

Development, Buildings, and Licensing

This checklist is intended for minor alterations or renovations to existing buildings only.

Scopes of work that will NOT be considered for the Field Review or TIPS application process include, but are not limited to:

- X Assembly occupancies that increase occupant load, impact exiting, or include work to kitchens and/or bathrooms;
- X Involving changes in major occupancy (except for the following which may be acceptable for field review: changing from groups 'D'to'E' or 'E'to'D' or change of major occupancy classification to a Small Suite);
- X Balcony enclosures (addition or removal);
- X 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);
- X Floor area additions, including mezzanines;
- X Most major renovations;
- X Involving interconnecting floors, upgrading existing systems, fire alarms, sprinkler systems, or seismic upgrading

For the submission checklists for the above-noted scopes of work, visit Vancouver.ca/BuildingApplications

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.

For information on the Field Review application process, visit Vancouver.ca/FieldReview. For information on the TIPS application process, visit Vancouver.ca/TIPS.

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 pencil drawings, free hand drawings, sketches, notations, or 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.¹

This checklist pertains to **Field Review and Tenant Improvement Program (TIPS) Minor Renovation** building permit applications. For other types of Building Permit applications visit Vancouver.ca/BuildingApplications.

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

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.

If you have any questions regarding the information requested, contact the Development and Buildings Services Center at: vancouver.ca/building-development-support.

Documents – required unless otherwise noted

Title	Details: Where to find document, instructions and conditions when required
Application form	Development and / or Building Application Form ²
Arborist Report	Prepared by an ISA Certified Arborist to assess existing trees either for retention or removal as noted in section 7.2 of the Protection of Trees By-law ³ . Not required for applications without site trees or adjacent trees, or for applications that meet Section 7.3 of the Protection of Trees By-law.
Building Permit Data Sheet	Building Permit Data Sheet ⁴ Required for first tenant improvement in a newly constructed (shell) space.
Commitment Not To Create Grease-Laden Cooking Vapours	K3 - Commitment Not To Create Grease-Laden Cooking Vapours ⁵ Required for installations where a Class 1 cooking appliance is proposed to be used for Class 2 cooking only. Refer to the form for definitions of Class 1 Cooking and Class 2 Cooking.
Operational Letter	May be required for uses that do not meet our current Zoning and Development By-law definitions, for conditional uses, or applications with multiple uses or tenants. Refer to Operational Letter Requirements ⁶ for more information.
Owner/Tenant Undertaking Letter	Schedule E-1- Owner's Undertaking Letter ⁷ OR Schedule E-2 Owner's and Tenant's Undertaking Letter ⁸
Renovation Energy Upgrade Proposal (REUP)	Renovation Upgrade Proposal Form ⁹ , prepared by an Energy Advisor ¹⁰ . Required for Building Permits for all proposals where the estimated cost of work is \$20,000 or greater. Visit Energy Requirements for Houses ¹¹ for more information.
Strata Letter	May be required if building is strata titled. For more information on when required see Bulletin 2003-014: Permits For Strata Buildings ¹² Letter must be signed by the strata's chairperson indicating knowledge and acceptance of proposal. From all strata's on the site, including both residential and commercial. Must be signed, dated, and include the printed name and position of the person signing on behalf of the strata.

