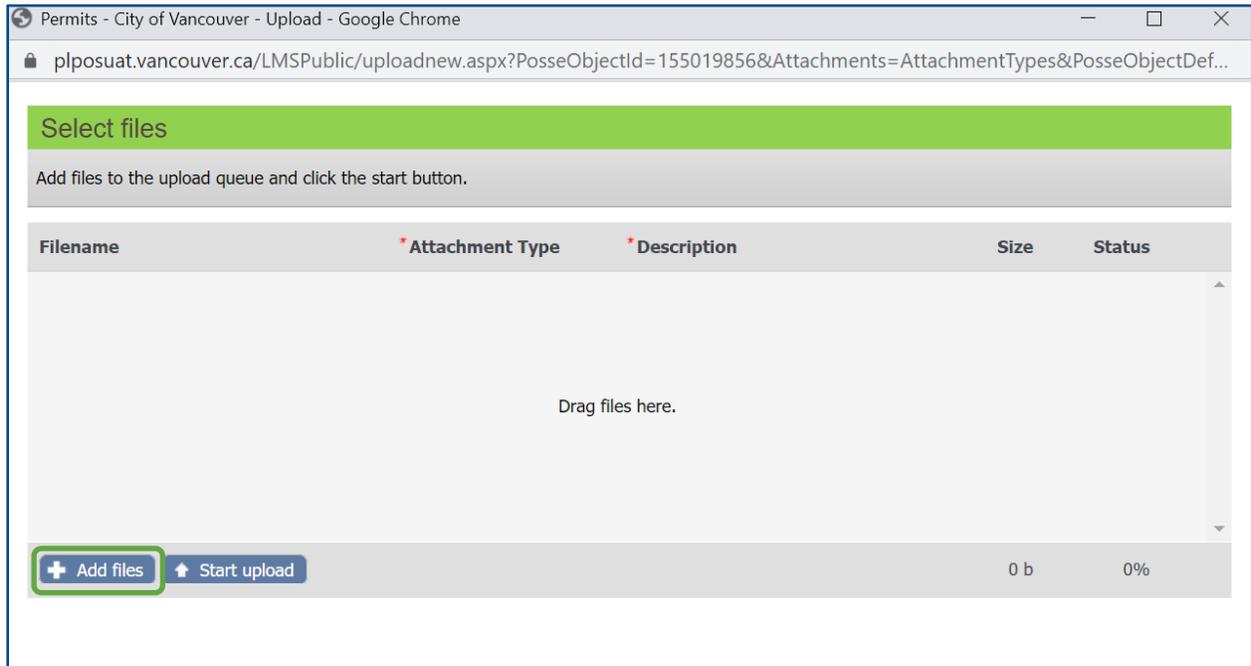
How do I upload a document?

Step 1: Click the *Upload Document* button to begin uploading documents. The list of required and optional documents to upload are listed above the *Upload Document* button.

