

DEVELOPMENT, BUILDINGS & LICENSING

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](#) ¹

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

This checklist pertains to **Commercial Building Renovations** 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 ²	
BC Hydro Clearance Form	BC Hydro Clearance Form ³ Required for additions within 6 m of a street or lane.	
Building Code Analysis Report	Required when complex scope – staff will advise if needed. Always recommended.	
Building Permit Data Sheet	Building Permit Data Sheet ⁴	
Energy Compliance Documentation	Use the following tools and checklists located here: Energy Requirements, Forms, And Checklists For All Buildings ⁵	
Geotechnical Report	Required if poor soils conditions, slope stability, shoring, impacts to foundations, seismic upgrade, etc.	
K1 - Restaurant or Kitchen Exhaust Systems	K1 - Restaurant or Kitchen Exhaust Systems ⁶ Required if Commercial Kitchen being added or renovated.	
Letter of Operation	Required if childcare, school or change of use. May be required in other cases.	
Owner/Tenant Undertaking Letter	Schedule E-1- Owner's Undertaking Letter ⁷ OR Schedule E-2 Owner's and Tenant's Undertaking Letter ⁸	
Strata Council Letter	May be required if building is strata titled. For more information on when required refer to Bulletin 2003-014 Permits For Strata Buildings ⁹ Letter must be signed by the strata's chairperson indicating knowledge and acceptance of proposal. From all strata parcels on the site, including both residential and commercial.	
Site Disclosure Statement	Requirement of the Ministry of Environment for any soil disturbance. Refer to: https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/identifying-sites-that-may-be-contaminated?keyword=Site&keyword=profile	

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 ¹⁰ Required if multiple Registered Professionals involved. Professional Seal and Signature required. See General Notes section for details.
Schedule B - Architectural	Schedule B - Architectural ¹¹ Required if a Part 3 Building or requires Part 5 Building design 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 - Electrical	Schedule B - Electrical ¹¹ Required electrical changes in scope of work in a Part 3 building. Professional Seal and Signature required. See General Notes section for details.
Schedule B – Geotechnical	Schedule B - Geotechnical ¹¹ Required if new excavation, an addition, or seismic upgrading in scope of work. Professional Seal and Signature required. See General Notes section for details.
Schedule B - Mechanical	Schedule B - Mechanical ¹¹ Required if mechanical changes in scope of work in a Part 3 building. Professional Seal and Signature required. See General Notes section for details.
Schedule B - Plumbing	Schedule B - Plumbing ¹¹ Required if plumbing included in scope of work in a Part 3 building. Professional Seal and Signature required. See General Notes section for details.
Schedule B - Structural	Schedule B - Structural ¹¹ Required if there is Structural work included in scope of work. Professional Seal and Signature required. See General Notes section for details. Designated Structural Engineer (Struct.Eng.) is required for primary structural components of Part 3 buildings VBL 2.2.1.2.(2), Division C ¹²
Independent Review of Structural Designs	Checklist For Professional Structural Concept Review ¹³ Required when structural drawings are provided. Refer to Bulletin 2001-007-BU Structural Design Drawings ¹⁴
Schedule D – Building Envelope	Schedule D - Building Envelope ¹⁵ Required for alterations to building envelope in buildings requiring Part 5 design. Refer to VBL Article 5.1.2.2. ¹² 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 Building Envelope Details	Required if a new or altered envelope included in scope of work <ul style="list-style-type: none"> Construction details/cross section should indicate dimensions and details of proposed windows, walls, roofs, roof classification rating, balconies, decks, and the typical interface between elements Details for penetrations through roof & exterior wall(s) Typical 3-D diagram should be provided where the method of assembling is critical, such as window corners, balcony rail attachments, and roof parapet 	Scale not less than 3" = 1'-0" (1:4)
Architectural Ceiling Plans	Required if ceiling/light alterations included in scope of work <ul style="list-style-type: none"> Indicate lighting fixtures, bulkheads Finish materials, including T-bar layout if applicable Include details of floor/ceiling penetrations 	
Architectural Cover Sheet	<ul style="list-style-type: none"> Project summary List of all design professionals' names and contact information Occupant load calculations 	
Architectural Cross Section	See Cross Sections and Structural Details requirements listed at the end of this checklist.	
Architectural Door Window Schedule, Wall and Floor Assembly Schedule	Fire-resistance assemblies shall be ULC/CSA listed, or tested by a recognized laboratory, or comply with Appendix D of the VBL ¹² , or if applicable, Table A9.10.3.1.A & A-9.10.3.1.B. Provide a copy of listed assemblies where applicable.	
Architectural Exterior Elevations	Required for additions and if new/alterd exhaust louvers or roof top units, windows, cladding, etc. included in scope of work. See Architectural Exterior Elevations requirements listed at the end of this checklist.	
Architectural Floor Plans	See Architectural Floor Plans requirements listed at the end of this checklist.	
Architectural Key Plan	Required when work is being carried out in a portion of the building only. <ul style="list-style-type: none"> Street address, floor numbers and tenant suite numbers - Suite numbers to be assigned in a clockwise manner - Refer to Bulletin 2015-005-BU Addressing And Suite Numbering ¹⁶ Indicate proposed and existing construction including the type of use of adjacent (side/above or below) occupancies 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 or new mechanical units included in scope of work. Indicate all roof top mechanical unit(s), 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.	
Building Grades Plan	Required for horizontal additions and/or changes in grade. Contact Streets Design - 604-873-7316.	
Electrical Plans	Required if electrical changes in scope of work.	
Erosion and Sediment Control Drawings	Required if excavation included in scope of work. Refer to: Bulletin 2002-002-EV: Erosion and sediment control, small lot developments (less than 1,000m²) ¹⁷ Bulletin 2002-003-EV: Erosion and sediment control, large lot developments (more than 1,000m²) ¹⁸	
Excavation/Shoring Details	Where applicable. Show property lines on shoring sections.	

