

DEVELOPMENT, BUILDINGS & LICENSING

This checklist addresses submission requirements for building permit applications for elevator upgrades to existing buildings per City of Vancouver Bulletin 2018-004-BU/EL [Modification or upgrade of fire alarm system / automatic emergency recall of elevators](#).¹

An electrical permit application is a prerequisite for a building permit application to perform elevator upgrades. Your Building Permit application will not be accepted if an electrical permit application has not been created. To submit your electrical permit, log into your online permit account at: vancouver.ca/permits/apply.

An Alternative Solution is a prerequisite for a building permit application to perform elevator upgrades if Dedicated Detection and Recall System (DDRS) is required. For more information: [Alternative Solutions](#).²

All documents/drawings listed in this checklist are required to be included in your Building Permit application package unless otherwise noted.

To submit your Building Permit application online, visit vancouver.ca/building-development-support

If you do not have an online account, visit vancouver.ca/permits/apply to create one.

When submitting your application package:

1. Ensure that each required drawing/document is included in your application package.
2. Use vector format PDF (scanned paper drawings may not be accepted and may delay the approval of your permit). Staff will not accept scanned copies of drawings produced in CAD (computer-aided design).
3. Submit all drawings separately from other non-drawing documents, such as schedules, forms, and reports.
4. Submit each complete document separately (for example, your drawings need to be one complete document file that you upload). Combining multiple or different document types will delay the processing of your application. Where file sizes are large (over 300mb) and drawings must be separated, each discipline must be uploaded as a separate file.

For more information on document submission standards, visit [Electronic permit applications](#)³

Fees are assessed when staff review the application for completeness and must be paid before detailed reviews can start.

This checklist pertains to **Elevator Upgrade** building permit applications. For other types of Building Permit applications visit vancouver.ca/BuildingApplications.

This checklist is not limited in its content. Upon review of each submitted application, additional documents or drawings not listed may be required to continue the review process.

Documents - required unless otherwise noted

Title	Details: Where to find document, instructions and conditions when required	Notes
Application Form	Development and / or Building Application Form ⁴	
Energy Compliance Documentation	Applicable when new electrical fixtures are provided. Use the following tools and checklists located here: Energy Requirements, Forms, And Checklists For All Buildings ⁵	
Letter to the Chief Building Official (CBO)	A letter to the Chief Building Official describing the full extent of the upgrade and/or modification.	
Owner/Lessee Undertaking Letters	Schedule E-1- Owner's Undertaking Letter ⁶ OR Schedule E-2 Owner's and Tenant's Undertaking Letter ⁷	
Strata Council Letter	Required if building is strata titled. For more information on when required refer to Bulletin 2003-014 Permits For Strata Buildings ⁸ Letter must be signed by the strata's chairperson indicating knowledge and acceptance of proposal. From all strata on the site, including both residential and commercial.	

Letters of Assurance – required unless otherwise noted

Title	Details: Where to find document, instructions and conditions when required
Schedule A - Confirmation Of Commitment	Schedule A - Confirmation Of Commitment By Owner And Coordinating Registered Professional ⁹ Professional Seal and Signature required. See General Notes section for details.
Schedule B - Architectural	Schedule B - Architectural ¹⁰ Professional Seal and Signature required. See General Notes section for details. Items 1.4, 1.11, and 1.12 from Schedule B must be included at minimum. Items 1.1 and 1.2 must be included if fire resisting assemblies and/or fire separation will be altered.
Schedule B - Electrical	Schedule B - Electrical ¹⁰ Professional Seal and Signature required. See General Notes section for details.
Schedule B - Structural	Schedule B - Structural ¹⁰ Required when structural drawings are provided. Professional Seal and Signature required. See General Notes section for details. Designated Structural Engineer (Struct.Eng.) is required for primary structural components in a Part 3 building.
Schedule B - Mechanical	Schedule B - Mechanical ¹⁰ Required if mechanical changes included in scope of work. Professional Seal and Signature required. See General Notes section for details.