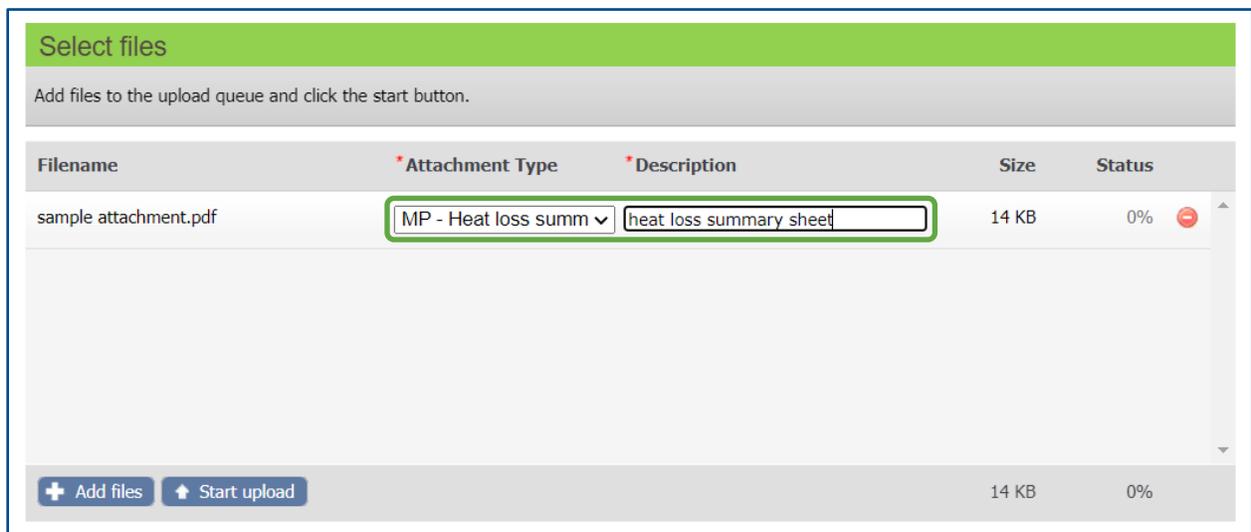
Uploaded Documents

[Upload Document →](#) Max size: 300 MB per document

Step 2: Either drag and drop files or click the [+ Add files](#) button. *Note:* The maximum size per file is 300 MB.



Step 3: After choosing a file, select the [Attachment Type](#) from the drop-down list and adds a brief [Description](#) of the document.



Step 4: Repeat Steps 2 and 3 to upload the other file. 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
Heat loss summary sheet.pdf	MP - Heat loss summ ▾	heat loss summary sheet	14 KB	0% -
System design.pdf	MP - System design ▾	system design	14 KB	0% -
			28 KB	0%

+ Add files
↑ Start upload

Step 5: Once the documents are uploaded, click *Next*.

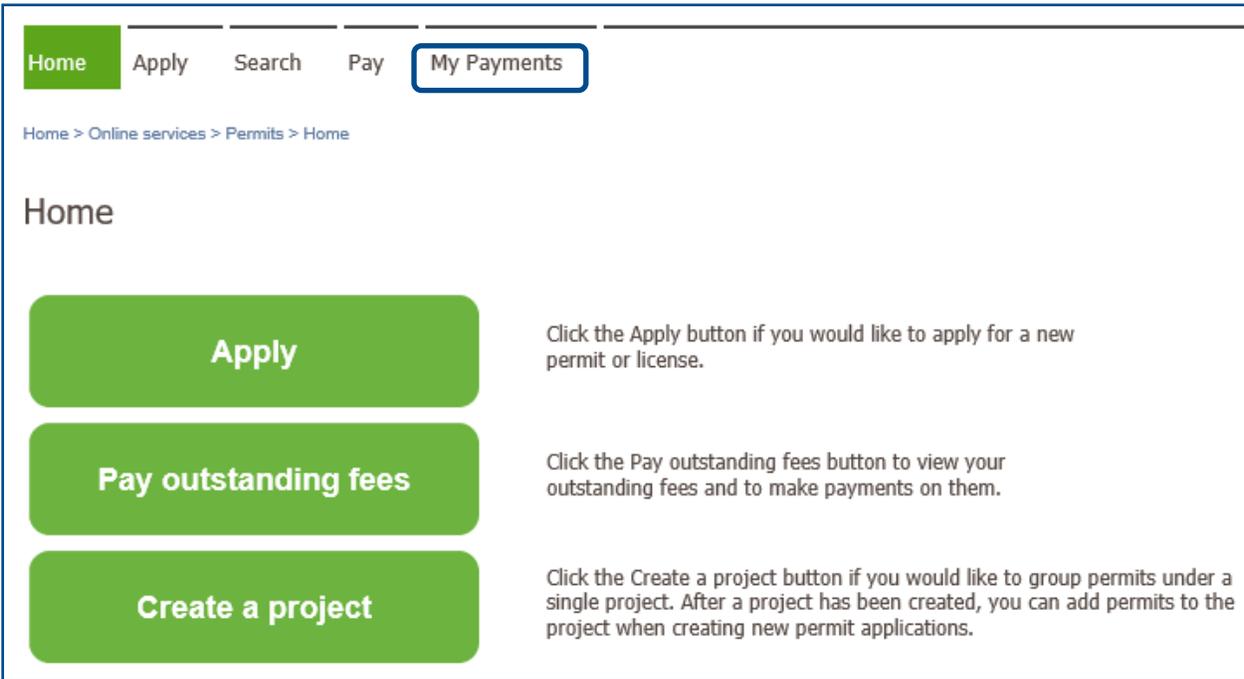
Uploaded Documents

Upload Document →
Max size: 300 MB per document

* Attachment Type	File Name	Description	Acceptance Status
MP - Heat loss summary sheet ▾	Heat loss summary sheet.pdf Jun 08, 2022 at 16:00 PM	heat loss summary sheet	Pending Remove
MP - System design ▾	System design.pdf Jun 08, 2022 at 16:00 PM	system design	Pending Remove

How do I find my receipt(s)?

