


# Development Permit Online Account Guide

These instructions are for customers who have applied for a Development Permit and are using the City of Vancouver's online permitting 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

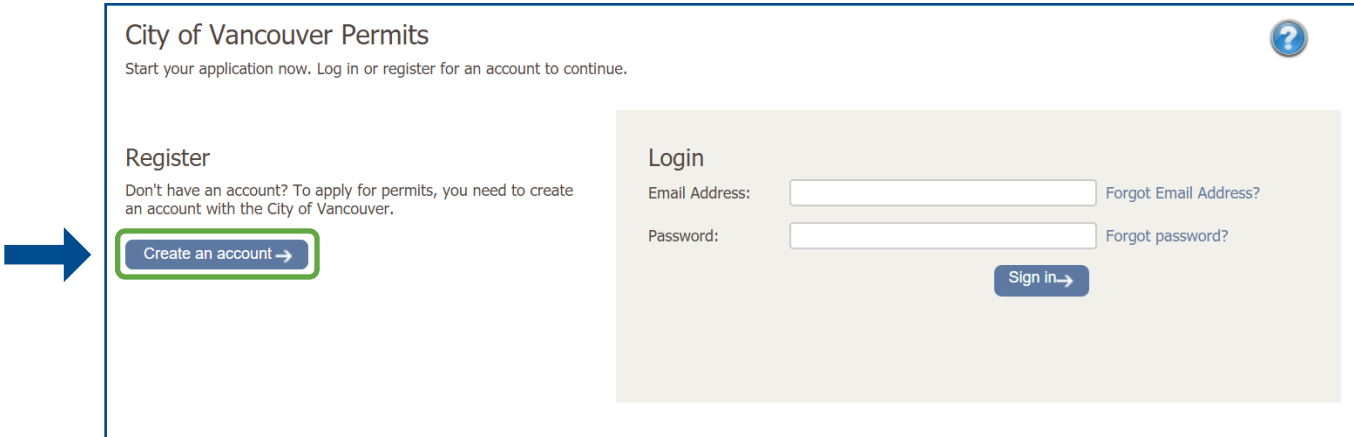
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## How do I create an online account?

To create a new online account, or to sign in as an existing user, go to [vancouver.ca/permits/apply](https://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 (\*). Then, click the *Finish Registration* button.

#### 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:

\*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*.



Home Search

Home > Online services > Permits > Activate your account

#### Activate your account

Email Address:

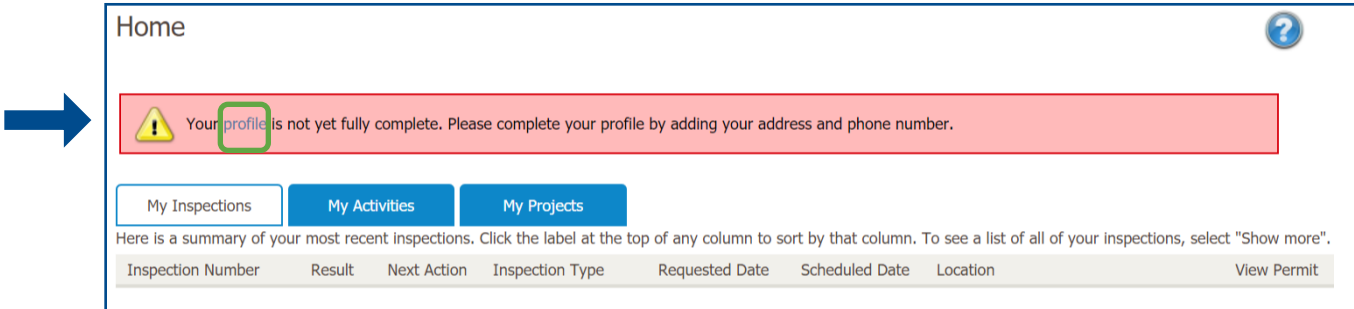
\*Password:  Please re-enter the password you registered online with.


[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 email us at [permits@vancouver.ca](mailto:permits@vancouver.ca)

### How do I submit additional information or documents?

If, during the initial review of your application, the City of Vancouver staff member requires additional information or documents, they will send you an email (see Step 1 below) with the request.

**Step 1:** You will receive this email if City of Vancouver staff require additional information. Click on the [City of Vancouver Permits](#) link to log into your account and then go to [Step 4](#).

If you can't find this email, proceed to [Step 2](#).



**Hello John Doe,**

There has been an update to your Development Permit application DP-2022-00408 for 515 W 10th Avenue.

Based on a review of the information submitted under your Development Permit Application additional information and/or application fees will need to be provided.

Log into your online account using the link below for further details.




[City of Vancouver Permits](#)

Thank you,  
City of Vancouver

**Step 2:** Log into your account at [www.vancouver.ca/permits/apply](http://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".

**Step 3:** Click *Provide Information* 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
Development Permit	DP-2022-00408		515 W 10TH AVENUE, V...	Development Review Branch - New Building - 1FD	Application Incomplete	Aug 16, 2022	<b>Provide Information</b>

**Step 4:** You will see instructions from the City of Vancouver staff member indicating what you need to submit.

**Note:** Some staff members will also upload a document called *DP - Letter to Applicant - Revisions or Additional*. This document contains the information and/or documents needed to proceed with the Development Permit application and can be found in the *Documents* tab of your permit overview page. Click [here](#) for instructions on how to navigate to the *Documents* tab.

### Action(s) required for DP-2022-00408

Read our message below and complete the required action(s) so that we can continue processing your application.

#### Message

Hello John

Please submit the following documents:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Can you please clarify \_\_\_\_\_?

Thanks

Staff Name

#### \*Reply

Enter your reply below.

#### Upload document(s)

If our message asked for documents, upload them here.

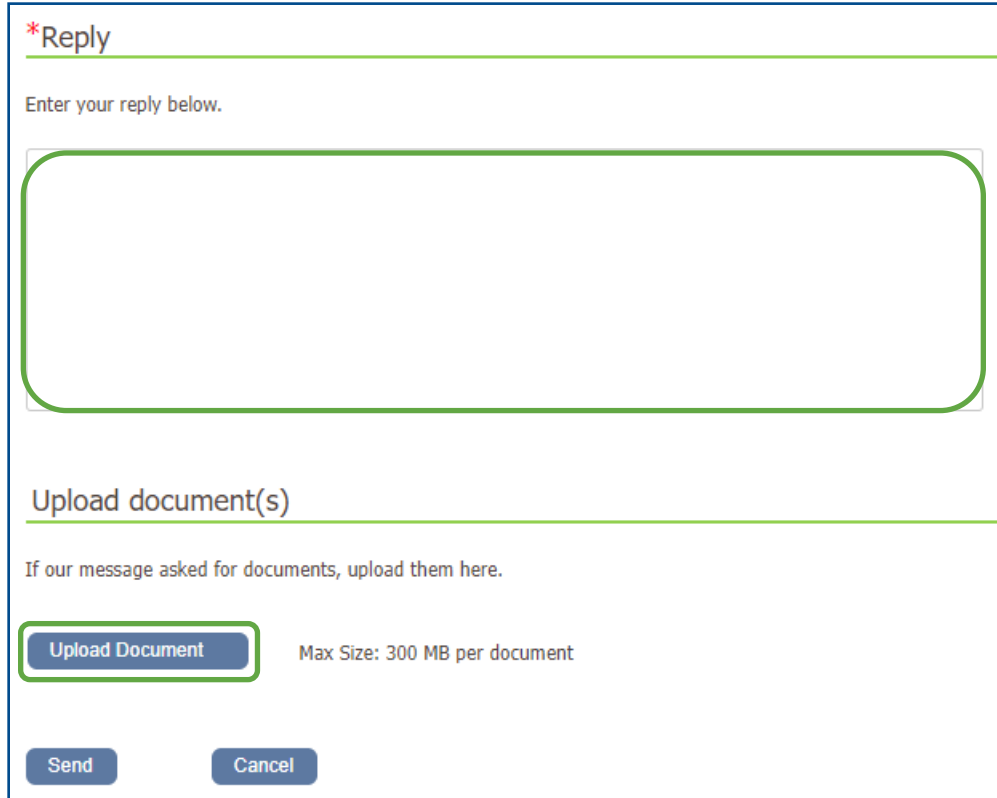
[Upload Document](#)

Max Size: 300 MB per document

[Send](#)

[Cancel](#)

**Step 5:** Type a response in the [Reply](#) field. Click the [Upload Document](#) button to submit the requested documents.



**\*Reply**

Enter your reply below.

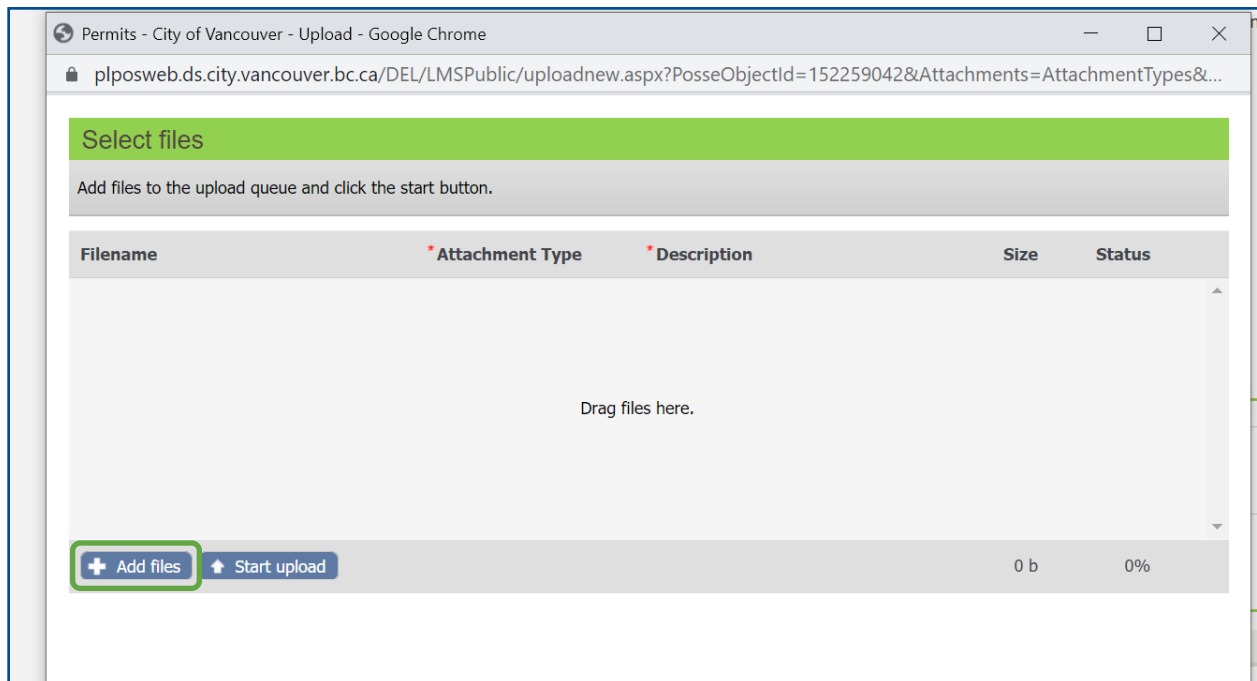
Upload document(s)

If our message asked for documents, upload them here.