Drawings - continued - 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
Landscape Plans	Not required if application has an associated Development Permit. Required if landscape alterations are proposed in scope of work e.g. tree removal, changes in hardscape, etc. See Landscape Plans requirements listed at the end of this checklist.	
Mechanical Plans	Required if mechanical changes in scope of work. Including kitchen exhaust hood/duct work, ecology unit/make up air/hood fire suppressor, HVAC, etc.	
Photographs	Recommended if building envelope to be altered (e.g. show kitchen exhaust louver locations)	
Plumbing Plans	Required if plumbing changes in scope of work. Including grease interceptor size and location if applicable.	
Site Plan	Required for all additions and exterior alterations. See Site Plan requirements listed at the end of this checklist.	Scale 1/16" = 1'-0" (1:200)
Structural Plans	Required if structural changes in scope of work. <ul style="list-style-type: none"> • Highlight shear walls and cross reference with specific details • Indicate direction, location and size of all joists, beams, lintels, girders, girder supports and trusses • Including penetrations, and adequate support for ecology unit, fan(s), mechanical unit(s), and anchors for fall restraint if applicable 	The City encourages improvement to the structural design of the building where possible when the elements are exposed.
Survey Plan	Required if additions and/or change in grades. See Survey Plans requirements listed at the end of this checklist.	Scale 1/16" = 1'-0" (1:200)

Other non-document requirements

Title	Details: Where to find document, instructions and conditions when required	Notes
Health Approval	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.	

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](#) ¹ page.

Drawing Details

Architectural Cross Sections requirements:

- Stair dimensions (width, rise, run, number of risers, headroom) height of guards, handrails and guardrails
- Wall, floor, roof and/or ceiling assemblies
- Fire resistance rating details of any required fire separations including test(s) references
- Fire stopping details for service penetrations of fire separations
- Ceiling height of crawl spaces and all habitable floors (floor to ceiling)
- Indicate construction of wall assemblies including insulation, vapour barriers, damp proofing, water proofing details and fire/sound separations where required
- Details of vaulted areas and adjacent attic spaces
- Bay window, window seat and window well details
- Crawl space details, showing ventilation requirements and access including size of access door
- Details of prefabricated fireplaces/chimneys (CSA approved)
- For attached carports/garages - detail of fire/smoke/gas barrier, door closures & weather stripping

