

**DEVELOPMENT, BUILDINGS & LICENSING**

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

An electrical permit application is a prerequisite for a building permit application to perform fire alarm installation or upgrade. 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](http://vancouver.ca/permits/apply)

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](http://vancouver.ca/building-development-support)  
If you do not have an online account, visit [vancouver.ca/permits/apply](http://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](#) <sup>2</sup>

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

This checklist pertains to **Fire Alarm Installation or Upgrade** building permit applications. For other types of Building Permit applications visit [Vancouver.ca/BuildingApplications](http://Vancouver.ca/BuildingApplications)

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

**Documents – required unless otherwise noted**

Name	Details: Where to find document, instructions and conditions when required	Notes
Application Form	<a href="#">Development and / or Building Application Form</a> <sup>3</sup>	
Letter to the Chief Building Official (CBO)	A letter to the Chief Building Official describing the full extent of the fire alarm system upgrade and/or modification.	
Owner/Lessee Undertaking Letters	<a href="#">Schedule E-1- Owner's Undertaking Letter</a> <sup>4</sup> OR <a href="#">Schedule E-2 Owner's and Tenant's Undertaking Letter</a> <sup>5</sup>	
Strata Council Letter	Required if building is strata titled. For more information on when required refer to Bulletin 2003-014 <a href="#">Permits For Strata Buildings</a> <sup>6</sup> 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**

Name	Details: Where to find document, instructions and conditions when required
Schedule A - Confirmation Of Commitment	<a href="#">Schedule A - Confirmation Of Commitment By Owner And Coordinating Registered Professional</a> <sup>7</sup> Required if there are multiple Professionals involved in project. Professional Seal and Signature required. See General Notes section for details.
Schedule B - Architectural	<a href="#">Schedule B - Architectural</a> <sup>8</sup> Professional Seal and Signature required. See General Notes section for details.
Schedule B - Electrical	<a href="#">Schedule B - Electrical</a> <sup>8</sup> 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**

Title	Details: Where to find document, instructions and conditions when required	Notes
Architectural Ceiling Plans	Required if ceiling/light alterations included in the scope of work.	
Architectural Cover Sheet	<ul style="list-style-type: none"> <li>• Project summary</li> <li>• List of all design professionals' names and contact information</li> </ul>	
Architectural Floor Plans	See Architectural Floor Plan requirements listed at the end of this checklist.	
Architectural Key Plan	<ul style="list-style-type: none"> <li>• Street address, floor numbers and tenant suite numbers</li> <li>• Indicate the current use/occupancy of each space</li> <li>• Locate the project area on the overall floor plan including the building's exit system (include exterior entrances &amp; addresses)</li> </ul>	Scale not less than 1/16" = 1'-0" (1:200)
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.	

## 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](#) <sup>1</sup> page.

## Drawing Details

### Architectural Floor Plan requirements:

- 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, emergency lighting for exits, paths of travel and means of egress, where required
- Indicate all room uses, including finished/unfinished areas

### Architectural Site Plan requirements:

- Dimensions of site and property lines
- North arrow
- Location and dimensions 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

### 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-S561
- Fire alarm System zoning as required in [Sentence 3.2.4.8.\(2\) Fire Alarm Zones of Division B of the VBBL](#) <sup>9</sup>
- 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/electronic-permit-applications.aspx>

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

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

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

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

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

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

9 <https://www.bcpublishations.ca/BCPublications/>