**Upload Document** Max Size: 300 MB per document

**Send** **Cancel**

**Step 6:** Drag and drop the files you want to upload or click the [+Add files](#) button.



Permits - City of Vancouver - Upload - Google Chrome

plposweb.ds.city.vancouver.bc.ca/DEL/LMSPublic/uploadnew.aspx?PosseObjectId=152259042&Attachments=AttachmentTypes&...

**Select files**

Add files to the upload queue and click the start button.

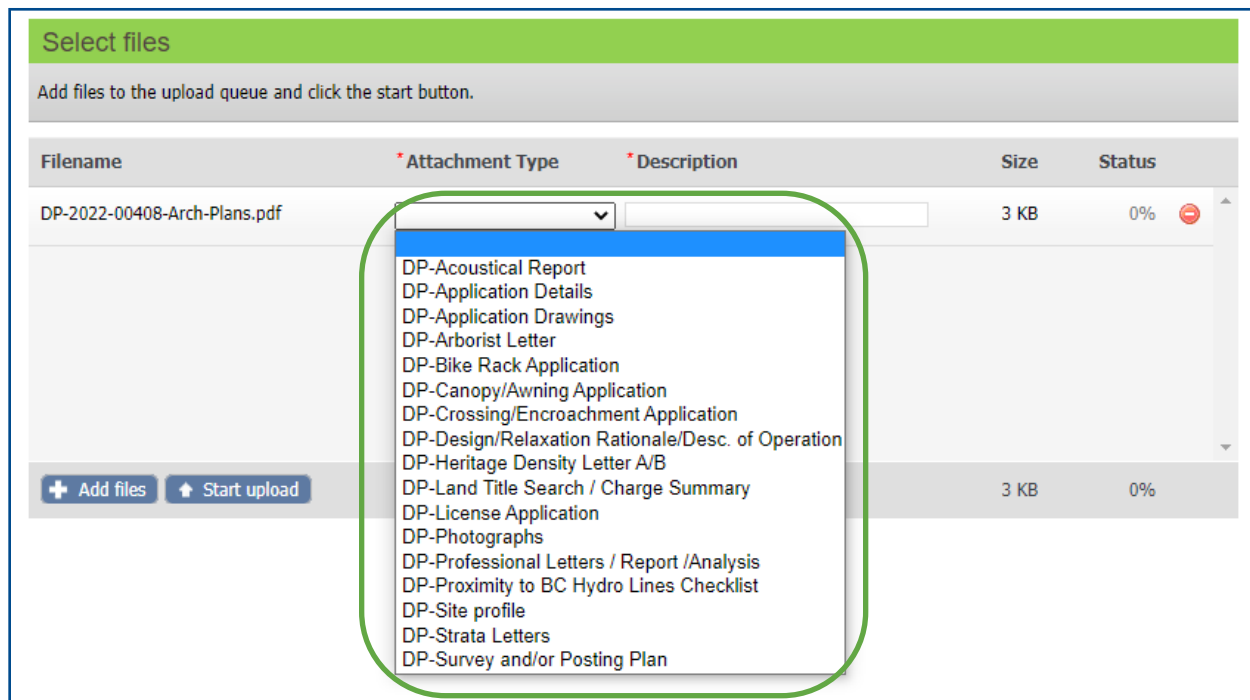
Filename	* Attachment Type	* Description	Size	Status
Drag files here.				

**+ Add files** **Start upload**

0 b 0%



**Step 7:** Select the *Attachment Type* from the dropdown menu.

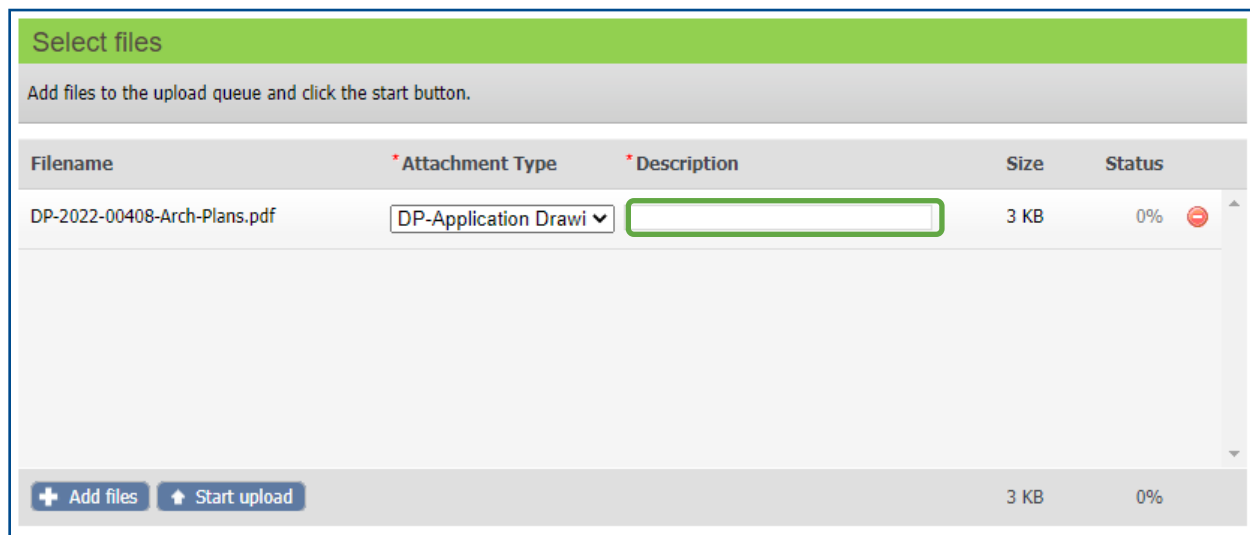


The screenshot shows a file upload interface with a table. A blue arrow points to the first row of the table. The dropdown menu for the Attachment Type is open, showing a list of options. The first row of the table is highlighted.

Filename	* Attachment Type	* Description	Size	Status
DP-2022-00408-Arch-Plans.pdf	DP-Application Drawings		3 KB	0%
			3 KB	0%

Buttons: + Add files, Start upload

**Step 8:** Enter a *Description*.



The screenshot shows the same file upload interface as Step 7. A blue arrow points to the first row of the table. The Description field is highlighted with a green box.

Filename	* Attachment Type	* Description	Size	Status
DP-2022-00408-Arch-Plans.pdf	DP-Application Drawings		3 KB	0%
			3 KB	0%

Buttons: + Add files, Start upload

**Step 9:** Add additional files as needed and then click the [Start upload](#) button.

Select files

Add files to the upload queue and click the start button.

Filename	* Attachment Type	* Description	Size	Status
DP-2022-00408-Arch-Plans.pdf	DP-Application Drawi	Architectural Drawings	3 KB	0% <span style="color: red;">⊖</span>

+ Add files
↑ Start upload

3 KB
0%

**Step 10:** After uploading the document(s), click the [Send](#) button.

\*Reply

Enter your reply below.

Please see the attached document. This project will...

Upload document(s)

If our message asked for documents, upload them here.

Uploaded Document	Attachment Type	Description	
DP-2022-00408-Arch-Plans.pdf Aug 17, 2022 at 08:51 AM	DP-Application Drawings	Architectural Drawings	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px;">Remove</span>

Upload Document
Max Size: 300 MB per document

Send
Cancel

**Note:** If fees also exist, you will have to pay them at the same time you submit the requested information and/or documents. Click the [Send and Pay](#) button.

### Upload document(s)

If our message asked for documents, upload them here.

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

### Pay fees

Fees are due for your application. Review the fees below and pay on the next page.

Date	Description	Amount	Balance	Payment Notice / Receipt
Aug 16, 2022	01(b) - New 1/2 FD - Conditional	\$3,640.00	\$3,640.00	<a href="#">View Payment Notice</a>

[Send and pay](#)
[Cancel](#)

**Step 11:** You will see this screen when you have successfully provided the requested information. Click on the [Return to DP-xxxx-xxxxx](#) link to go back to the permit overview page.

[Home](#)
[Apply](#)
[Search](#)
[Pay](#)
[My Payments](#)

Home > Online services > Permits > Action(s) required for DP-2022-00408

### Action(s) required for DP-2022-00408

Further information has been successfully submitted.

[Return to DP-2022-00408](#)

**Step 12:** You can see that the application is in [Submitted](#) status. At this point, you will not be able to submit any additional information/documents until a City of Vancouver staff member reviews the initial submission. If you forgot to include a document or relevant information, contact your Project Coordinator or Project Facilitator.

Development Permit Application DP-2022-00408
Submitted
?

Application Date: Aug 16, 2022  
Issue Date:  
Completed Date:  
Expiration Date:

Next Action  

Provide Additional Information →

Request Amendment →

Respond to Prior to Condition →

Pay Fees →

Provide Plan Review Response →

Request Refund →

My Reference Number: 
Save

Details

Project Activity


Documents

Application Documents

Inspections

How do I view the Payment Notice?

**Step 1:** You will receive this email when you are required to pay fees. Click on the [City of Vancouver Permits](#) link to log into your account and then go to [Step 4](#). If you can't find this email, proceed to [Step 2](#).



## Hello Jane Doe,

There has been an update to your Development Permit application DP-2021-00779 for 515 W 10th Avenue.

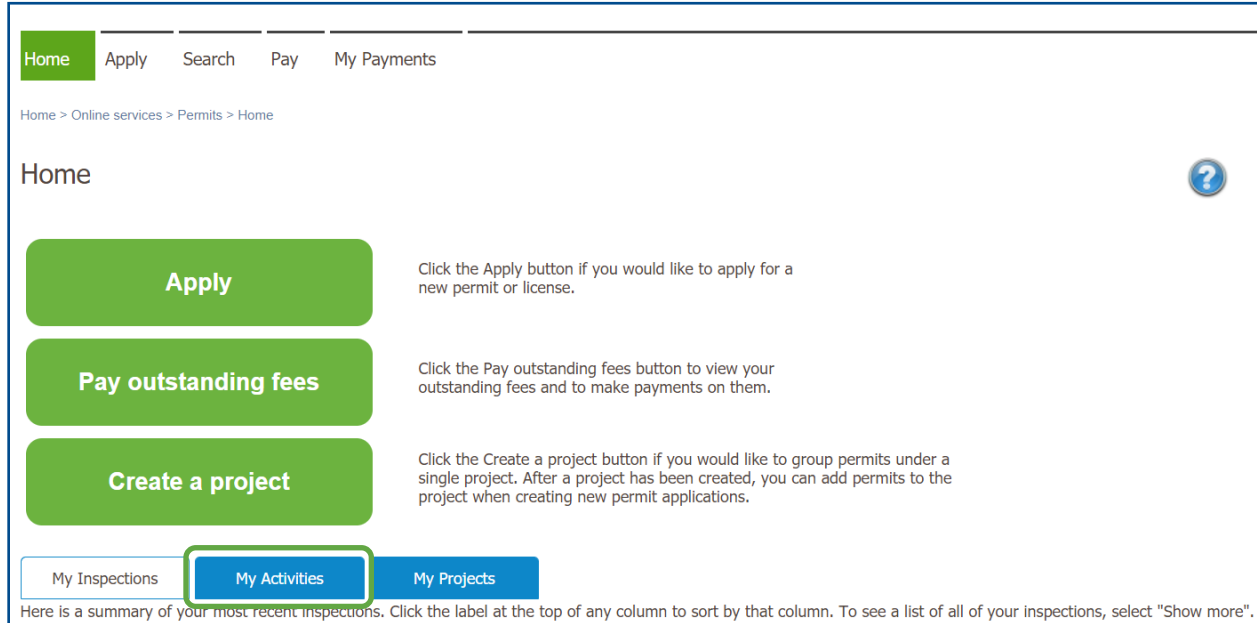
Based on a review of the information submitted under your Development Permit Application additional information and/or application fees will need to be provided.