Step 1: Log into your online permit account. Click [My Payments](#).



Home Apply Search Pay **My Payments**

Home > Online services > Permits > Home

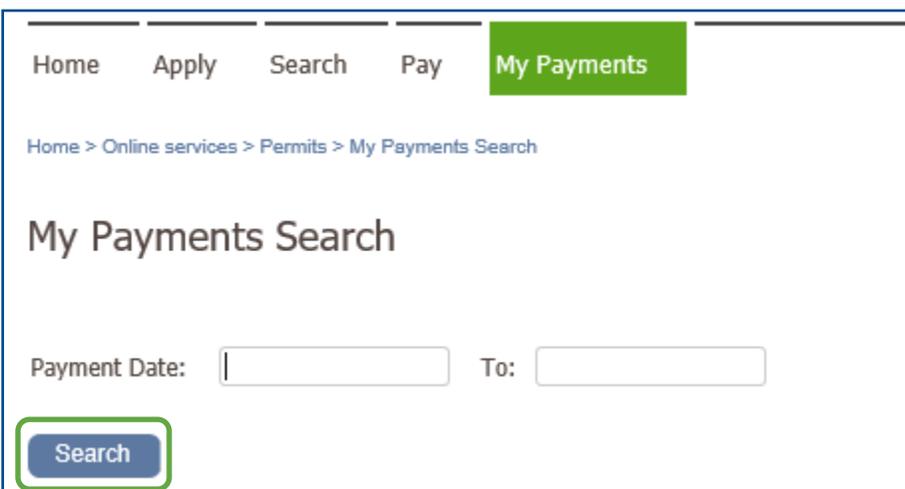
Home

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.

Step 2: Enter the date that you have made the payments and click [Search](#).



Home Apply Search Pay **My Payments**

Home > Online services > Permits > My Payments Search

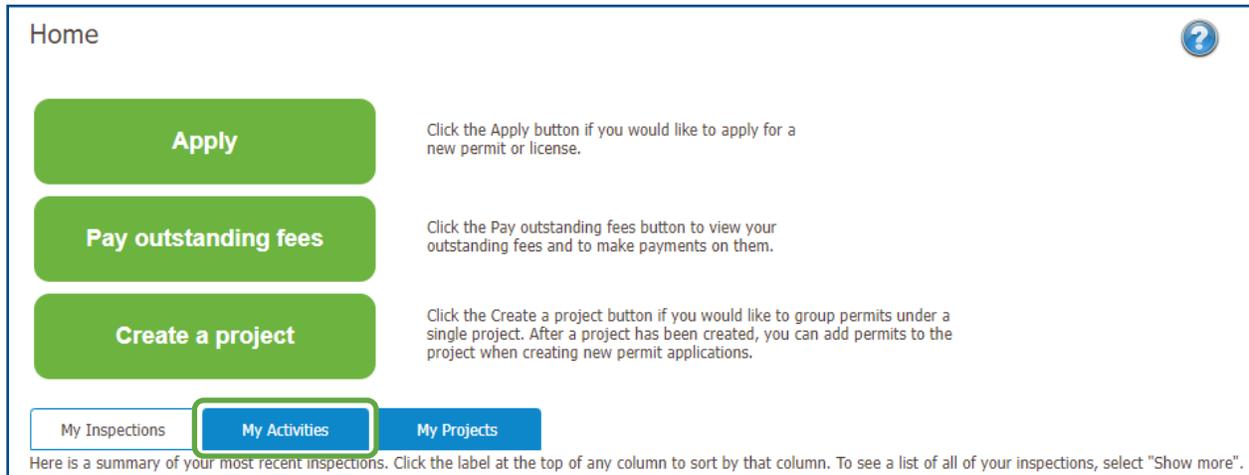
My Payments Search

Payment Date: To:

Search

How do I print my permit?

Step 1: Log into your online permit account. Click on the *My Activities* tab.



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 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 number of your issued permit.



