

Development, Buildings, and Licensing

If you have any questions regarding the information requested, contact the Development and Buildings Services Center by phone at 604.873.7611 or online at vancouver.ca/building-development-support. All enquiries received through the online form will receive a reference number, which you can use to obtain real-time status updates by calling 3-1-1.

Project Address:

Drawings Required

Drawing Title	Copies Required	Notes	Staff Use Only
Architectural Site Plan or Survey	2	<p>Required for ALL applications. Minimum scale of 1/8" = 1'-0", except for large lots that do not fit on 24"x36" paper the scale may be reduced to 1/16" = 1'-0".</p> <p>Indicate location of all EXISTING buildings and trees on the site. New work shown for the future development will not be accepted.</p> <p>Tree protection barriers must be clearly indicated and dimensioned. Refer to Schedule A of the Protection of Trees Bylaw 9958 and contact the Landscape Group with any questions. Call 604.829.9466, email LandscapeStatusRequest@vancouver.ca, or visit the Landscape Counter in the Services Centre at 515 West 10th Ave for more information.</p>	
Excavation and Shoring Details	2	<p>Required when the excavation depth is greater than 4 feet and/or when shoring is proposed (related to demolition work only). Must be signed and sealed by a Professional Engineer registered in the Province of BC.</p> <p>New work for the future development is not permitted.</p>	
Structural Drawings	2	<p>If applicable. For example, required when partial demolition and partial retention is proposed. Must be signed and sealed by a Professional Engineer registered in the Province of BC.</p>	

Documents Required for ALL applications

Forms available can be found here: <https://Vancouver.ca/BuildingApplications> (section "Application Forms")

Document Title	Copies Required	Notes	Staff Use Only
Application Form	1	<p>Form available online.</p> <p>NOTE: The applicant's email address provided on the form should match their online account. If the applicant does not have an online account yet, one should be created: https://vancouver.ca/files/cov/creating-an-online-account-guide.pdf.</p> <p>MUST include the name and contact information for:</p> <ol style="list-style-type: none"> Demolition or Deconstruction Contractor; and Qualified Professional (for salvage & abatement). <p>Each must hold a valid and City of Vancouver or Inter-Municipal business license for the current year and the license numbers must be provided.</p>	
Contractor Declaration for Demolition or Deconstruction	1	Form available online.	
Qualified Professional Declaration for Salvage & Abatement	1	<p>Form available online.</p> <p>Refer to Bulletin 2015-008-EV Demolition and Abatement Reporting Requirements for more information.</p>	
Rental Declaration	1	Form available online.	
Schedule E-1 - Owner's Undertaking Letter	1	<p>Form available online.</p> <p>Refer to section "Vancouver Building By-law Forms" on the Building Applications webpage (link above).</p>	

Additional Documents that may be required

Forms available can be found here: <https://Vancouver.ca/BuildingApplications> (section "Application Forms")

Document Title	Copies Required	Notes	Staff Use Only
Arborist Report	1	May be required, at the discretion of the Landscape Review group. Refer to "Landscape Clearance" on page 3 of this checklist for more information.	
Demolition Order	1	If the demolition is ordered by Chief Building Official or City Council.	
Demolition Plan	2	<p>A "Demolition Plan" is defined as a detailed description of the systematic and sequential procedure for cutting, destroying, removing or otherwise demolishing a building or structure in a manner that does not endanger the health or safety of any persons or negatively affect the integrity of any other buildings, structures, buried or above ground utilities or any other real property. This plan must be provided by the Demolition Contractor or a Professional Engineer registered in the Province of BC.</p> <p>#1. For demolition of buildings greater than three storeys in building height, over 600m² in building area, constructed with pre-stressed concrete, located on sloped or unstable sites or an excavation depth over 1.2m, an "Engineered Demolition Plan" is required. The demolition plan must be signed and sealed by a Professional Engineer registered in the Province of BC.</p> <p>#2. For other buildings, except one- or two-family dwellings, a standard demolition plan is required.</p> <p>#3. One- or two- family dwelling buildings (that do not meet requirements of #1): Demolition Plan is not required at time of application, however, in the event of unusual or challenging site conditions, a detailed Construction Safety Plan and a demolition plan may be required at the discretion of the Building Inspector.</p>	
Recycling & Reuse Plan For Green Demolition & Wood Salvage	1	<p>Form available online.</p> <p>Required:</p> <ol style="list-style-type: none"> For demolition/deconstruction of a pre-1950 one- or-two-family dwelling building (as required under the Green Demolition By-law No. 11023); or As a condition of Rezoning Approval. 	
Schedule B - Geotechnical	1	When proposed excavation depth (for work related to demolition only) is greater than 4 feet and/or when shoring is proposed, or if located in a peat bog, soil liquefaction, or flood plain area.	
Schedule B - Structural	1	When proposed excavation depth (for work related to demolition only) is greater than 4 feet and/or when shoring is proposed; or when partial demolition and partial retention is proposed.	
Subdivision Letter	1	If demolition is required as a condition of site subdivision. Obtain the letter of preliminary subdivision approval from the Subdivision City staff.	