Log into your online account using the link below for further details.

City of Vancouver Permits

Thank you,  
City of Vancouver

**Step 2:** Log into your account at [www.vancouver.ca/permits/apply](http://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".

**Step 3:** Find the applicable permit and click the *Provide Information* link in the *Next Action* column. Then, proceed to [Step 4](#).



My Inspections My Activities My Projects

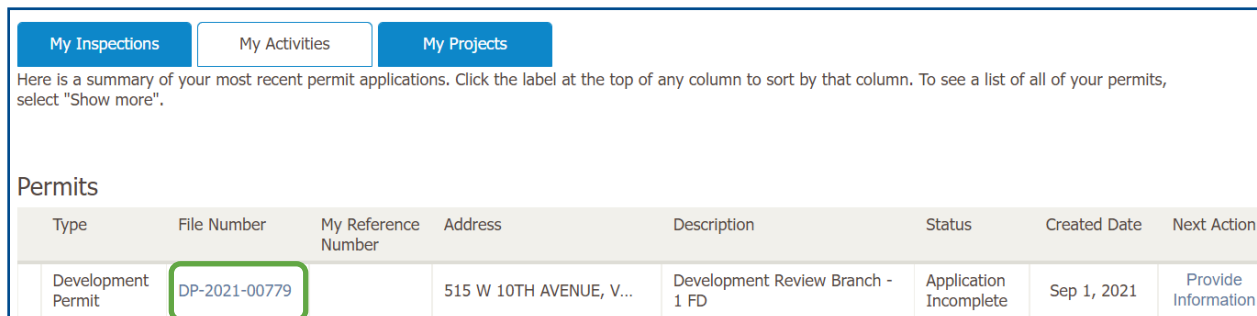
Here is a summary of your most recent permit applications. Click the label at the top of any column to sort by that column. To see a list of all of your permits, select "Show more".

Permits

Type	File Number	My Reference Number	Address	Description	Status	Created Date	Next Action
Development Permit	DP-2021-00779		515 W 10TH AVENUE, V...	Development Review Branch - 1 FD	Application Incomplete	Sep 1, 2021	<b>Provide Information</b>

OR

Click on the permit's *File Number* to take you to the permit overview page. Then, proceed to [Step 5](#).



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
Development Permit	<b>DP-2021-00779</b>		515 W 10TH AVENUE, V...	Development Review Branch - 1 FD	Application Incomplete	Sep 1, 2021	Provide Information

**Step 4:** You will see instructions from the City of Vancouver staff member indicating what you need to do. Scroll down to the [Fees](#) section and click on the [View Payment Notice](#) link. Then, proceed to [Step 6](#).

### Upload document(s)

If our message asked for documents, upload them here.

Upload Document

Max Size: 300 MB per document

### Pay fees

Fees are due for your application. Review the fees below and pay on the next page.

Date	Description	Amount	Balance	Payment Notice / Receipt
Apr 20, 2022	01(b) - New 1/2 FD - Conditional	\$3,640.00	\$3,640.00	<a href="#">View Payment Notice</a>

Send and pay

Cancel

**Step 5:** Scroll down to the Fees section and click on the [View Payment Notice](#) link. Then, proceed to [Step 6](#).

Details

Project Activity

Documents

Application Documents

Inspections

### Details



Primary Location: 515 W 10TH AVENUE, Vancouver, BC V5Z 4A8

Specific Location:

Work Description: 1 FD

Type of Work:

### Related Information

Type	Description
 Zoning Code	C-3A
 Customer	Jane Doe Phone: (604) 111-1111 Address: 123 Main St Vancouver, BC V3W4G5

### Parcels

Parcel ID	Address	Folio Number
007-068-042	515 W 10TH AVENUE, Vancouver, BC V5Z 4A8	170-650-97-0000

### Fees

Date	Description	Amount	Balance	Payment Notice / Receipt
Apr 20, 2022	01(b) - New 1/2 FD - Conditional	\$3,640.00	\$3,640.00	<a href="#">View Payment Notice</a>

### Use Code

Use Code	Occupancy Type
----------	----------------

**Step 6:** You can download and print the *Payment Notice*.




Report.aspx

1 / 1 | - 100% + | [Fullscreen] [Refresh]







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



DP-2022-00213  
Printed: Apr 20, 2022

## Payment Notice

\*Current Fees for: Development Permit DP-2022-00213

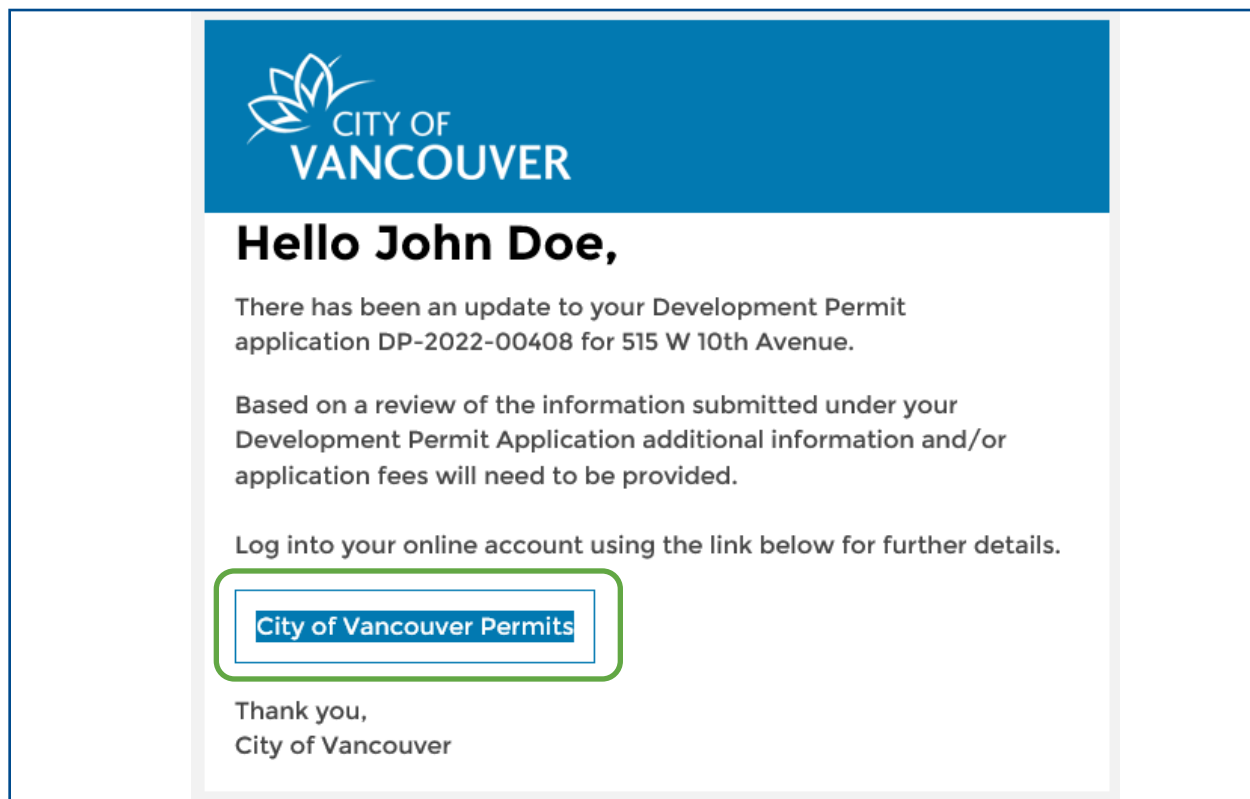
For Applicant		Location	
Jane Doe 123 Main St Vancouver, BC V3W4G5		515 W 10TH AVENUE Vancouver, BC V5Z 4A8	

Date	Description	Fee Amount	Tax	Fee Total	Fee Adjs	Pmts & Adjs	Balance
Apr 20, 2022	01(b) - New 1/2 FD - Conditional	3,640.00		3,640.00	0.00	0.00	3,640.00
<b>Total:</b>		3,640.00		3,640.00	0.00	0.00	3,640.00

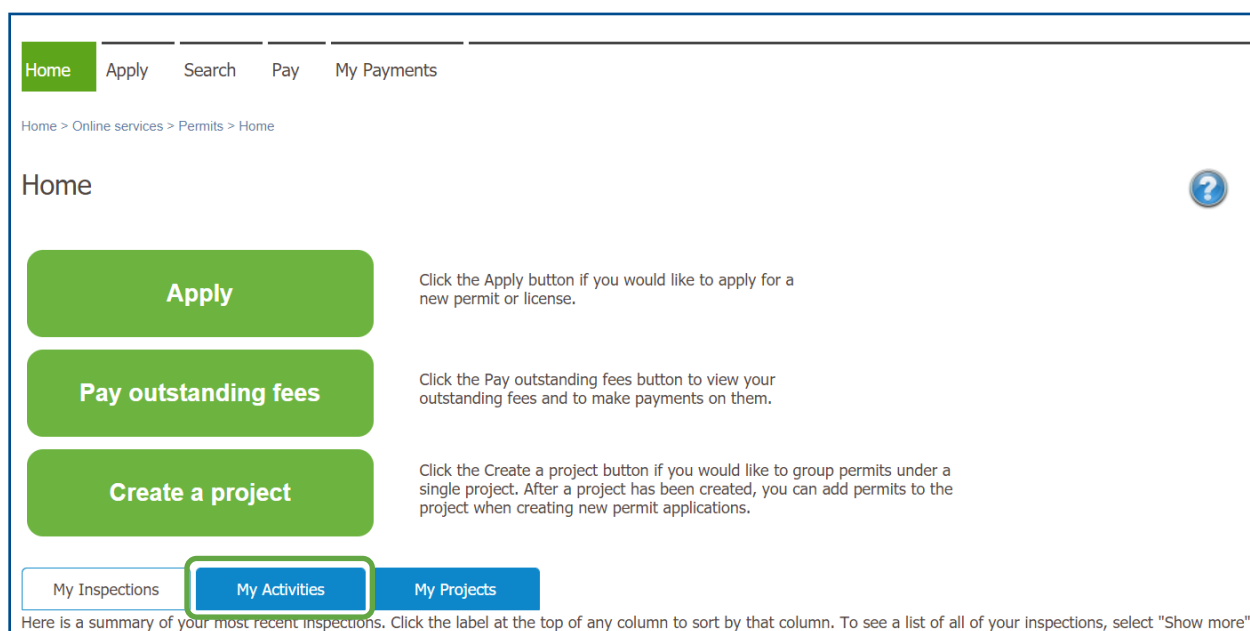
## How do I pay fees online?

**Step 1:** You will receive this email when you are required to pay fees. Click on the [City of Vancouver Permits](#) link to log into your account and then go to [Step 4](#).

If you can't find this email, proceed to [Step 2](#).



**Step 2:** Log into your account at [www.vancouver.ca/permits/apply](http://www.vancouver.ca/permits/apply) and then click on the [My Activities](#) tab.





**Step 3:** Find the applicable permit and click the [Provide Information](#) link 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
Development Permit	DP-2022-00408		515 W 10TH AVENUE, V...	Development Review Branch - New Building - 1FD	Application Incomplete	Aug 16, 2022	<a href="#">Provide Information</a>

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
Development Permit	DP-2022-00408		515 W 10TH AVENUE, V...	Development Review Branch - New Building - 1FD	Application Incomplete	Aug 16, 2022	<a href="#">Provide Information</a>

Then, click on the [Pay Fees](#) button.



