

Development, Buildings, and Licensing

This checklist is for *minor* amendments (changes) to Development Permits, to which a related Occupancy Permit(s) has not been issued.

As per [section 4.5](#)¹ of the Zoning & Development By-law, upon further review, it may be determined that a new Development Permit application is required.

To submit your application online, visit <https://vancouver.ca/building-development-support>.

When submitting your application package:

1. Ensure that one PDF copy of each required drawing/document is included in your application package, unless otherwise stated.
2. Use vector format PDF for drawings (scanned paper drawings will not be accepted).
3. Submit all drawings separately from other non-drawing documents, such as schedules, forms, and reports.
4. Submit landscape drawing as a separate file from all other drawings.
5. Submit an individual file for each document (e.g. schedule, form, report, etc.).

For more information on document submission standards, visit [Electronic permit applications](#)¹.

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

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

Document Title	Details
Application Form	<ul style="list-style-type: none"> • Minor Amendment Application Form² The changes listed on this form must be bubbled/clouded on the revised drawings.
Consent Letter	<ul style="list-style-type: none"> • Letter from the original applicant of the Development Permit, if different from the applicant on the Minor Amendment Application Form, stating their consent to alter the Development Permit.
Updated Operational Letter, if applicable	<p>Required for the following submissions:</p> <ul style="list-style-type: none"> • When an operational letter was included in the original approval and any information contained in the operational letter has changed (e.g. change in hours of operation, change in services provided, etc.)

Drawings required, if applicable

- All plans or drawings that contain changes from the approved drawings.
E.g. Site Plan, Floor Plan(s), Sections, Elevations, Details, etc.
 - Changes are to be clearly bubbled/clouded.
 - Revised drawings must still contain all information and details previously required, as stated on the original development permit submission checklist. Visit "[Development Permit Checklists](#)" and select the relevant submission checklist for more information.

¹ <https://vancouver.ca/home-property-development/electronic-permit-applications.aspx#upload>

² <https://vancouver.ca/files/cov/minor-amendment-form.pdf>