

DEVELOPMENT AND/OR BUILDING PERMIT APPLICATION FORM

INSTRUCTIONS

- Have a permit account. Register at vancouver.ca/permit-apply.
- Apply or ask questions at vancouver.ca/contact-dbl.
- Provide the required documents in the checklists: vancouver.ca/building-checklists.
- Provide a building grades survey and design, if required. Check at vancouver.ca/building-grades.
- Pay fees.
- For sewer connection requirements email eng.swpermits@vancouver.ca. A sewer connection is needed for new buildings, new foundations, extensive renovations or additions. Refer to Sewer & Watercourse By-law, Sec. 2.2 New Public Sewer Connection for Construction (vancouver.ca/sewer-bylaw) and Vancouver Plumbing By-law, Div. B, Sec. 2.1.2 Service Connections (bccodes.ca/vancouver-bylaws.html).

Building a new duplex,
single detached house,
or laneway house?

Apply with the interactive form at cov.service-now.com/csp.
The form helps you make a complete application with required documents specific to your property.

PART A – SITE INFORMATION AND DISCLOSURE

Address and street name:		Unit number(s):	
Legal description Lot(s):	Block(s):	District lot(s):	Plan number(s):
Is there an existing driveway? <input type="radio"/> Yes <input type="radio"/> No		Is the lane adjoining this site physically open for use? <input type="radio"/> Yes <input type="radio"/> No	
Is this site registered at BC Land Title & Survey Authority? <input type="radio"/> Yes <input type="radio"/> No		Is this a new subdivision? <input type="radio"/> Yes <input type="radio"/> No	
Has the property been used for any industrial or commercial activities in Schedule 2: Contaminated Sites Regulation? <input type="radio"/> Yes <input type="radio"/> No			
View gov.bc.ca and search “Schedule 2: Contaminated Sites Regulation”.			

PART B – PROPOSED SCOPE OF WORK

Related permits and application, if applicable. Development (DP): Building (BP or DB): Board of Variance appeal: Minor amendment:			
Describe the proposed work.			
Select all scopes that apply to the proposed work. <div><div><input type="checkbox"/> Construct new principal building <input type="checkbox"/> Construct new laneway house <input type="checkbox"/> Construct new garage, carport, shed, or other accessory building <input type="checkbox"/> Add to existing building <input type="checkbox"/> Alter/renovate existing building:<div><input type="checkbox"/> Interior <input type="checkbox"/> Exterior <input type="checkbox"/> Building envelope repair</div><input type="checkbox"/> Change of use/occupancy <input type="checkbox"/> Enclose balcony</div><div><input type="checkbox"/> Legalize existing secondary suite <input type="checkbox"/> Add new secondary suite <input type="checkbox"/> Alter grade (raise or lower) <input type="checkbox"/> Alter landscape or site <input type="checkbox"/> Install pool, over-height fence, tennis court, solar panels or similar item <input type="checkbox"/> Place prefabricated structure on site <input type="checkbox"/> Relocate building(s) from another site <input type="checkbox"/> Relocate building(s) on same site <input type="checkbox"/> Repair fire/flood damage</div><div><input type="checkbox"/> Upgrade:<div><input type="checkbox"/> Accessibility <input type="checkbox"/> Structural upgrade (seismic) <input type="checkbox"/> Fire sprinkler systems <input type="checkbox"/> Elevator(s) <input type="checkbox"/> Fire alarms</div><input type="checkbox"/> Install mechanical kitchen exhaust, roof top unit, satellite dish <input type="checkbox"/> Demolish building – conventional <input type="checkbox"/> Demolish building – deconstruction <input type="checkbox"/> Other:</div></div>			
Select all building systems that you will alter, repair, or install. <div><div><input type="checkbox"/> Drain tile <input type="checkbox"/> Fire alarm <input type="checkbox"/> Mechanical (Heating/cooling) <input type="checkbox"/> Sprinkler</div><div><input type="checkbox"/> Electrical <input type="checkbox"/> Gas <input type="checkbox"/> Plumbing</div></div> <p>Apply for trades permits online at vancouver.ca/permit-apply. Review requirements at vancouver.ca/permit-info.</p>			
Estimated value of building construction, including cost of plans, materials, labour:			Net floor area (sq ft or m2):

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Use(s)

Describe the existing or current use(s) of the building(s) or unit(s):
Describe the proposed use(s) of the building(s) or unit(s):
Will the building be converted to strata-title ownership? <input type="radio"/> Yes – Email subdivision@vancouver.ca before applying. <input type="radio"/> No

PART C – HOUSING, IF APPLICABLE

Existing housing

Will you demolish, redevelop, or alter existing residential units?

☐ Yes – Answer **C1, C2, and C3**.

☐ No – Go to **C4**.

C1 Are or were any existing units a residential rental accommodation* ?

☐ Yes – Provide the Rental Screening Form in your application (vancouver.ca/rental-screening-form).