John Doe Sign Out

Home
Apply
Search
Pay
My Payments

Home > Online services > Permits > Development Permit Application DP-2022-00408 Application Incomplete

Development Permit Application DP-2022-00408

Application Incomplete

Application Date: Aug 16, 2022  
Issue Date:  
Completed Date:  
Expiration Date: Feb 16, 2023

Next Action

Provide Additional Information
Request Amendment →

Respond to Prior to Condition →
Pay Fees

Provide Plan Review Response →
Request Refund →

My Reference Number:  Save

Details
Project Activity
Documents
Application Documents
Inspections

**Step 4:** You will see instructions from the City of Vancouver staff member indicating what you need to do. Type in a response in the [Reply](#) field. If applicable, upload any documents by clicking [Upload Document](#). Review the fees and then click the [Send and pay](#) button.

### Action(s) required for DP-2022-00408

Read our message below and complete the required action(s) so that we can continue processing your application.

#### Message

Hello John

Please pay the outstanding fees.

Thank you  
Development Review Branch

#### \*Reply

Enter your reply below.



#### Upload document(s)

If our message asked for documents, upload them here.

[Upload Document](#)

Max Size: 300 MB per document

#### Pay fees

Fees are due for your application. Review the fees below and pay on the next page.

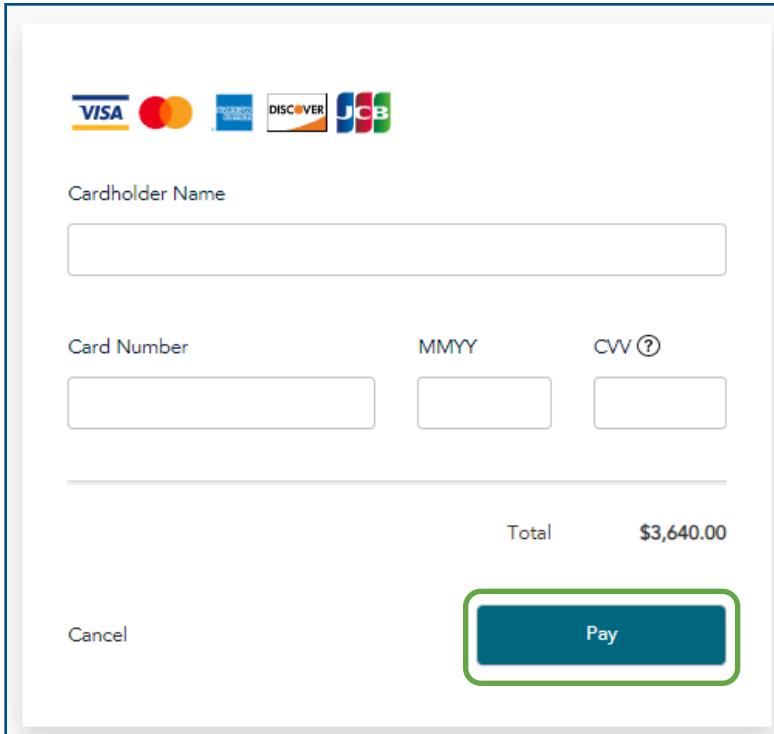
Date	Description	Amount	Balance	Payment Notice / Receipt
Aug 16, 2022	01(b) - New 1/2 FD - Conditional	\$3,640.00	\$3,640.00	<a href="#">View Payment Notice</a>

[Send and pay](#)

[Cancel](#)

**Step 5:** Enter your credit card information. *Note:* If you receive an error message, or your credit card is declined due to transaction limit amounts, please contact your credit card company. Our system does not have a maximum dollar limit set for transactions. For other payment options, please contact your Project Facilitator or Project Coordinator.

**Step 6:** Click the [Pay](#) button.



Payment form interface showing credit card logos (VISA, Mastercard, American Express, DISCOVER, JCB), input fields for Cardholder Name, Card Number, MMY, and CVV, and a Total amount of \$3,640.00. The **Pay** button is highlighted with a green border.

**Step 7:** You will see this payment confirmation screen if this transaction was successfully. Click on the [Return to DP-xxxx-xxxxx](#) link to go back to the permit overview page.



Payment confirmation screen showing the City of Vancouver logo, navigation links (Home, Apply, Search, Pay, My Payments), and the message: "Action(s) required for DP-2022-00408". Below the message, it states "Your revision has been successfully submitted." and provides a **Return to DP-2022-00408** link, which is highlighted with a green border.

**Step 8:** Scroll down to the [Fees](#) section and click [View Receipt](#).

Development Permit Application DP-2022-00408
Submitted

Application Date: Aug 16, 2022  
Issue Date:  
Completed Date:  
Expiration Date:



**Next Action**  
[Provide Additional Information →](#) [Request Amendment →](#)  
[Respond to Prior to Condition →](#) [Pay Fees →](#)  
[Provide Plan Review Response →](#) [Request Refund →](#)

My Reference Number:  [Save](#)

[Details](#) [Project Activity](#) [Documents](#) [Application Documents](#) [Inspections](#)

**Details**  
Primary Location: 515 W 10TH AVENUE, Vancouver, BC V5Z 4A8  
Specific Location:  
Work Description: 1FD  
Type of Work: New Building

**Related Information**  

Type	Description
	Zoning Code: C-3A
	Customer: John Doe Phone: (604) 555-1234 Address: 123 Main St Vancouver, BC V0V 0V0



**Parcels**  

Parcel ID	Address	Folio Number
007-068-042	515 W 10TH AVENUE, Vancouver, BC V5Z 4A8	170-650-97-0000

**Fees**  

Date	Description	Amount	Balance	Payment Notice / Receipt
Aug 16, 2022	01(b) - New 1/2 FD - Conditional	\$3,640.00	\$0.00	<a href="#">View Receipt</a>

**Step 9:** You can download and save the receipt.

1 / 1 | 100% |   


**Online Payments**  
453 West 12th Avenue  
Vancouver, BC V5Y 1V4

**Receipt**  
**RETAIN THIS COPY FOR YOUR RECORDS**

**Payment Date:** Aug 16, 2022  
**Applicant:** John Doe john.doe@johndoe.co

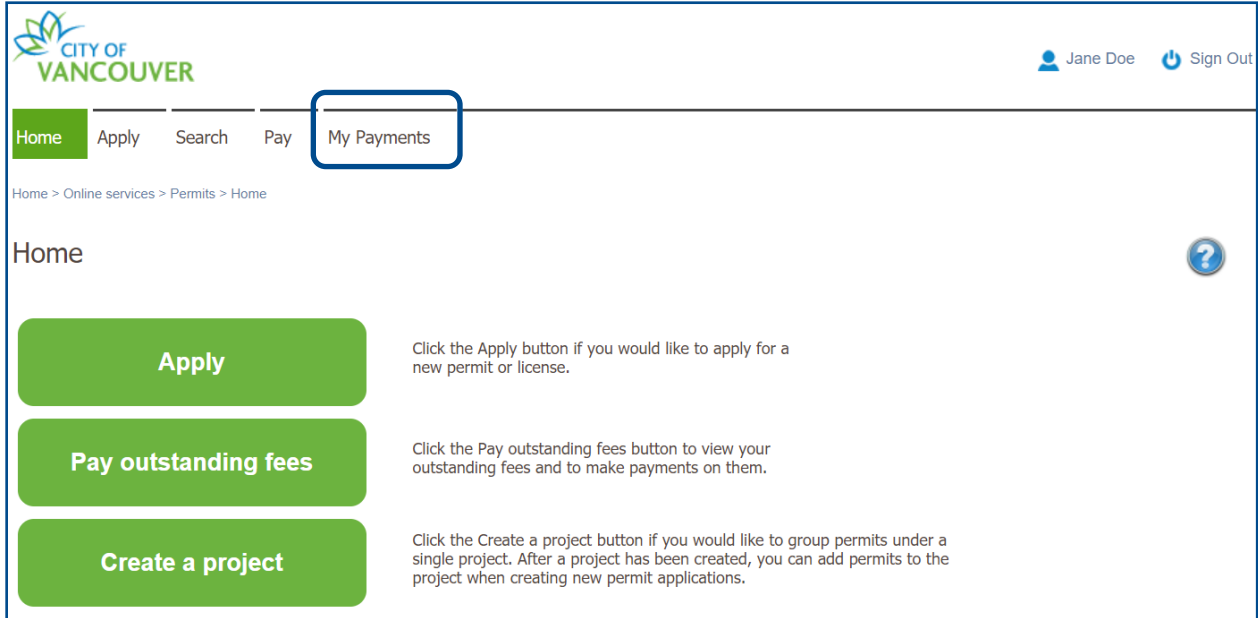
**Receipt Number:** R387284  
**Received Date:** Aug 16, 2022  
**Payment Amount:** \$3,640.00  
**Order ID:** 174266878  
**Payment Method:** Credit Card  
**Payer:** JOHN DOE

Date	File Number	My Reference #	Description	Fee Amount	Tax Paid	Amount Paid
Aug 16, 2022	DP-2022-00408		01(b) - New 1/2 FD - Conditional	\$3,640.00		\$3,640.00

**Total: \$3,640.00**

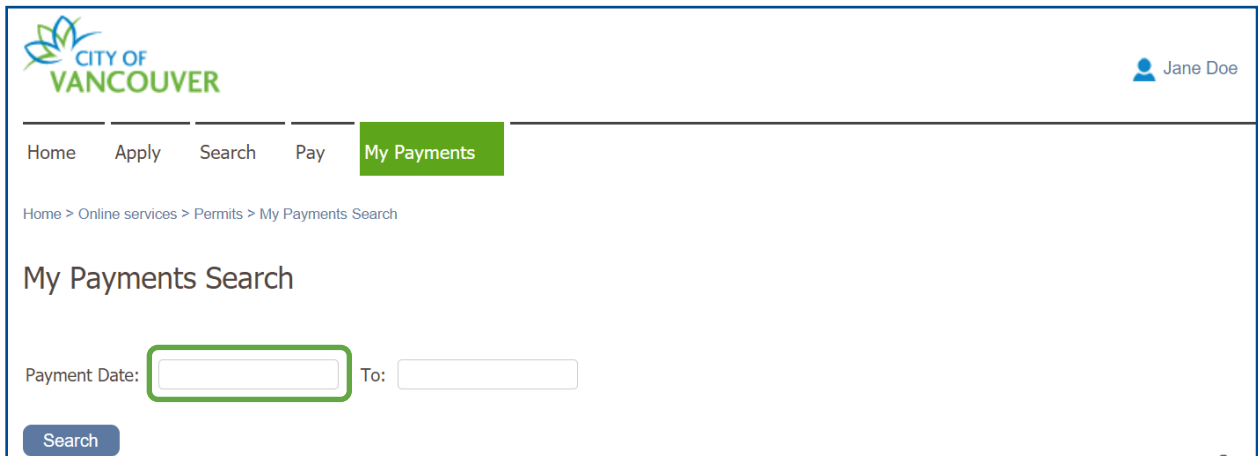
## How do I view my receipt?

**Step 1:** Log into your account at [www.vancouver.ca/permits/apply](http://www.vancouver.ca/permits/apply) and then click [My Payments](#).



