

If you have any questions regarding the information requested, contact the Zoning & Building Enquiry Centre: 604-873-7611 or PermitQuestions@vancouver.ca

For additional information on the process, visit Vancouver.ca/FieldReview

Project Address:

Please note: This checklist is intended for minor renovations. Scopes of work that will NOT be considered for the Field Review or TIPS application process include, but may not be limited to, the following:

- Assembly occupancies that increase occupant load, impact exiting, or include work to kitchens and/or bathrooms;
- Involving change in major occupancy, except for small tenant spaces of 600m² or less, changing from groups 'D'to'E' or 'E'to'D';
- Balcony enclosures;
- Most exterior alterations (except for the following which MAY be acceptable for the field review process: minor repairs such as deck repair/resurfacing, stair repairs, cornice repairs, or small changes to store fronts);
- Floor area additions, including mezzanines;
- Most major renovations;
- Involving interconnecting floors, upgrading existing systems, fire alarms, sprinkler systems, or seismic upgrading;

For the checklists for the above-noted scopes of work, visit Vancouver.ca/BuildingApplications, call 604-873-7611, or email PermitQuestions@vancouver.ca

Drawings Required				Staff Use Only	
Notes: 1. Required scale is 1/4" = 1'0" (1:50) unless otherwise specified in Notes. 2. If plans exceed 24"x36", then scale may be reduced to 1/8" = 1'0" (1:100).					
Drawing	No. of copies	Details to be shown on the drawing	Notes	Screener	ECO
Architectural Site Plan	2	<input type="checkbox"/> Dimensions of site (including north arrow and location of all property lines) <input type="checkbox"/> Location and dimension of all buildings on the site (and distances to property lines) <input type="checkbox"/> Street names and location, as well as location and width of any lanes <input type="checkbox"/> Legal Description (Lot number, Block number, District Lot number, Plan number) <input type="checkbox"/> Street address, floor number and tenant suite number <input type="checkbox"/> Indicate area to be developed and adjoining tenants, including occupancy <input type="checkbox"/> Indicate existing/proposed surface parking and loading <input type="checkbox"/> Indicate all trees on or immediately adjacent to the site, with tree protection if required by the Landscape Review group.	Required for all applications. 1/8" = 1'-0" (1:100), however if plans exceed standard Arch D (2'x3') paper the site plan may be reduced to 1/16" = 1'0" (1:200). For strata buildings, pages from the Land Title and Survey Authority (L TSA) strata plans may be acceptable in lieu of an architectural site plan: 1. Page showing entire site and building location; and 2. Page of the floor on which the unit is located. Note: Tree protection barriers MUST be clearly shown and dimensioned. Refer to Schedule A of the Protection of Trees Bylaw 9958 for more information.		
Key Plan	2	<input type="checkbox"/> Indicate all suite numbers and locations of demising walls	For floors with multiple suites, a key plan is required in addition to the site plan to clearly identify the location of the unit/area of work.		

Field Review and Tenant Improvement Applications cont'd.