☐ No

C2 Number of units to be demolished or redeveloped, by type of unit:		C3 Number of <u>dwelling units</u> * to be demolished or redeveloped, by type of tenure:				
	Number of units		Number of studio units	Number of 1 bed units	Number of 2 bed units	Number of 3+ bed units
<u>Dwelling units</u> * (own bathroom, own kitchen)		Ownership				
		Rental – <u>laneway house</u> *				
		Rental – <u>secondary suite</u> *				
<u>Housekeeping units</u> * (shared bathroom, own kitchen)		Rental – co-op housing				
<u>Sleeping units</u> * (shared bathroom, no kitchen)		Rental – <u>secured market rental housing, social housing, seniors' supportive or independent living housing</u> *				

Proposed housing

C4 Will you propose new residential units? <input type="radio"/> Yes – Answer C5 and C6 . <input type="radio"/> No – Go to Part D .	C6 Number of proposed <u>dwelling units</u> * by type of tenure: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 12.5%;">Number of studio units</th> <th style="width: 12.5%;">Number of 1 bed units</th> <th style="width: 12.5%;">Number of 2 bed units</th> <th style="width: 12.5%;">Number of 3+ bed units</th> </tr> </thead> <tbody> <tr> <td>Ownership</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rental – <u>laneway house</u>*</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rental – <u>secondary suite</u>*</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rental – co-op housing</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rental – <u>secured market rental housing, social housing, seniors' supportive or independent living housing</u>*</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Number of studio units	Number of 1 bed units	Number of 2 bed units	Number of 3+ bed units	Ownership					Rental – <u>laneway house</u> *					Rental – <u>secondary suite</u> *					Rental – co-op housing					Rental – <u>secured market rental housing, social housing, seniors' supportive or independent living housing</u> *				
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* Definitions and information

- Housing unit type and tenure definitions: refer to Zoning & Development By-law Sec. 2 at vancouver.ca/zd-bylaw-sec2
- Sleeping, housekeeping, and dwelling unit info: refer to Zoning & Development By-law Sec. 11 at vancouver.ca/zd-bylaw-sec11
- We collect and report housing unit counts for the Province of BC. Refer to Housing Supply Act at vancouver.ca/housing-supply-act
- Tenant Relocation & Protection Policy: vancouver.ca/protecting-tenants
- Rental Housing Stock Official Development Plan: vancouver.ca/rental-odp
- Housing questions? Email housingregulation@vancouver.ca

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PART D – CONTACT INFORMATION

Applicant

<input type="radio"/> Property owner			
<input type="radio"/> Agent for owner – Provide your own contact info here, then add the owner’s contact info in section D1.			
Permit account email: The one you use to log into vancouver.ca/permit-apply .			
Company name:		First name:	Last name:
Address:	City:	Province:	Postal code:
Email: If different than above.	Phone:		

D1 Owner(s) – if you’re the agent for owner, answer this section to provide the owner’s information

Company name:	First name:	Last name:
Email:	Phone:	Alternate phone:

Contractor – all contractors need a valid business licence

Company name:	First name:	Last name:
Email:	Phone:	City of Vancouver or Inter-Municipal Business Licence #:

Tenant, if applicable

Company name:	First name:	Last name:
Email:	Phone:	City of Vancouver or Inter-Municipal Business Licence #:

Job/site contact, if applicable

Company name:	First name:	Last name:
Email:	Phone:	Alternate phone:

Demolition contractor, if applicable – all contractors need a valid business licence

Company name:	First name:	Last name:
Email:	Phone:	City of Vancouver or Inter-Municipal Business Licence #:

Qualified professional, if your application includes hazardous materials abatement

Company name:	First name:	Last name:
Email:	Phone:	City of Vancouver or Inter-Municipal Business Licence #:

PART E – APPLICANT DECLARATION

- I hereby acknowledge that the owner has full rights to all information, documents, and plans associated with this application.
- I have verified that the information contained in this document and associated applications and plans is correct, and describes a use, a building or work that complies with all relevant by-laws and statutes.
- The information provided may be shared and published in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA), which is primarily intended to protect personal information. However, the associated applications and plans include information that is not protected – and will be made publicly available during the development permit or building permit application process.
- As the owner’s agent, if applicable, I hereby declare I am acting on behalf of the owner.
- I acknowledge that responsibility for by-law compliance rests with the owner and the owner’s employees, agents and contractors.
- I will indemnify and save harmless the City of Vancouver, its officials, employees, and agents against all claims, liabilities, and expenses of every kind, in respect to anything done or not done pursuant to this application or fact sheet or ensuing permit or permits, including negligence and/or the failure to observe all by-laws, acts, or regulations.

DISCLAIMER: Typing your name or inserting your signature electronically is a legal written signature.

Applicant signature: (typed electronic, inserted electronic, or written signature)	Date:
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