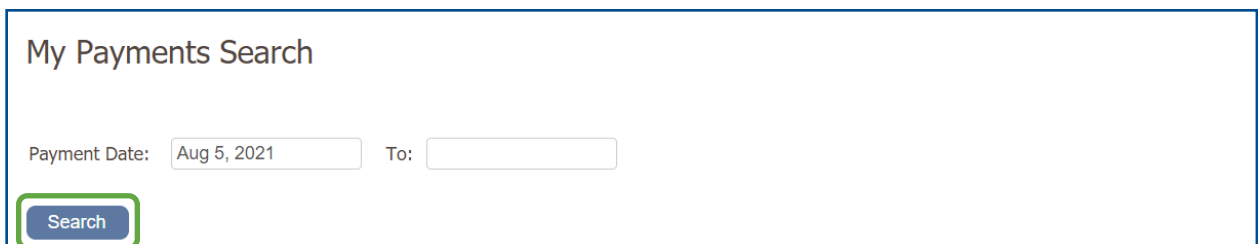
The screenshot shows the City of Vancouver website interface. The navigation menu at the top includes 'Home', 'Apply', 'Search', 'Pay', and 'My Payments'. The 'My Payments' tab is highlighted with a blue box and a blue arrow pointing to it. Below the navigation menu, the breadcrumb trail reads 'Home > Online services > Permits > Home'. The main content area is titled 'Home' and contains three green buttons: 'Apply', 'Pay outstanding fees', and 'Create a project'. Each button has a corresponding instruction: 'Click the Apply button if you would like to apply for a new permit or license.', 'Click the Pay outstanding fees button to view your outstanding fees and to make payments on them.', and '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:** Click in the [Payment Date](#) field to select the date range.




The screenshot shows the 'My Payments Search' page. The navigation menu at the top includes 'Home', 'Apply', 'Search', 'Pay', and 'My Payments'. The 'My Payments' tab is highlighted. Below the navigation menu, the breadcrumb trail reads 'Home > Online services > Permits > My Payments Search'. The main content area is titled 'My Payments Search' and contains a 'Payment Date' field with a green border and a 'To:' field. A blue arrow points to the 'Payment Date' field. Below the fields is a 'Search' button.


**Step 3:** Click [Search](#).



The screenshot shows the 'My Payments Search' page. The 'Payment Date' field is now populated with 'Aug 5, 2021'. The 'Search' button is highlighted with a green border and a blue arrow pointing to it.

**Step 4:** Click on the receipt number.



 Jane Doe [Sign Out](#)

Home Apply Search Pay **My Payments**

Home > Online services > Permits > My Payments Search


### My Payments Search

Payment Date	Receipt Number	File Number	My Reference Number	Payer	Amount
Aug 5, 2021	<b>R339436</b>	DP-2021-00712		Jane Doe DBA: JD Construction	\$607.00

[Search Again](#) [Save as Excel](#)

Screen ID: 1427887

**Step 5:** Alternatively, you can go to the permit overview page, *scroll down* to the **Fees** section and click [View Receipt](#).

Development Permit Application DP-2021-00779 **Submitted** 

Application Date: Sep 1, 2021  
Issue Date:  
Completed Date:  
Expiration Date:

My Reference Number:  [Save](#)

**Next Action**



- [Renew Permit](#) →
- [Request Amendment](#) →
- [Provide Additional Information](#) →
- [Pay Fees](#) →
- [Respond to Prior to Condition](#) →
- [Request Refund](#) →
- [Provide Plan Review Response](#) →

[Details](#) [Project Activity](#) [Documents](#) [Application Documents](#) [Inspections](#)

### Details

Primary Location: 515 W 10TH AVENUE, Vancouver, BC V5Z 4A8  
Specific Location:  
Work Description: 1 FD  
Type of Work:

### Related Information


Type	Description
 Zoning Code	C-3A
 Customer	Jane Doe Phone: (604) 111-1111 Address: 123 Main Vancouver, BC V3R 2G4

### Parcels

Parcel ID	Address	Folio Number
007-068-042	515 W 10TH AVENUE, Vancouver, BC V5Z 4A8	170-650-97-0000

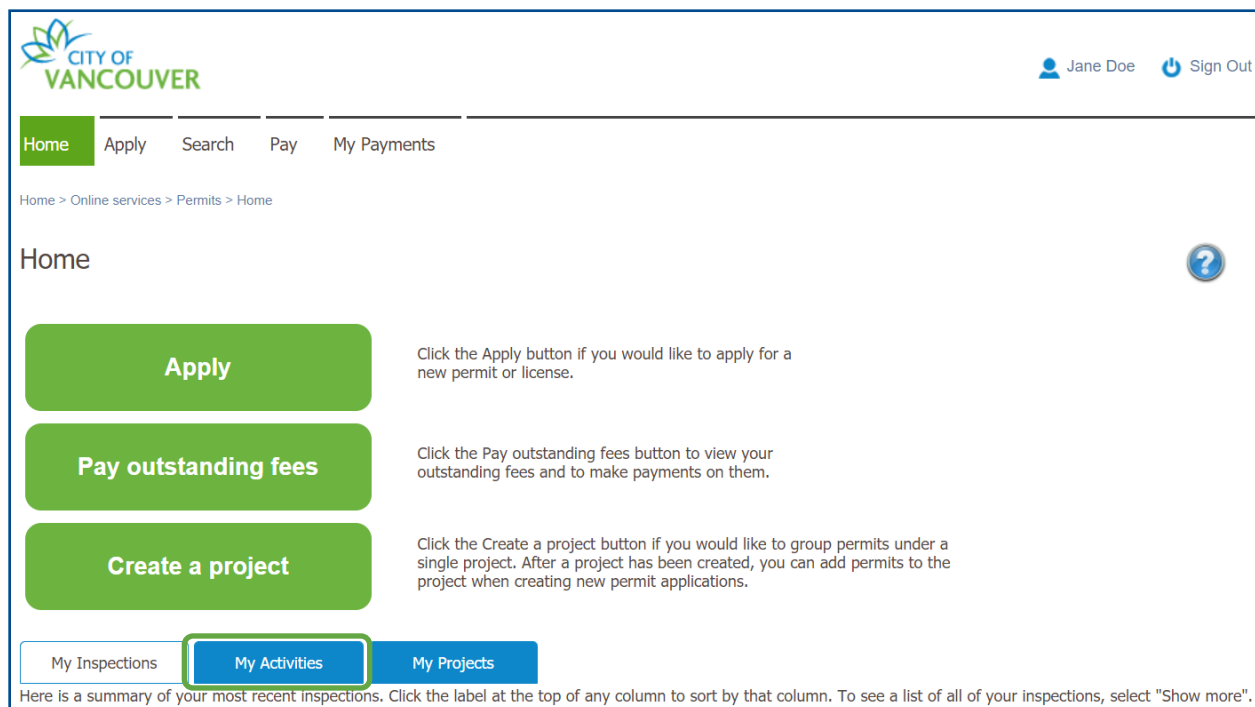
### Fees

Date	Description	Amount	Balance	View Receipt
Feb 23, 2022	01(b) - New 1/2 FD - Conditional	\$3,470.00	\$0.00	<a href="#">View Receipt</a>



## How do I check the status of my permit application?

**Step 1:** Log into your account at [www.vancouver.ca/permits/apply](http://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.

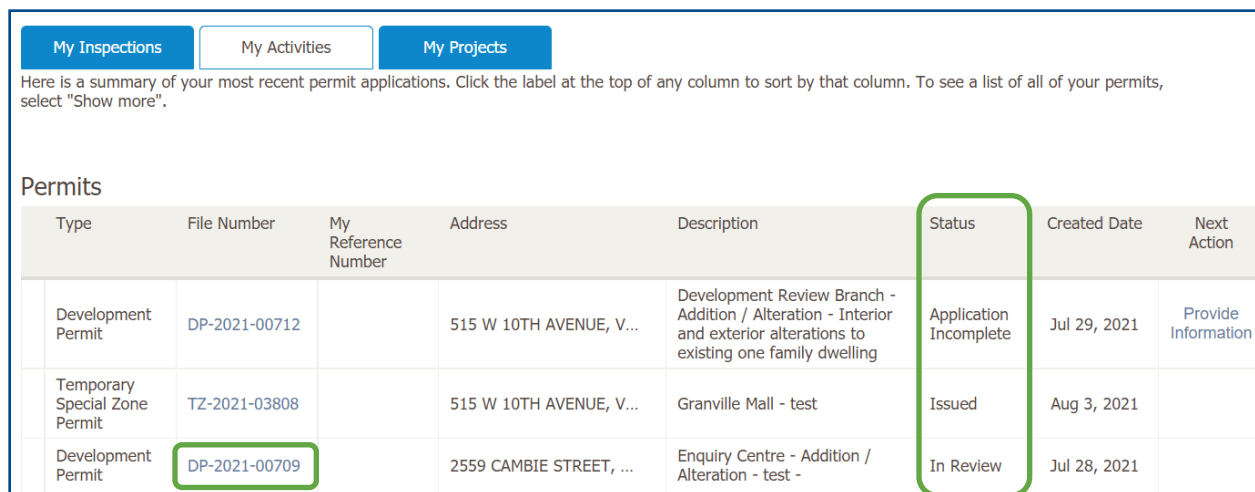
**Pay outstanding fees** Click the Pay outstanding fees button to view your outstanding fees and to make payments on them.

**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".

**Step 2:** The status of the permit is in the *Status* column. Click on the permit's *File Number* to view detailed information.




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
Development Permit	DP-2021-00712		515 W 10TH AVENUE, V...	Development Review Branch - Addition / Alteration - Interior and exterior alterations to existing one family dwelling	Application Incomplete	Jul 29, 2021	Provide Information
Temporary Special Zone Permit	TZ-2021-03808		515 W 10TH AVENUE, V...	Granville Mall - test	Issued	Aug 3, 2021	
Development Permit	DP-2021-00709		2559 CAMBIE STREET, ...	Enquiry Centre - Addition / Alteration - test -	In Review	Jul 28, 2021	

**Step 3:** The status of the permit is displayed in the green box. In this case, the permit is *In Review* status.


Jane Doe Sign Out

[Home](#)
[Apply](#)
[Search](#)
[Pay](#)
[My Payments](#)

[Home](#) > [Online services](#) > [Permits](#) > [Development Permit Application DP-2021-00709](#) In Review

## Development Permit Application DP-2021-00709

In Review

Application Date: Jul 28, 2021

Issue Date:

Completed Date:

Expiration Date:

My Reference Number:

Save

### Next Action

[Renew Permit →](#)
[Request Amendment →](#)

[Provide Additional Information →](#)
[Pay Fees →](#)

[Respond to Prior to Condition →](#)
[Request Refund →](#)

[Provide Plan Review Response →](#)

[Details](#)
[Project Activity](#)
[Documents](#)
[Application Documents](#)
[Inspections](#)

### Details



Primary Location: 2559 CAMBIE STREET, Vancouver, BC V5Z 3Y6

Specific Location:

Work Description: test -

Type of Work: Addition / Alteration

### Related Information

Type	Description
	Zoning Code C-3A
	Jane Doe DBA: JD Construction Phone: (604) 111-1111 Address: 132 Main St Vancouver, BC V5X3V5