Drawings Required				Staff Use Only	
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Drawing	No. of Copies	Details	Notes	Screener	ECO
Architectural Floor Plans	2	<input type="checkbox"/> Provide existing vs proposed <input type="checkbox"/> All outside dimensions of tenant space <input type="checkbox"/> Total area (sq ft or m2) of tenant space <input type="checkbox"/> Dimensions and uses of all rooms and areas ¹ <input type="checkbox"/> Layout of all rooms and areas, including layout of furniture, shelving, counters, etc. <input type="checkbox"/> All door sizes and corridor widths <input type="checkbox"/> Exiting for new tenant space and all other tenant spaces on the floor where construction or alterations will occur <input type="checkbox"/> Location of new or existing washrooms (including fixtures) and any common washroom spaces ² <input type="checkbox"/> All exit signs, emergency lights and fire alarm pull stations For food or drink service establishments: <input type="checkbox"/> Seating and counter layout for retail - limited food service - maximum 16 seats <input type="checkbox"/> Existing or proposed location of the required grease interceptor, for any establishments where food is prepared. ³	Scale to be 1/4" = 1'0" (1:50) ¹ Please indicate the existing and proposed use and occupancy of the tenant space. ² For new, accessible washrooms, interior elevation drawings are also required. ³ Refer to Bulletin 2014-001-PL/EV for more information, including a list of operations which are exempt from requiring a grease interceptor. Visit Vancouver.ca/BuildingApplications .		
Architectural Elevations	2	<input type="checkbox"/> Provide existing vs proposed <input type="checkbox"/> Exterior cladding <input type="checkbox"/> Dimensions of exterior guards/details where applicable <input type="checkbox"/> Indicate all window/door opening <input type="checkbox"/> For HVAC or duct work, provide an elevation of any roof top equipment, including location, size and height of units.	Scale to be 1/4" = 1'0" (1:50)		
Architectural Reflected Ceiling Plan	2	<input type="checkbox"/> Lighting layout - existing and proposed <input type="checkbox"/> Mechanical (HVAC and/or kitchen) equipment layout - existing and proposed <input type="checkbox"/> Sprinkler layout - existing and proposed installations ¹ <input type="checkbox"/> Dropped ceiling areas	Required for applications which involve work to the ceiling area. Scale to be 1/4" = 1'0" (1:50) ¹ For sprinklered buildings - see also the relevant note under "General Requirements".		
Architectural Roof Plan	2	<input type="checkbox"/> Indicate all existing and proposed roof top units, including location, dimensions, setbacks from roof edges and separation between units, and anchorage	Scale to be 1/4" = 1'0" (1:50) Required for applications which involve work to the roof (i.e. new HVAC units).		
Architectural Cross-Section	2		May be required depending on scope of work.		
Architectural Construction Details	2	Construction details should include: <input type="checkbox"/> Indicate wall structure ¹ <input type="checkbox"/> Details of air conditioning or heating units and duct work <input type="checkbox"/> Indicate the fire resistance rating of any required fire separations, new & existing <input type="checkbox"/> Fire stopping details for service penetrations of fire separations	¹ Wall structures to be provided as a written descriptions or drawn cross-sections.		
Structural	2		For any structural work, including installation of any rooftop mechanical equipment.		
Other Professional Plans	2	i.e. Plumbing, Mechanical, Electrical, Fire Suppression (air/hood only), Landscape, etc.	May be required depending on scope of work. Fire suppression (sprinkler) should not be submitted with the BP application. It will be required with the Sprinkler Permit application.		

Field Review and Tenant Improvement Applications cont'd.

Documents Required

Forms and handouts can be found here: Vancouver.ca/BuildingApplications

Document (One copy required)	Details	Notes	Screener	ECO
Application form/fees		Form letter available online.		
Arborist Report	May be required. Refer to the "Landscape Review" section on page 4 of this checklist.			
Operational Letter	May be required for uses that don't meet our current Zoning and Development By-law definitions, for conditional uses, or applications with multiple uses or tenants. Refer to the "Operational Letter Requirements" handout available online.			
Schedule E-1 or E-2	E-1: Owner's Undertaking; OR E-2: Owner's and Tenant's Undertaking	Form letter available online.		
Strata Letter	On strata letterhead indicating knowledge and acceptance of proposal.			
K-3 Form - Commitment Not to Create Grease-Laden Cooking Vapours	This form is required for installations where it is proposed to use a Class 1 cooking appliance for Class 2 cooking.	Form letter available online. Refer to the form for definitions of Class 1 Cooking and Class 2 Cooking.		
Building Permit Data Sheet	May be required for "shell" buildings with previously unoccupied tenant space.	Form letter available online.		
Renovation Energy Upgrade Proposal (REUP), or REUP Exemption and Relaxation Form	Required for Part 9 residential buildings (1&2 Family Dwellings, Laneway Houses, and 1-3 storey residential buildings), with project cost of \$20,000 or greater.	The REUP and exemption/relaxation form are available online here: Vancouver.ca/FieldReview If a REUP is required, it must be completed by an Energy Advisor.		
Energy Checklist or Energy Checklist Exemption Form	Required for all applications for all buildings types, except Part 9 residential buildings (see REUP requirements above). One set of printed, completed energy documents are required at application intake.	Information and forms are available online here: Vancouver.ca/FieldReview Within 24 hours of application submission, email the Energy Checklist and compliance documents to: CSGdevenenergy@vancouver.ca		
Qualified Professional Declaration	Required for interior demolition work (removal of significant amounts of drywall) or work involving removal of hazardous material.	Form letter available online.		

