

A. Project information	
Building number & street name	Unit number(s)
Legal description	
Lot(s)	Block(s)
District Lot(s)	Plan Number(s)
Estimated value of work Includes cost of plans, materials and labour \$	Area of work (sq ft or m2)
B. Purpose of application	
Check ALL that apply:	
Construct a new principal building Construct a new laneway house Construct a new accessory building (e.g. garage, carport, shed, etc.) Add to an existing building Alter an existing building: Interior Exterior Building Envelope Repair Change of use and/or occupancy Balcony enclosure(s)	Legalize a secondary suite Alter for a new secondary suite Alter grade (raise or lower grade), Landscape or site alterations Install a pool, overheight fence, tennis court, solar panels or similar item Prefabricated structure placed on site Relocate building(s) from another site Relocate building(s) on the same site Fire or flood damage repair
Provide upgrades for: Accessibility Structural upgrade (seismic) Fire sprinkler systems Elevator(s) Fire alarms Mechanical kitchen exhaust, roof top unit, satellite dish Demolish a building – conventional Demolish a building – deconstruction Other _____	
Existing or current use(s) of building or suite	Proposed use(s) of the building or suite
Describe the work proposed. Your application will be based on your written description.	
Which of the following will be altered/repaired/installed? Select all that apply: Electrical Gas Plumbing Sprinkler Drain Tile Fire Alarm Heating and cooling *Heating and cooling units require a separate Mechanical Permit (MP) applied for online at: https://vancouver.ca/home-property-development/mechanical-permit.aspx Trades permits : https://vancouver.ca/home-property-development/apply-for-and-manage-your-permit.aspx	
For renovations: How many <u>new</u> plumbing fixtures are proposed? _____	
Notes:	
- A sewer connection may be required for a new building, new foundations or extensive renovation / addition. Please refer to Plumbing By-law # 5962 section 8.19 (latest amendments) and contact eng.swpermits@vancouver.ca for verification of the sewer connection requirements. - Applicant must be prepared to pay all prescribed fees at the time of application - Contractors must have a business license to do work in the City of Vancouver - When building grades are required, submit the building grade drawings with the application (obtained from the engineering department) - All plan approval is final. Any changes to plans or permit is subject to a processing fee.	
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? <i>If yes, email subdivision@vancouver.ca prior to applying.</i>	Yes No
For new Single Detached House, Duplex or Laneway:	
Does the site have an existing driveway from the street?	Yes No
Are you retaining a driveway for the new development?	Yes No
Are you proposing a new driveway from the street?	Yes No
Is the lane adjoining this site 15 feet or less?	Yes No
Width of lane(s) adjoining your property is (are)	Yes No
Is the lane adjoining this site physically open for use?	Yes No
* driveway relocation or redesign will be pursued in lieu of any tree removal	
Is this lot registered at Land Titles?	Yes No
Is this a new subdivision	Yes No
Are you proposing a secondary suite(s)?	Yes No
Is the existing building rental	Yes No
Date of construction of existing building on site _____	

<u>For all buildings containing residential units</u>	Existing	Proposed
Total number of dwelling units:	_____	_____
Total number of housekeeping units:	_____	_____
Total number of sleeping units:	_____	_____
Does the existing building contain rental units:	Yes	No
Provide related permit or application information (if applicable)		
Development Permit/Application # _____	Minor Amendment Permit/Application # _____	
Board of Variance Appeal # _____	Building Permit/Application (BP or DB) # _____	
C. Applicant - This section must be completed by the person signing the application form.		
Applicant is: Property owner OR Agent for owner		
Online account is required. Create one here: https://vancouver.ca/permits/apply		
Email address associated with your online account:		
Company name	First name	Last name
Address		City & Province
Postal code	Telephone no.	Email
D. Owner(s) (if different from applicant)		
Company name	First name	Last name
Telephone no.	Other no.	Email
E. Contractor		
Company name	First name	Last name
Telephone no.	Email	City of Vancouver or Inter-Municipal Business License #
F. Tenant (if applicable)		
Company name	First name	Last name
Telephone no.	Other no.	Email
G. Job/Site Contact (if different from applicant)		
Company name	First name	Last name
Telephone no.	Other No.	Email
H. Demolition Contractor (if applicable)		
Company name	First name	Last name
Telephone no.	Email	City of Vancouver or Inter-Municipal Business License #
I. Qualified Professional (required for applications involving abatement of hazardous materials)		
Company name	First name	Last name
Telephone no.	Email	City of Vancouver or Inter-Municipal Business License #
J. Declaration of applicant		
<p>As the owner or owner’s agent, I hereby acknowledge that the property 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. I understand that personal information contained in this form will not be released to the public except as required by law; however, all associated applications and plans 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 and the owner shall have access to any and all documents. 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.</p> <p>DISCLAIMER: By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application.</p>		
Printed Name	Signature	Date