### Parcels

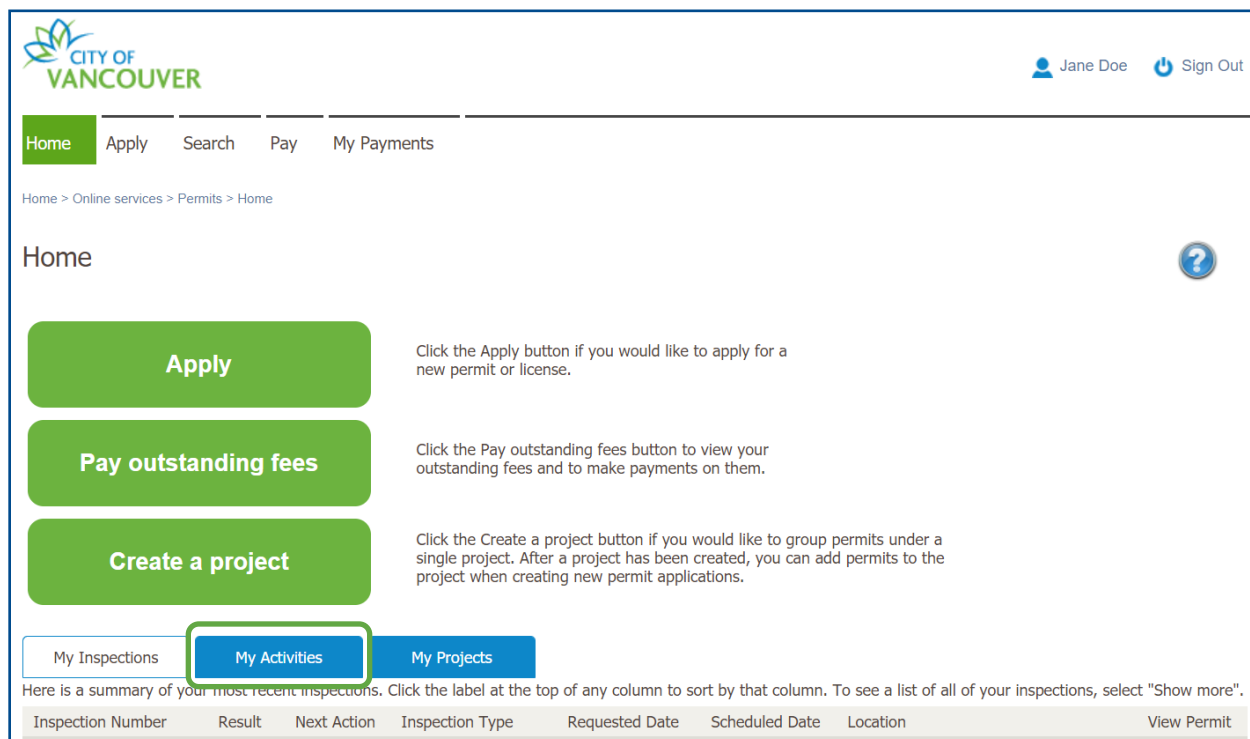
Parcel ID	Address	Folio Number
007-068-042	515 W 10TH AVENUE, Vancouver, BC V5Z 4A8	170-650-97-0000

### Fees



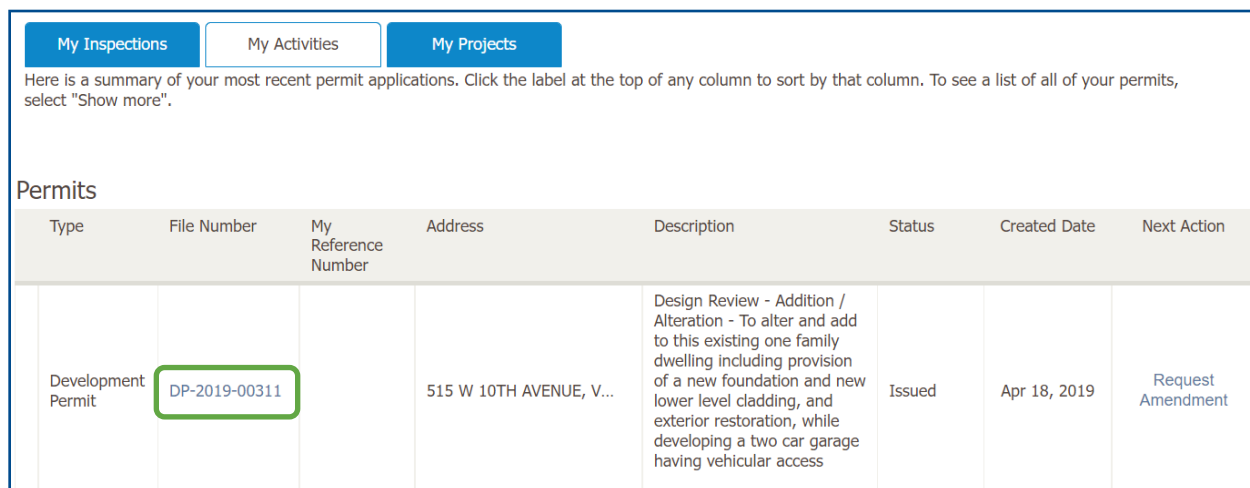
## How do I view the documents I submitted?

**Step 1:** Log into your account at [www.vancouver.ca/permits/apply](http://www.vancouver.ca/permits/apply) and then click on the *My Activities* tab.



The screenshot shows the City of Vancouver online services portal. The user is logged in as Jane Doe. The navigation menu includes Home, Apply, Search, Pay, and My Payments. The breadcrumb trail is Home > Online services > Permits > Home. The main content area has three green buttons: 'Apply', 'Pay outstanding fees', and 'Create a project', each with a brief description. Below these is a row of three tabs: 'My Inspections', 'My Activities' (highlighted with a green box and a blue arrow), and 'My Projects'. Below the tabs is a summary of recent inspections and a table with columns: Inspection Number, Result, Next Action, Inspection Type, Requested Date, Scheduled Date, Location, and View Permit.

**Step 2:** Click on the permit's *File Number* to take you to the permit overview page.



The screenshot shows the 'Permits' section of the City of Vancouver online services portal. The user is logged in as Jane Doe. The navigation menu includes Home, Apply, Search, Pay, and My Payments. The breadcrumb trail is Home > Online services > Permits > Home. The main content area has three blue buttons: 'My Inspections', 'My Activities', and 'My Projects'. Below these is a summary of recent permit applications and a table with columns: Type, File Number, My Reference Number, Address, Description, Status, Created Date, and Next Action. The first row in the table is highlighted, and the 'File Number' 'DP-2019-00311' is highlighted with a green box and a blue arrow pointing to it from the left.

Type	File Number	My Reference Number	Address	Description	Status	Created Date	Next Action
Development Permit	DP-2019-00311		515 W 10TH AVENUE, V...	Design Review - Addition / Alteration - To alter and add to this existing one family dwelling including provision of a new foundation and new lower level cladding, and exterior restoration, while developing a two car garage having vehicular access	Issued	Apr 18, 2019	Request Amendment

**Step 3:** Click on the *Application Documents* tab.

Development Permit DP-2019-00311
Issued
?

Application Date: Apr 18, 2019  
Issue Date: Jun 30, 2021  
Completed Date:  
Expiration Date: Jun 30, 2022

**Next Action**  

Renew Permit
Request Amendment

Provide Additional Information
Pay Fees

Respond to Prior to Condition
Request Refund

Provide Plan Review Response



My Reference Number: 
Save

Details
Project Activity
Documents
Application Documents
Inspections

**Details**

Primary Location: 515 W 10TH AVENUE, Vancouver, BC V5Z 4A8  
  
Specific Location:  
  
Work Description: To alter and add to this existing one family dwelling including provision of a new foundation and new lower level cladding, and exterior restoration, while developing a two car garage having vehicular access  
  
Type of Work: Addition / Alteration








**Related Information**

Type	Description
 Zoning Code	C-3A
 Customer	Jane Doe Phone: (604) 111-1111 Address: 123 Main Vancouver, BC V3R 2G4

**Step 4:** Here you can see the status of your documents and you can toggle between *Show only valid documents* and *Show all documents*.

Details
Project Activity
Documents
Application Documents
Inspections










☒ Show only valid documents
☐ Show all documents

Attachment Type	File Name	Date Added	Description	Status
 DP-Application Details	LOA.pdf	Oct 8, 2020	PTR #2 - Letter of Assurance	Accepted
 DP-Application Details	190401-Design Rational - .pdf	Jun 11, 2019	Design Rationale	Accepted
 DP-Application Details	200924 - Report - SML.pdf	Oct 8, 2020	PTR #2 - Response Letter	Accepted
 DP-Application Details	Application Form.pdf	May 14, 2019	Application Form	Accepted
 DP-Land Title Search / Charge Summary	Title Search.pdf	May 14, 2019	Title Search	Accepted
 DP-Professional Letters / Report / Analysis	Arborist Report.pdf	Mar 27, 2020	PTR #1 - Arborist Report	Accepted
 DP-Professional Letters / Report / Analysis	20200402113805923.pdf	Apr 2, 2020	PTR #1 - Heritage/Character - Assurance of Retention of Existing Portions of the Building - Feb. 4, 2020 - SL	Accepted

**Step 5:** Click on the red icon to open a document.

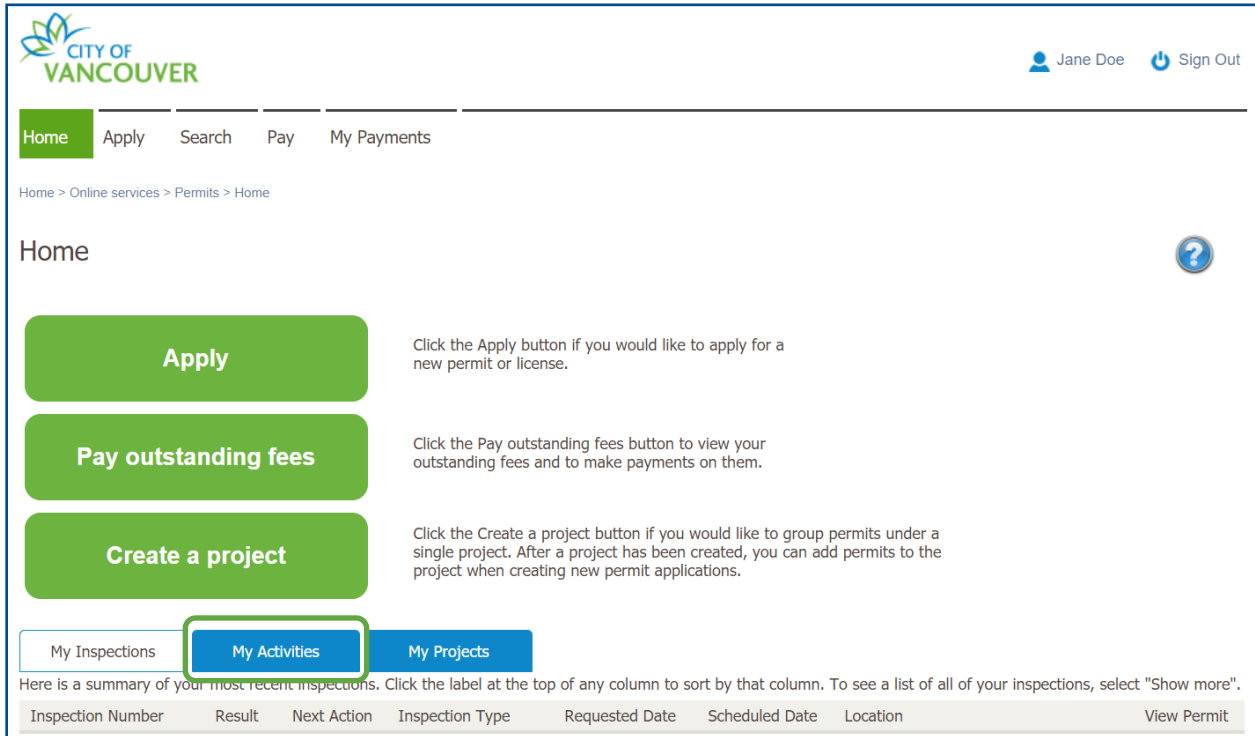
Details
Project Activity
Documents
Application Documents
Inspections