Professional Documents that may be required:

Note: These documents must be **ORIGINALS** with original, ink signatures. No photocopy/fax/email copies accepted.

Schedule A	Confirmation of Commitment by Owner and Coordinating Registered Professional	Required when more than one professional is involved in the proposal and provides signed/sealed plans and Schedule B letters.		
Schedule B	Architectural	May be required. i.e. demising of suites, regarding accessibility, when roof membrane is cut for HVAC or rooftop mechanical equipment, etc.		
Schedule B	Structural	For any structural work taking place, including installation of any rooftop mechanical equipment)		
Schedule B or Schedule D	Other disciplines. e.g. Mechanical, Plumbing, Electrical, Fire Suppression (air/hood only), Envelope, etc.	Mechanical is required when HVAC or rooftop units are proposed. Others may be required, depending on scope. Schedule B - Fire Suppression (sprinkler) is to be submitted with the Sprinkler Permit application.		
Schedule CP-3	Confirmation of Tenant Improvement Compatibility	Must be completed by a <i>Certified Professional</i> . Required when applying for a tenant improvement prior to base-building occupancy in a new building being constructed under the Certified Professional Program.		

Field Review and Tenant Improvement Applications cont'd.

Additional Information & Clearances

Department	Notes	Screeener	ECO
<input type="checkbox"/> Zoning & Development By-law and Parking By-law Clearance	<p>If any exterior alterations or a change of use is proposed, it is recommended that this clearance be obtained prior to application.</p> <p>Visit the Services Centre at 515 West 10th Avenue, call 604.873.7611, or email PermitQuestions@vancouver.ca for assistance.</p> <p>Additional items that may be required include, but are not limited to:</p> <ol style="list-style-type: none"> 1. An operational letter; 2. Updated floor area totals for different uses in the building; 3. Parking calculations to show compliance with the Parking By-law. 		
<input type="checkbox"/> Engineering Services	<p>For applications involving encroachments onto City streets or sidewalks, a pre-application review to the Engineering Services counter is recommended. Visit the Engineering Services department at 5th floor - 507 West Broadway, call 604.873.7000, or email engineering.clientservices@vancouver.ca for assistance.</p>		
<input type="checkbox"/> Environmental Services	<p>Required for facilities listed on the last page of this checklist, as well as uses similar to those listed, as determined by City staff.</p> <p>Also required for approvals related to contaminated sites, underground storage tanks, remedial excavations, demolitions, and other hazardous materials use/removal.</p> <p>It is recommended that applicant contact the Environmental Services Department PRIOR to application to determine if there are any specific requirements to be shown on the drawings. Call 604.873.7000 for assistance.</p>		
<input type="checkbox"/> Landscape Review	<p>Required prior to permit application.</p> <p>Required for changes to approved landscaping plans, removal of trees, work on sites with existing trees or trees on adjacent sites near the property line.</p> <p>Visit the Services Centre at 515 W 10th Ave or call 604.829.9466 to determine if an arborist report, tree removal permits, or tree protection barriers will be required.</p>		
<input type="checkbox"/> Vancouver Coastal Health (VCH) approval stamp and memo on the 2 copies of the floor plan (submitted with the permit application)	<p>Required prior to permit application.</p> <p>Required for facilities listed on the last page of this checklist, as well as uses similar to those listed, as determined by City staff.</p> <p>Please note that applications requiring Health approval are reviewed for compliance with provincial Health regulations at the Vancouver Coastal Health offices located at #1200 - 601 West Broadway. Call 604.675.3800 or email EHVC@vch.ca for assistance.</p>		

General Requirements

- Building permit application fees must be submitted at the time of application. Payment may be made by cheque, cash, VISA, MasterCard, American Express or bank debit card. Due to fluctuating interest rates, cheques cannot be accepted from out of country financial institutions.
- No pencil drawings, free hand drawings, sketches or notations.
- Separate permits (and separate drawing sets) are required for each floor, even if occupied by the same tenant.
- **SPRINKLERED BUILDINGS:** If a building has an existing sprinkler system, a sprinkler contractor should be consulted to determine if the proposed scope of work will also require additional sprinkler work. If sprinkler work is required and/or proposed a sprinkler contractor will need to apply for a sprinkler permit (SP).