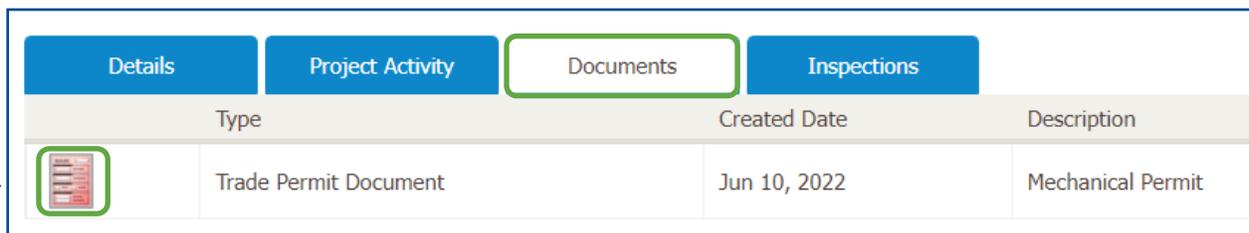
My Inspections My Activities **My Projects**

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
Mechanical Permit	MP-2022-00024		515 W 10TH AVENUE, V...		Issued	Jun 10, 2022	Request Inspection

Step 3: On the *Documents* tab, click the PDF icon on the left.



Details Project Activity **Documents** Inspections

Type	Created Date	Description
 Trade Permit Document	Jun 10, 2022	Mechanical Permit

Step 4: The permit opens as a PDF in a new window and can be printed.



Mechanical Permit

MP-2022-00024

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

Issue Date: Jun 10, 2022

Applicant	Contractor	Location of Permit
John Doe 123 Main St Vancouver, BC V0V 0V0	John Doe 123 Main St Vancouver, BC V0V 0V0	515 W 10TH AVENUE Vancouver, BC V5Z 4A8

How do I request a change to my permit?

Step 1: Log into your online permit account at vancouver.ca/permits/apply

Step 2: Click on the *My Activities* tab.

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 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 3: Click on the permit number of your issued 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
Mechanical Permit	MP-2022-00024		515 W 10TH AVENUE, V...		Issued	Jun 10, 2022	Request Inspection



Step 4: Click on the *Amend Application* button.

Mechanical Permit MP-2022-00024 Issued ?

Application Date: Jun 10, 2022

Issue Date: Jun 10, 2022

Completed Date:

Expiration Date: Dec 7, 2022

My Reference Number: Save

Next Action

Pay Fees →

Amend Application →

Renew Application →

Withdraw Application →

Request Inspection →

Provide Additional Information →

Request Refund →

Details
Project Activity
Documents
Inspections



Step 5: Enter the change needed in the *Amendment Description*. Upload a document if needed (steps on [uploading a document](#)) and then click *Submit Request*.

 Mechanical Permit MP-2022-00024 (Issued)

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
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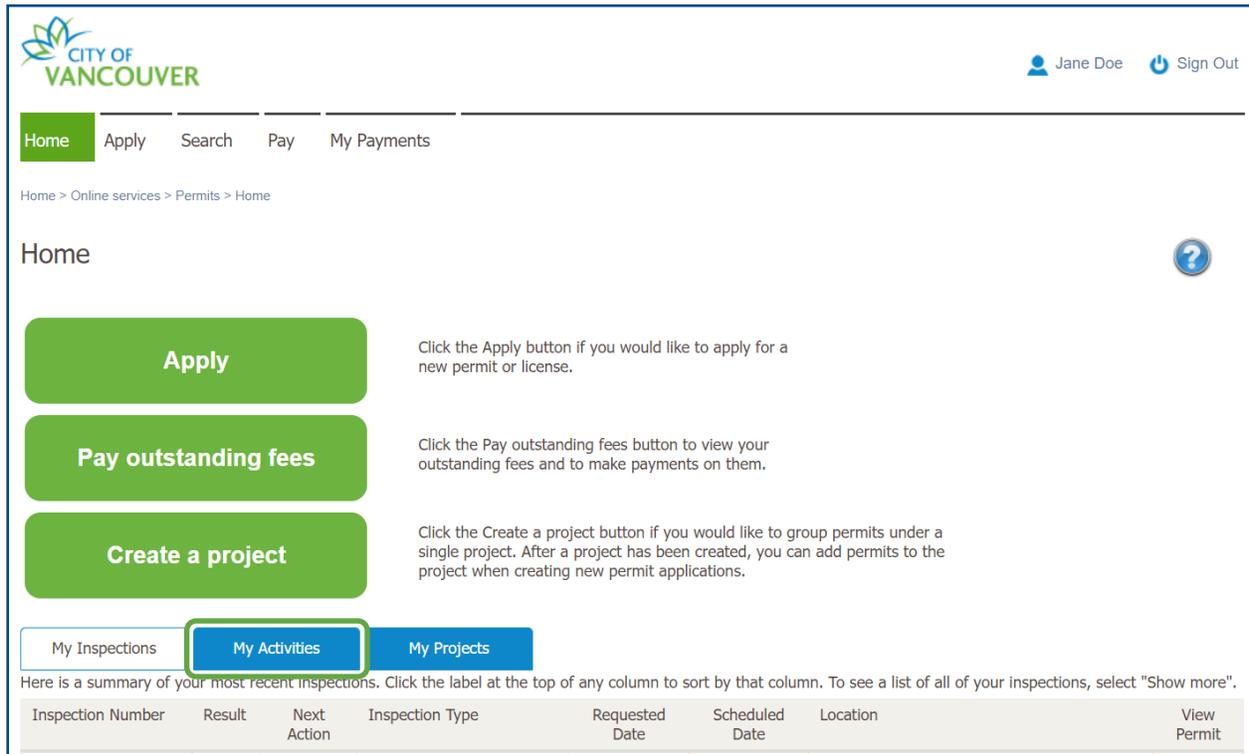
[Upload Document →](#)