☐ Show only valid documents
☒ Show all documents

Attachment Type	File Name	Date Added	Description	Status
 DP-Application Details	LOA.pdf	Oct 8, 2020	PTR #2 - Letter of Assurance	Accepted
 DP-Application Details	190401-Design Rational - .pdf	Jun 11, 2019	Design Rationale	Accepted
 DP-Application Details	200412- Prior -to letter- Action Plan.docx	Jun 2, 2020	PTR #1 - Response Letter	Superseded
 DP-Application Details	200924 - Report - SML.pdf	Oct 8, 2020	PTR #2 - Response Letter	Accepted
 DP-Application Details	Application Form.pdf	May 14, 2019	Application Form	Accepted
 DP-Application Drawings	Drawings (intake).pdf	Jun 11, 2019	Arch/LDS Drawings (Intake)	Superseded
 DP-Application Drawings	200204-Vancouver-Retention.pdf	Mar 27, 2020	PTR #1 - Retention Drawings	Superseded
 DP-Application Drawings	200319- Prior To Letter.pdf	Mar 27, 2020	PTR #1 - Architectural + Landscape Drawings	Superseded
 DP-Application Drawings	200924 - SML.pdf	Oct 8, 2020	PTR #2 - Architectural + Landscape Drawings - see Documents tab for COV stamped plans	Superseded

## How do I view documents from City staff?

**Step 1:** Log into your account at [www.vancouver.ca/permits/apply](http://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.

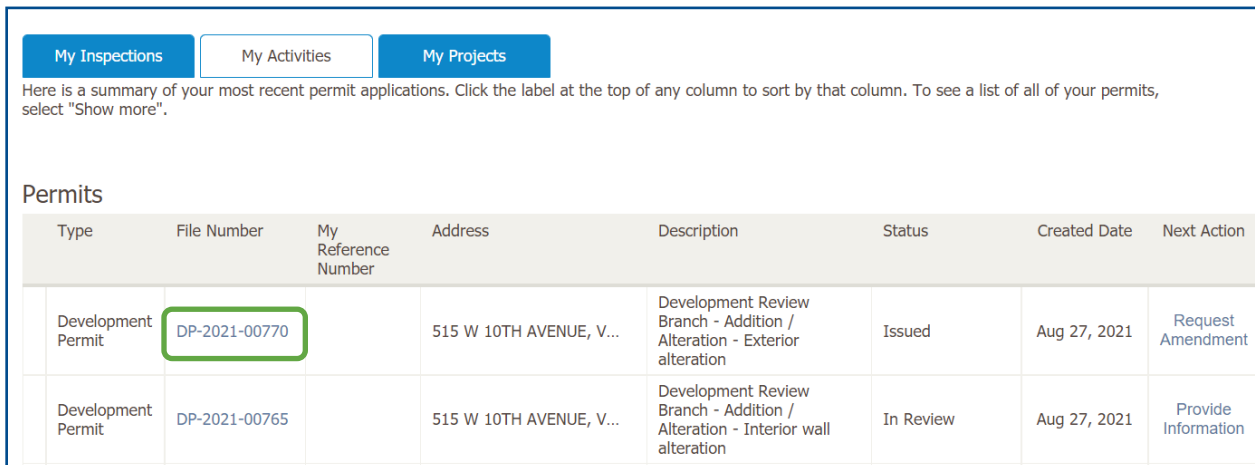
**Create a project** Click the Create a project button if you would like to group permits under a single project. After a project has been created, you can add permits to the project when creating new permit applications.

**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 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
Development Permit	DP-2021-00770		515 W 10TH AVENUE, V...	Development Review Branch - Addition / Alteration - Exterior alteration	Issued	Aug 27, 2021	Request Amendment
Development Permit	DP-2021-00765		515 W 10TH AVENUE, V...	Development Review Branch - Addition / Alteration - Interior wall alteration	In Review	Aug 27, 2021	Provide Information

**Step 3:** Click on the *Documents* tab.

Development Permit DP-2021-00770
Issued

Application Date: Aug 27, 2021  
Issue Date: Aug 27, 2021  
Completed Date:  
Expiration Date: Aug 27, 2021

**Next Action**  

Renew Permit →

Request Amendment →

Provide Additional Information →

Pay Fees →

Respond to Prior to Condition →

Request Refund →

Provide Plan Review Response →

My Reference Number: 
Save

Details

Project Activity


Documents

Application Documents






Inspections

**Details**  
Primary Location: 515 W 10TH AVENUE, Vancouver, BC V5Z 4A8  
Specific Location:  
Work Description: Exterior alteration  
Type of Work: Addition / Alteration

**Related Information**  

Type	Description
 Zoning Code	C-3A
 Customer	Jane Doe DBA: JD Construction Phone: (604) 111-1111 Address: 132 Main St Vancouver, BC V5X3V5

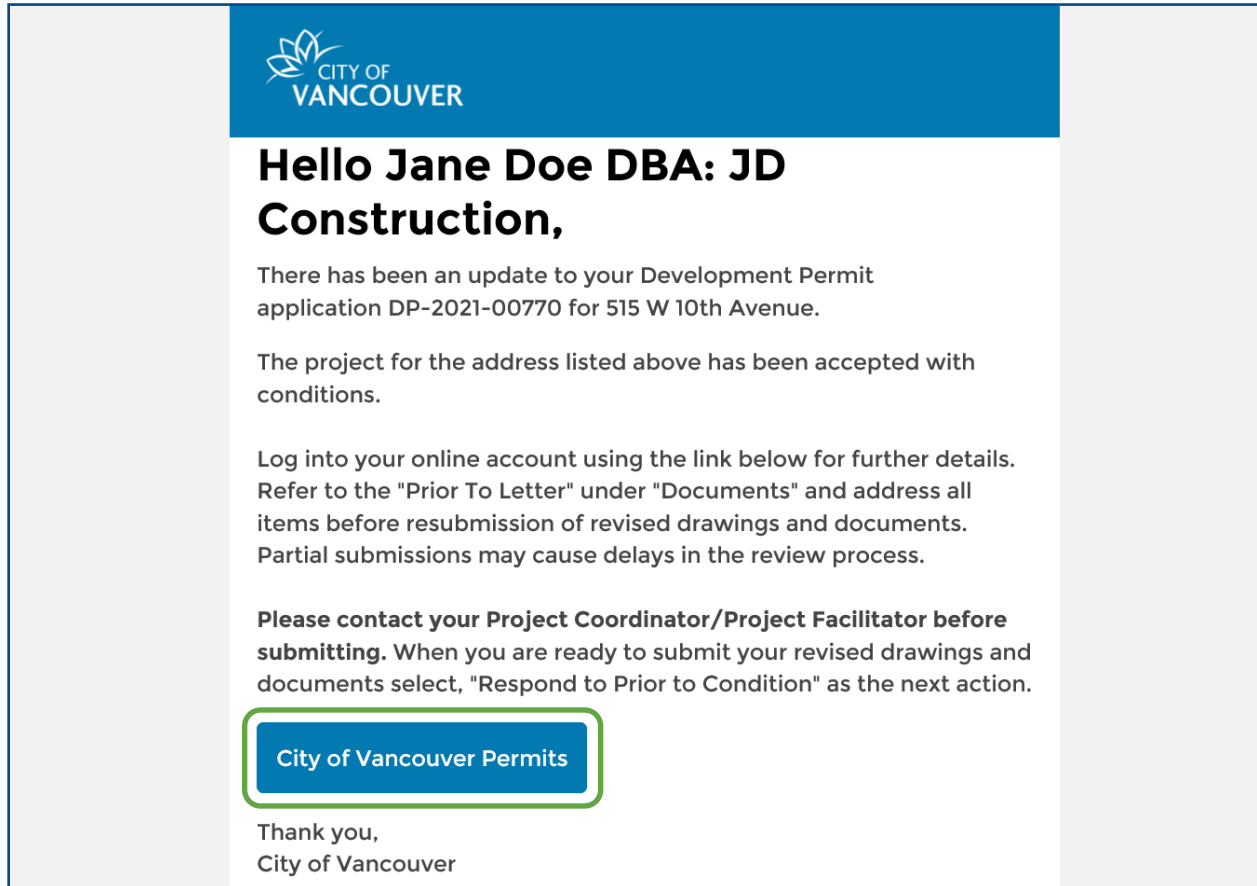
**Step 4:** Click on the red icon to open a document.

Details	Project Activity	Documents	Application Documents	Inspections
Electronic Document Type	Created Date	Description		
 DOC - Accepted Documentation	Aug 27, 2021	Accepted Plans - Arch		
 DOC - Accepted Documentation	Aug 27, 2021	Accepted Plans - Ldscp		
 DOC - External Correspondence	Aug 27, 2021	DP - Letter to Applicant - Revisions or Additional		
 DOC - External Correspondence	Aug 27, 2021	DP - Prior To Letter		
 Permit Document	Aug 27, 2021	Development Permit		

## How do I view the Prior to Letter?

**Step 1:** You will receive this email after your *Prior to Letter* is issued. Click on the [City of Vancouver Permits](#) link to log into your account and then go to [Step 4](#).

If you can't find this email, proceed to [Step 2](#).



**Hello Jane Doe DBA: JD Construction,**

There has been an update to your Development Permit application DP-2021-00770 for 515 W 10th Avenue.

The project for the address listed above has been accepted with conditions.

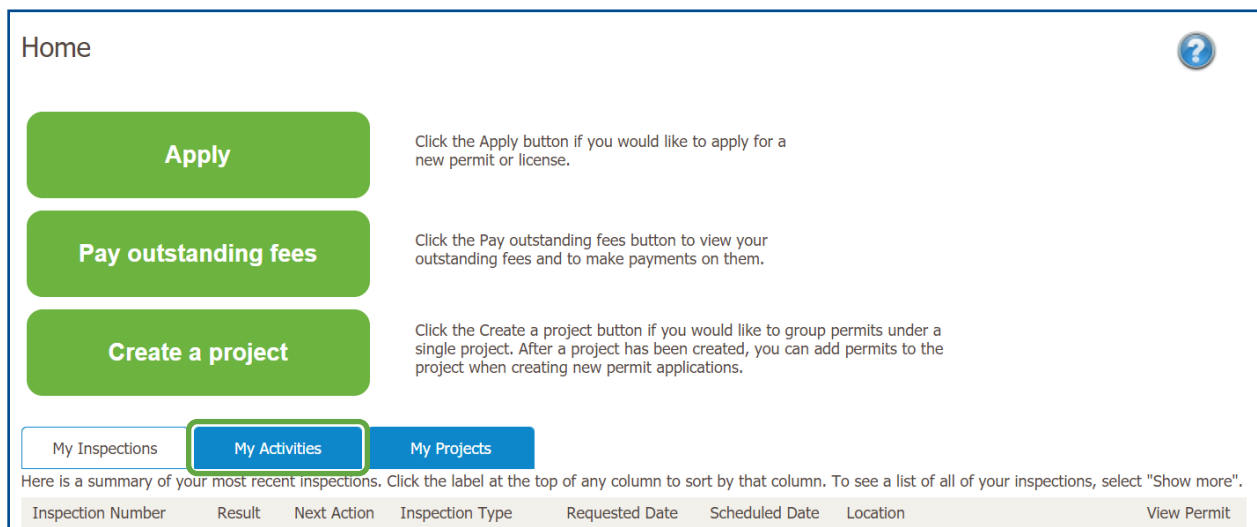
Log into your online account using the link below for further details. Refer to the "Prior To Letter" under "Documents" and address all items before resubmission of revised drawings and documents. Partial submissions may cause delays in the review process.