Drawings - required unless otherwise noted - Scale not less than 1/4" = 1'0" (1:50) unless otherwise noted

Name	Details: Where to find document, instructions and conditions when required	Notes
Architectural & Electrical Floor Plans	See Architectural & Electrical Floor Plan requirements listed at the end of this checklist.	
Architectural & Electrical General Notes	A statement that the design complies with the applicable Vancouver Building By-Law and the latest edition of CSA B44 Standard adopted by Technical Safety BC. A statement that the devices and components of a fire alarm system must also be installed in conformance with CAN/ULC-S524 and the wiring methods must comply with Section 32 of the CSA C22.1-18 Canadian Electrical Code Part 1 (CE Code).	To be located on the first page
Architectural Key Plan	<ul style="list-style-type: none"> Street address, floor numbers and tenant suite numbers Indicate the current use/occupancy of each space Locate the project area on the overall floor plan including the building's exit system (include exterior entrances & addresses) 	Scale not less than 1/16" = 1'-0" (1:200)
Architectural Roof Plans	Required if roof alterations/new mechanical units included in scope of work. Indicate all roof top mechanical unit locations, dimensions, setback from roof edges, and separation between units, anchorage, and differentiation of proposed/existing exhaust intake, skylights, accessible decks, guard rails, planters, landscape, and the standpipe.	
Architectural Site Plan	See Architectural Site Plan requirements listed at the end of this checklist.	Scale: 1/16" = 1'-0" (1:200)
Electrical Drawings	See Electrical Drawings requirements listed at the end of this checklist.	
Structural & Mechanical Drawings	Required if structural & mechanical alterations included in scope of work.	

General Notes**Professional Seal and Signature Requirements:**

Some files listed above require a professional seal and digital signature from the Association's endorsed signing authority. Please have your engineer, architect, qualified professional or other follow the instructions outlined by their Association's endorsed signing authority. For example, if the Association uses Notarius, please follow their instructions to digitally stamp and sign a document. Note that an image of a signature or initials does not constitute a digital signature.

For more information on how to add a digital signature, refer to the [Electronic Permit Applications](#)³ page.

Drawing Details**Architectural & Electrical Floor Plan requirements:**

- For larger buildings the scale may be 1/8" = 1'-0" to facilitate a complete floor plan on one drawing. Additional partial floor plans at a larger scale would be provided as necessary to show detail information
- Location of the elevators
- Location of the Fire alarm devices that are used to initiate emergency recall of elevators
- Location of the Fire Alarm Annunciator Panel or the Dedicated Detection and Recall System (DDRS) panel and devices, whichever are applicable
- The recall level and the alternate recall level
- Location of the means of egress from elevators at the recall and the alternate recall level to an open public thoroughfare
- The location of the exit signs and emergency lighting for exits
- Indicate all room uses, including finished/unfinished areas
- Construction of wall assemblies and fire separations where applicable

Architectural Site Plan requirements:

- Dimensions of site and property lines
- North arrow
- Location of all buildings on the site
- Street names and locations, as well as location and width of any lanes
- Legal description (Lot number, Block number, District Lot number, Plan number)
- Street address
- Location of the firefighter entrance
- Location of the Fire Alarm Annunciator Panel or the Dedicated Detection and Recall System (DDRS) panel and devices, whichever are applicable
- Indicate access of existing drive aisles and parking areas

Electrical Drawings requirements:

- Sequence of operation
- Design requirements to the appropriate standard
- Identify whether single or two stage system(s)
- Description of the ancillary devices activated by FAS
- Signals to the Fire Department provided in conformance with CAN/ULC-S524
- Fire alarm System zoning as required in [Sentence 3.2.4.8.\(2\) Fire Alarm Zones of Division B of the VBBL](#)¹¹
- A separate schematic & riser diagram showing the interconnection of devices and components

1 <https://vancouver.ca/files/cov/2018-004-modification-or-upgrade-of-fire-alarm-system-automatic-emergency-recall-of-elevators.pdf>

2 <https://vancouver.ca/home-property-development/alternative-solutions.aspx>

3 <https://vancouver.ca/home-property-development/electronic-permit-applications.aspx>

4 <https://vancouver.ca/files/cov/dev-build-app-form.pdf>

5 <https://vancouver.ca/home-property-development/large-building-energy-requirements-forms-checklists.aspx>

6 <https://vancouver.ca/files/cov/schedule-e-1-owners-undertaking-letter-building-bylaw-2019.pdf>

7 <https://vancouver.ca/files/cov/schedule-e-2-owners-and-tenants-undertaking-letter-building-bylaw-2019.pdf>

8 <https://vancouver.ca/files/cov/2003-014-permits-for-strata-buildings.pdf>

9 <https://vancouver.ca/files/cov/schedule-a-confirmation-commitment-by-owner-building-bylaw-2019.pdf>

10 <https://vancouver.ca/files/cov/schedule-b-assurance-professional-design-field-review-building-bylaw-2019.pdf>

11 <https://www.bcpublications.ca/BCPublications>