Letters of Assurance - required unless otherwise noted

Title	Details: Where to find document, instructions and conditions when required
Schedule A - Confirmation of Commitment by Owner and Coordinating Registered Professional	Schedule A - Confirmation Of Commitment By Owner And Coordinating Registered Professional ¹³ Required when more than one professional is involved in the proposal and provides signed/sealed plans and Schedule B letters. Professional Seal and Signature required. See General Notes section for details.
Schedule B - Architectural	Schedule B - Architectural ¹⁴ Professional Seal and Signature required. See General Notes section for details. See https://aibc.ca/protecting-the-public/does-your-project-need-an-architect/ for more information on when the services of an architect are required.
Schedule B - Structural	Schedule B - Structural ¹⁴ Required when any structural work under Part 4 of the VBBL is in scope, including installation of any rooftop mechanical equipment. Professional Seal and Signature required. See General Notes section for details.
Other - Schedule B Mechanical, Plumbing, Electrical, Fire Suppression (air/hood only).	Mechanical is required when HVAC or rooftop units are proposed. Others may be required depending on scope, staff will advise. Fire Suppression (sprinkler) is to be submitted with the Sprinkler Permit application.
Schedule D - Envelope	Schedule D - Building Envelope ¹⁵ Required when work to the envelope of a Part 3 building is in scope. Professional Seal and Signature required. See General Notes section for details.
Schedule CP-3 - Confirmation of Tenant Improvement Compatibility	Schedule CP-3 - Confirmation of Tenant Improvement Compatibility ¹⁶ Required for tenant improvements prior to base-building occupancy (under the Certified Professional Program). Professional Seal and Signature required. See General Notes section for details. To be completed by the <i>Certified Professional</i> for the base-building.

Drawings - required unless otherwise noted scale 1/4" = 1'0" (1:50) unless otherwise noted

Title	Details to be shown on the drawing
VBBL Analysis/Summary must be provided on the plans.	
Architectural Site Plan	<p>See Architectural Site Plan requirements listed at the end of this checklist.</p> <p>For strata buildings, pages from the Land Title and Survey Authority (LTSA) strata plans may be acceptable in lieu of an architectural site plan:</p> <ol style="list-style-type: none"> 1. Page showing entire site and building location; and 2. Page of the floor on which the unit is located, with the strata lot indicated <p>Indicate the location of trees and tree barriers, refer to the Protection of Trees By-law ³</p>
Key Plan	<p>Required for floors with multiple suites. In addition to the site plan to clearly identify the location of the unit/area of work. Indicate all suite numbers and locations of demising walls</p>
Architectural Floor Plans	<p>See Architectural Floor Plans requirements listed at the end of this checklist.</p>
Architectural Reflected Ceiling Plan	<p>Required when work to the ceiling are is in scope.</p> <ul style="list-style-type: none"> • Lighting layout – existing and proposed • Mechanical (HVAC and/or kitchen) equipment layout – existing and proposed • Dropped ceiling areas
Architectural Roof Plan	<p>Required when work to or on the roof (e.g. new HVAC units) is in scope. Indicate all existing and proposed roof top units, including location, dimensions, setbacks from roof edges and separation between units, and anchorage</p>
Architectural Elevations	<p>Required when exterior alterations in scope of work. See Architectural Elevations requirements listed at the end of this checklist</p>
Architectural Cross-Section	<p>May be required depending on scope of work, staff will advise if needed.</p>
Architectural Construction Details	<p>See Architectural Construction Details requirements listed at the end of this checklist</p>
Structural	<p>Required for any structural work, including installation of any rooftop mechanical equipment.</p>
Other Professional Plans	<p>May be required depending on scope of work. E.g. Plumbing, Mechanical, Electrical, Fire Suppression (air/hood only), Landscape, etc.</p> <p>Fire suppression (sprinkler) will <u>not</u> be accepted with the BP application. Please submit with the Sprinkler Permit application.</p>

General Notes

Zoning & Development By-law and Parking By-law Clearance

If any exterior alterations or a change of use is proposed planning clearance may be required, staff will advise.
 In certain situations a separate Development Permit may be required prior to Building Permit application, staff will advise.

Most construction projects require permits to use City property such as streets, sidewalks, and laneways. You may be required to apply for one or more of the following:

- [Construction street use permit](#) ¹⁷
- [Temporary street occupancy permit](#) ¹⁸

City of Vancouver Environmental Services Department review required for contaminated sites, underground storage tanks, remedial excavations, demolitions, and other hazardous materials use/removal, and for facilities or uses and similar listed, as determined by City staff.
City Staff will forward documents and/or drawings on your behalf to the Environmental Services Department if an environmental review is required (you do not need to take additional action or contact the Environmental Services Department directly).

Applications requiring Health approval are reviewed for compliance with provincial Health regulations. In order to avoid subsequent changes to permit drawings, we strongly advise applicants to speak with Vancouver Coastal Health prior to permit submission.
 Please contact Vancouver Coastal Health at 604-675-3800 for more information.