**Please contact your Project Coordinator/Project Facilitator before submitting.** When you are ready to submit your revised drawings and documents select, "Respond to Prior to Condition" as the next action.

[City of Vancouver Permits](#)

Thank you,  
City of Vancouver

**Step 2:** Log into your account at [www.vancouver.ca/permits/apply](http://www.vancouver.ca/permits/apply) and then 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'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
Development Permit	DP-2021-00770		515 W 10TH AVENUE, V...	Development Review Branch - Addition / Alteration - Exterior alteration	Approved Subject to Conditions	Aug 27, 2021	Respond to Conditions

**Step 4:** Click on the *Documents* tab.

Development Permit DP-2021-00770

Approved Subject to Conditions

?

Application Date: Aug 27, 2021  
Issue Date:  
Completed Date:  
Expiration Date: Feb 27, 2022

Next Action  

Renew Permit →

Request Amendment →

Provide Additional Information →

Pay Fees →

Respond to Prior to Condition →

Request Refund →

Provide Plan Review Response →

My Reference Number: 

Save

Details

Project Activity

Documents

Application Documents

Inspections

**Step 5:** Click on the red icon to open the *Prior to Letter*.



Details

Project Activity

Documents


Application Documents

Inspections

Electronic Document Type	Created Date	Description
 DOC - External Correspondence	Aug 27, 2021	DP - Letter to Applicant - Revisions or Additional
 DOC - External Correspondence	Aug 27, 2021	DP - Prior To Letter

## How do I provide a response to the Prior to Letter?

**Step 1:** In the permit overview page, click on the [Respond to Prior to Condition](#) button.



Development Permit DP-2022-00408 **Approved Subject to Conditions**

Application Date: Aug 16, 2022  
 Issue Date:  
 Completed Date:  
 Expiration Date: Feb 17, 2023


My Reference Number:  [Save](#)

[Details](#) [Project Activity](#) [Documents](#) [Application Documents](#) [Inspections](#)

**Next Action**

[Provide Additional Information →](#)
[Request Amendment →](#)
[Respond to Prior to Condition](#)
[Pay Fees →](#)
[Provide Plan Review Response →](#)
[Request Refund →](#)

**Step 2:** Enter a description in the [Reply](#) field and click on the [Upload Document](#) button to upload the revised plans. Click [here](#) for more information on how to upload documents.



Action(s) required for DP-2022-00408

Complete the following actions so that we can continue processing your permit application:

- Read the Prior-to Permit Issuance Letter for revisions and conditions that you need to complete. The letter is in the documents tab on the permit page.
- Reply below with a description of how you have completed all required revisions and conditions. Upload any supporting documents.

**\*Reply**


Enter your reply below.

**Upload document(s)**

If our message asked for documents, upload them here.

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

[Send](#)
[Cancel](#)





**Step 3:** Click on the [Send](#) button.

### Action(s) required for DP-2022-00408

Complete the following actions so that we can continue processing your permit application:

- Read the Prior-to Permit Issuance Letter for revisions and conditions that you need to complete. The letter is in the documents tab on the permit page.
- Reply below with a description of how you have completed all required revisions and conditions. Upload any supporting documents.

#### \*Reply

Enter your reply below.

Please find the revised plans that meet the conditions outlined in the Prior to Letter attached.

#### Upload document(s)

If our message asked for documents, upload them here.

Uploaded Document	Attachment Type	Description	
DP-2022-00408-Revised-Landscape-Plans.pdf	DP-Application Drawings	Revised Landscape Plans	<a href="#">Remove</a>
DP-2022-00408-Revised_Arch-Plans.pdf	DP-Application Drawings	Revised Arch Plans	<a href="#">Remove</a>

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

[Send](#)
[Cancel](#)

**Step 4:** You will see this screen after you've successfully submitted the revised plans. Click on the [Return to DP-xxxx-xxxxx](#) link to go back to the permit overview page.



[Home](#)
[Apply](#)
[Search](#)
[Pay](#)
[My Payments](#)

Home > Online services > Permits > Action(s) required for DP-2022-00408

### Action(s) required for DP-2022-00408

Your response has been submitted.

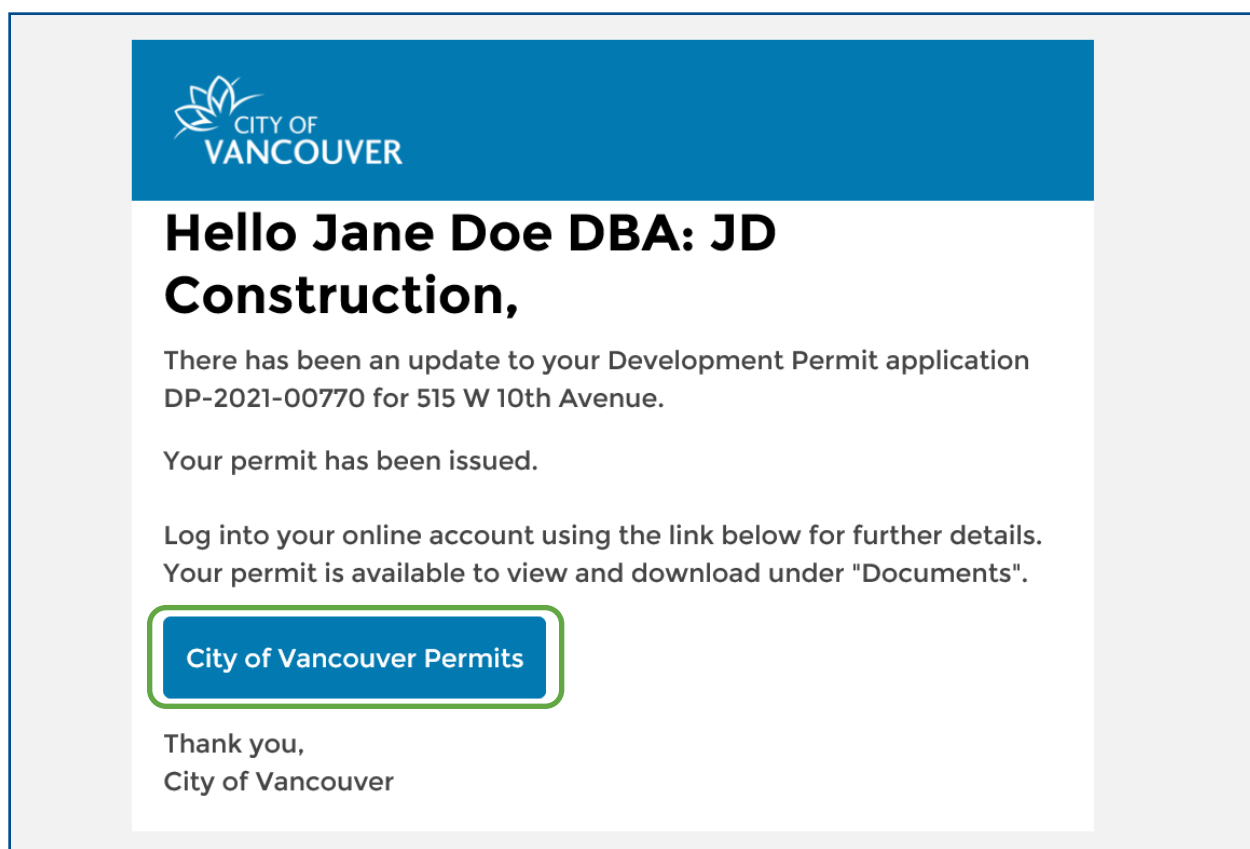
[Return to DP-2022-00408](#)

### How do I view the final accepted plans stamped and signed by the City?

You can find the [final accepted plans](#) in the [Documents](#) tab in the permit overview page. Click [here](#) for instructions on how to navigate to the Documents tab.

### How do I know when my permit has been issued?

You will receive this email after your permit has been issued. Click on the [City of Vancouver Permits](#) link to log into your account.



If you did not receive the above-mentioned email, you can check the status of your permit to see if it has been issued. Click [here](#) for instructions on how to view the status of your permit.

### How do I view my issued permit document?

You will only be able to view the permit document for permits that are in [Issued](#) status. You can find the [permit](#) in the [Documents](#) tab in the permit overview page. Click [here](#) for instructions on how to navigate to the Documents tab.

### How do I request a change to my issued permit?

If you would like to make any changes to your previously issued development permit, please fill out the [contact form](#) for the Development and Building Services Centre. Be sure to provide your permit number as well as details about the proposed change. You will also be able to upload documents.

All submissions through the form will immediately receive a reference number, which you can use to obtain real-time status updates by logging into your Van311 account or calling 3-1-1.

### How do I cancel or withdraw my permit application?

Please email your Project Coordinator or Project Facilitator if you want to cancel or withdraw your Development Permit application. You will not be able to cancel/withdraw the application via your online permit account.

### Whom do I contact if I have any questions?

Please email your Project Coordinator or Project Facilitator if you have any questions about your Development Permit application.

## Appendix: Document Naming Conventions

Please use one of the below descriptions when uploading the following types of documents.

Attachment Type	Description
DP – Acoustical Report	Acoustical Report
DP – Application Details	Application Form Minor Amendment Application Form Minor Amendment detailed changes letter/list Checklist Rezoning Response Letter
DP – Application Drawings	Arch drawings Landscape drawings FSR Retention drawings
DP – Arborist Letter	Arborist Report Arborist LOA
DP – Design / Relaxation Rationale / Description of Operation	Design Rationale Relaxation Rationale Letter of Operation Parking Rationale Landscaping/ Tree Removal Rationale Passive House – Relaxations being sought
DP – Heritage Density Letter A/ B	Heritage Density Letter A
DP – Land Title Search / Charge Summary	Title Search Charge Summary Letter from Lawyer
DP - Photographs	Photographs – (what/date/direction)

DP – Professional Letters/ Report/ Analysis	Owner's Undertaking Letter Transportation Demand Management Plan Traffic Analysis Parking Management Report Loading Management Report Envelope Letter Tenant Relocation Form Rental Declaration Form CPA Report Neighbourhood Energy Utility Branch Group - Consultation Letter Sequence Letter of Construction Assurance of Retention of Existing Building Letter Letter from CPHD/CPHC Alternative Solutions Letter Verification Letter for Thermal Exclusion Verification Letter for Rain Screen Elements Letter from Neighbour – Tree Removal Hydrogeological Study Rainwater Management Plan Geotechnical Report View Protection Analysis
DP - Proximity to BC Hydro Lines Checklist	BC Hydro Lines Checklist Letter from BC Hydro
DP - Site Profile	Site Disclosure Statement Environmental Assessment Report Ministry of Environment Letter
DP – Strata Letters	Strata Letter
DP – Survey and/ or Posting Plan	Survey Building Grades Posting Plan
Prior-to response drawings/ documents	PTR #1 – Document name