[Submit Request →](#) [Cancel and Return](#)



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.



Home > Online services > Permits > Home

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.

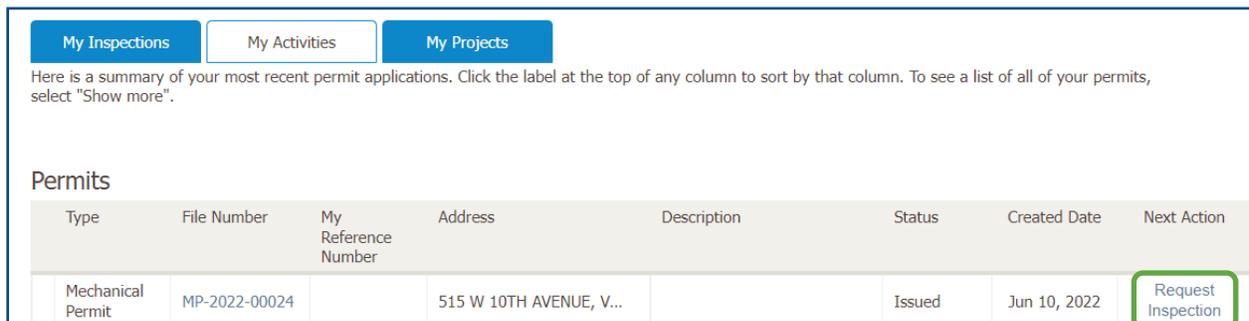
Create a project Click the Create a project button if you would like to group permits under a single project. After a project has been created, you can add permits to the project when creating new permit applications.

My Inspections **My Activities** My Projects

Here is a summary of your most recent 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
Mechanical Permit	MP-2022-00024		515 W 10TH AVENUE, V...		Issued	Jun 10, 2022	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
Mechanical Permit	MP-2022-00024		515 W 10TH AVENUE, V...		Issued	Jun 10, 2022	Request Inspection



Then, click on the *Request Inspection* button.

Mechanical Permit MP-2022-00024 Issued

Application Date: Jun 10, 2022

Issue Date: Jun 10, 2022

Completed Date:

Expiration Date: Dec 7, 2022

My Reference Number: Save

Next Action

Pay Fees →

Amend Application →

Renew Application →

Withdraw Application →

Request Inspection →

Provide Additional Information →

Request Refund →

Details
Project Activity
Documents
Inspections



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 Mechanical Permit (MP-2022-00024)

Details

We are now taking Inspection Requests for June 15, 2022 or later.

What phone number can the inspector reach you at? (604) 555 - 1234

What date would you like the inspection to occur on? Jun 15, 2022

Special Instructions for Inspector:

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

Step 4: Check the box next to the inspection you want to request and then click on the [Request Inspection](#) button. If you cannot select a particular inspection such as the final inspection (*n/a* appears), another mandatory inspection will need to be completed first.

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	Recommended Inspection Order	
<input checked="" type="checkbox"/>	Mechanical - Rough In M300	Not Requested	1	Mandatory
<input type="checkbox"/>	Mechanical - Final n/a M900	Not Requested	2	Mandatory

Request Inspection →
Cancel Inspection Request

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

Confirmation of Inspection Request Mechanical Permit (MP-2022-00024)

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

[Return to MP-2022-00024](#)

The following Checklist items will be reviewed on site by the Mechanical 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 Mechanical inspection.

Inspection Type	Checklist Item
Rough In	Other