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](#)¹ page.

Architectural Construction Details requirements:

- Indicate wall structure - as a written descriptions or drawn cross-sections
- Details of air conditioning or heating units and duct work
- Indicate the fire resistance rating of any required fire separations, new & existing
- Fire stopping details for service penetrations of fire separations

Architectural Floor Plans requirements:

- Provide existing vs proposed
- All outside dimensions of tenant space
- Total area (sq. ft. or m2) of tenant space
- Dimensions and uses of all rooms and areas - Please indicate the existing and proposed use and occupancy of the tenant space
- Layout of all rooms and areas, including layout of furniture, shelving, counters, etc.
- All door sizes and corridor widths
- Exiting for new tenant space and all other tenant spaces on the floor where construction or alterations will occur
- Location of new or existing washrooms (including fixtures) and any common washroom spaces
- For new, accessible washrooms, interior elevation drawings are also required
- All exit signs, emergency lights and fire alarm pull stations
- For food or drink service establishments:
 - Seating and counter layout for retail – limited food service – maximum 16 seats
 - Existing or proposed location of the required grease interceptor, for any establishments where food is prepared. Refer to [Bulletin 2014-001-PL/EV](#)¹⁹ for more information, including a list of operations which are exempt from requiring a grease interceptor.

Architectural Elevations requirements:

- Provide existing vs proposed
- Exterior cladding
- Dimensions of exterior guards/details where applicable
- Indicate all window/door opening
- For HVAC or duct work, provide an elevation of any exhaust louvers, and roof top units, including location, size and height of units

Architectural Site Plans requirements:

- 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).
- Dimensions of site (including north arrow and location of all property lines)
- Location and dimension of all buildings on the site (and distances to property lines)
- Street names and location, as well as location and width of any lanes
- Legal Description (Lot number, Block number, District Lot number, Plan number)
- Street address, floor number and tenant suite number
- Indicate area to be developed and adjoining tenants, including occupancy
- Indicate existing/proposed surface parking and loading
- Indicate the location of trees and tree barriers, refer to the [Protection of Trees Bylaw 9958](#)³

1. <https://vancouver.ca/home-property-development/electronic-permit-applications.aspx>
2. <https://vancouver.ca/files/cov/dev-build-app-form.pdf>
3. <http://vancouver.ca/your-government/protection-of-trees-bylaw.aspx>
4. <https://vancouver.ca/files/cov/building-permit-data-sheet-2019-building-bylaw.xls>
5. <https://vancouver.ca/files/cov/k3-grease-vapours-commitment.pdf>
6. https://vancouver.ca/files/cov/operational_letter_requirements.pdf
7. <https://vancouver.ca/files/cov/schedule-e-1-owners-undertaking-letter-building-bylaw-2019.pdf>
8. <https://vancouver.ca/files/cov/schedule-e-2-owners-and-tenants-undertaking-letter-building-bylaw-2019.pdf>
9. <https://vancouver.ca/files/cov/renovation-energy-upgrade-proposal-form.xlsm>
10. <https://www.betterhomesbc.ca/ea/>
11. <https://vancouver.ca/home-property-development/energy-requirements-for-single-family-home-renovations.aspx>
12. <https://vancouver.ca/files/cov/2003-014-permits-for-strata-buildings.pdf>
13. <https://vancouver.ca/files/cov/schedule-a-confirmation-commitment-by-owner-building-bylaw-2019.pdf>
14. <https://vancouver.ca/files/cov/schedule-b-assurance-professional-design-field-review-building-bylaw-2019.pdf>
15. <https://vancouver.ca/files/cov/schedule-d-commitment-building-envelope-prof-review-building-bylaw-2019.pdf>
16. <https://vancouver.ca/files/cov/cp-3-letter-fillable-bylaw2019.pdf>
17. <https://vancouver.ca/home-property-development/construction-street-use-permits.aspx>
18. <https://vancouver.ca/streets-transportation/reserve-metered-spaces.aspx>
19. <https://vancouver.ca/files/cov/2014-001-grease-interceptors-at-food-sector-establishments.pdf>