Clearances Required from agencies outside of the City of Vancouver (if applicable)

Title	Required Prior to or After Permit Application	Details	Staff Use Only
Archaeological Clearance	Prior to application	If the property is located in an archaeological area, the applicant is required to contact the British Columbia Archaeology Branch. Written proof of clearance from this agency is required for permit application.	
Ministry of Environment (M.O.E.) Clearance	After application, if applicable	If required by the City of Vancouver Environmental Protection Department. Call 604-873-7000 for more information.	

Clearances Required from other departments within the City of Vancouver

Title	When Required	Details	Staff Use Only
Zoning & Development By-law Clearance	Prior to application, if applicable	Refer to Sections 4 and 10 of the Zoning & Development By-law for further information or call the Zoning & Building Enquiry Centre at 604.873.7611.	
Landscape Clearance for Tree Protection	Prior to application	<p>If the Tree Protection Barrier Memo has not been provided from the Landscape Group (under the Development Permit Application for the new building), pre-application review is mandatory.</p> <p>Visit the Services Centre at 515 W 10th Ave, call 604.829.9466, or email LandscapeStatusRequest@vancouver.ca to determine if an arborist report, tree removal permits, or tree protection barriers will be required.</p> <p>Note: Where tree barriers are required, a barrier inspection must be completed and accepted before a demolition permit can be issued (this inspection will also include a pre-demolition assessment).</p>	
Heritage Status or Historic Area	Prior to application, if applicable	<p>Call 604.873.7611 to inquire on the status of the building.</p> <p>If it has heritage status or it is in a historic area, contact a Heritage Planner. Call 3-1-1 or 604.873.7000 for assistance.</p>	
Engineering Department Clearance	After application	<p>Traffic Management Plan is required. Damage deposit and/or Street Crossing Permit may also be required.</p> <p>Work on/near the property line may require a Street Occupancy (Hoarding) Permit.</p> <p>Contact the Engineering Department for more information: 3-1-1 or 604.873.7000 or 5th floor - 507 W Broadway</p>	
Environmental Department clearance	After application	<p>Review of the Qualified Professional Declaration for Salvage & Abatement and, if applicable, the Recycling & Reuse Plan for Deconstruction.</p> <p>Contact the Environment Protection Department for more information: 3-1-1 or 604.873.7000 or EnvironmentalProtection@vancouver.ca</p>	

Additional demolition information:

- For more information on the application process and steps required after permit issuance, please visit: <https://vancouver.ca/demolition>;
- In the “**Bulletins**” section of <https://vancouver.ca/BuildingApplications>:
 - Bulletin 2012-001-BU Demolition of Buildings
 - Bulletin 2015-008-EV Demolition and Abatement Reporting Requirements
- Zoning & Building Enquiry Centre - vancouver.ca/building-development-support
- This checklist and all available forms can be found at <https://vancouver.ca/BuildingApplications>

When you are ready to apply, please visit vancouver.ca/building-development-support to submit your application. All applications and/or enquiries received through the form will receive a reference number, which you can use to obtain real-time status updates by calling 3-1-1. Please note: The reference number is NOT the permit number.

Please upload each document as its own individual file. Drawings may be combined into one file or be uploaded as an individual files.