Field Review and Tenant Improvement Applications cont'd.

Vancouver Coastal Health Approval Required For:

- Assembly Hall
- Barber Shop / Beauty Salon/ Beauty & Wellness Centres
- Billiard Hall
- Bottling Plant
- Bowling Alley/Ancillary Coffee Shop etc.
- Cabaret/Night Club
- Caterer
- Commercial Building with Swimming Pool, Whirl Pool, Hot Tub or Spa
- Commissary
- Community College
- Dairy Products Manufacturing
- Fish Processing / Plant
- Food or Drink Establishments (Limited service snack bar)
- Food or Drink: Retail, Manufacturing, Processing, Plants, or Wholesale
- Frozen Food Locker
- Frozen Processing Plant
- Funeral Parlour
- Grain Elevator
- Health Spa / Health Enhancement Centres / Massage Parlours
- Hospital
- Hospital Food Service
- Ice Manufacturing
- Laboratory (Medical/Dental)
- Laundry
- Lunchroom
- Marina
- Neighbourhood Grocery Store
- Neighbourhood Pub
- Personal Service Establishments
- Restaurant - Full Service / Take-out / Drive-In
- School - Public or Private
- Skin Care Salon (Electrolysis)
- Skin Care Salon (Esthetician)
- Steam Bath
- Supermarket
- Swimming Pool (Public)
- Tanning Salon
- Tattoo Parlour
- Theatre
- Warehouse - Food

Approval can be obtained at the Vancouver Coastal Health offices located at #1200 - 601 West Broadway.
For more information, contact Vancouver Coastal Health at 604.675.3800 or EHVC@vch.ca.

Environmental Services Department Approval Required For:

Chemical Industries

- Chemical Processing and/or Suppliers (including personal care product manufacturing)
- Paint & Coating Manufacturers
- Pharmaceutical Firms
- Service Stations (Gas stations)

Laboratories

- Dental Office
- Dental & Medical Labs
- Analytical Testing
- Plastic / Rubber Products Manufacturing

Miscellaneous Industries

- Electrical Products Manufacturing / Repair
- Jewellery Manufacturing
- Concrete and Stone Manufacturing
- Recycling Plants
- Junk Yards

Food & Beverage Industries

- Commissaries
- Slaughterhouses
- Meat / Fish / Poultry Packing Plants
- Breweries
- Dairies
- Soft Drink Bottling Plants
- Breweries (including U-Brew, Wineries, U-Vin, Distilleries, etc.)

Metal Industries

- Welding Shops
- Sheet Metal Shops
- Steel Fabricators and Foundries
- Automotive Equipment Manufacturing
- Marine Repairs / Equipment Manufacturing
- Miscellaneous Metal Products Manufacturing

Wood and Wood Products

- Furniture Manufacturing
- Material Manufacturing
- Wood Products Manufacturing

Service Industries

- Animal Clinic (including dog daycare and kennels)
- Commercial laundries
- Dry Cleaners
- Motor Vehicle Servicing - Repair & Sales
- Photo Finishers
- Printers / Lithographers
- Pest Control
- Restaurants
- Limited Food Service (including coffee shops, bakeries, delicatessens, etc.)

Institutions

- Schools / Community Colleges / Hospitals
- Senior Living
- Community Centres (kitchens, pools, rinks, cultural, churches, etc.)

Textile Industries

- Canvas & Synthetic Products Manufacturing
- Tanneries / Leather Products Manufacturing

Environmental Services Department will review any applications involving the above-noted uses.
For more information, contact the Environmental Services Department at 604.873.7000.

Additional information is also available here:

- <https://vancouver.ca/FieldReview>
- Zoning & Building Enquiry Centre - 604.873.7611 or PermitQuestions@vancouver.ca