Architectural Exterior Elevations requirements:

- Exterior cladding - finish details and material of exterior
- Dimensions of exterior guards and guard details where applicable
- Storey elevations related to building grades
- Indicate location and size of all windows, doors, window wells and skylights including safety glass where required (must match floor plans)
- Spatial separation percentage openings and fire-resistance ratings
- Exit exposure protection
- Required for principal and accessory buildings (where applicable) - all four elevations (front, rear and two sides)
- Floor levels elevations indicated as well as height above and below finished grade (basement heights) including below grade patio and window wells
- Elevation at the top of wall under the eaves is required to calculate exposing building face
- Existing and proposed grade elevations
- Eave overhang dimensions
- Elevation of proposed top of concrete around the perimeter of the building
- Roof pitch and roofing material

Architectural Floor Plan requirements:

- Indicate all door, window and skylight locations and dimensions
- Construction of wall assemblies and fire separation where applicable
- Indicate the location of all exit signs, emergency lighting and fire alarm devices where applicable
- Indicate all floor dimensions (to be taken from the foundation walls and to the face of cladding of the building)
- Indicate all room uses/dimensions, including finished/unfinished areas

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- Indicate stair details (rise/run, width, handrails, headroom, etc.)
- Indicate all plumbing fixtures
- Indicate access for disabled persons where applicable
- For flat roof/roof deck areas, show location of all plumbing vents
- Indicate the locations of all smoke and carbon monoxide alarms on all floors
- Indicate location and dimensions of any chimneys including vents, air conditioning units and/or condensing units
- Indicate location of all mechanical equipment

Landscape Plans requirements:

- All existing landscaping details shown on the legal survey transferred to the Landscape Plan(s)
- Provide a full Landscape Plan (including a plant list) illustrating both common and botanical names, sizes and quantity of all proposed plant material
- Proposed plant material, paved surfaces, other landscape elements and existing trees
- Details for planters, fences, trellis, or similar elements
- Existing site contours, landscaping and material to be removed, including size, common name, and placement
- All landscape elements and details, including new/existing surfaces to be retained, enclosures, site furniture and structures
- Location of sewer, water and gas lines

Site Plan requirements:

- Site dimensions and north arrow
- Property Lines
- Location and dimensions of all buildings on the site, including dimensions to the nearest property line from foundation wall or face of cladding
- Street names and location and width of any lanes
- Legal description (Lot number, Block number, District lot number, Plan number)
- Street address, floor numbers and tenant suite numbers
- Distance to nearest fire hydrant, travel distance to principal entrance and path of travel for firefighters
- Indicate limiting distance on each exposing building face
- Indicate location of proposed driveways from a street
- Indicate slab elevation and all floor elevations
- Existing and finished grades levels at each corner of the proposed building(s)
- Indicate the location of trees and tree barriers, refer to the [Protection of Trees By-law](#)¹⁹
- Any right-of-ways, registered easement or encroachments are to be indicated

Survey Plan requirements:

Survey Plan prepared by a BC Registered Land Surveyor, certified correct with digital seals and signatures, within 30 Days of application date ([VBBL 1.4.1.16, Division C](#)¹²), and include the following:

- Site dimensions including north arrow
- Street address, street name(s) and location, as well as location and width of any lane(s)
- Legal description (Lot number, Block number, District lot number, Plan number)
- Property lines
- Indicate location and dimensions of all existing and proposed buildings
- Indicate location of lead plugs, iron pins & show corner angles, datum
- The PID (The Property Identifier Number)
- Indicate front and rear yard depth at each corner of the house (especially important where site dimensions are irregular)
- Setbacks must be taken from the established building line (where applicable)
- Lane dedications, registered easements, encroachments & right-of-ways must be indicated on the surveys
- Indicate location of existing street crossings
- Indicate existing grades at the top and bottom of all retaining walls at 3 metre (10'-0") intervals
- Indicate existing grades at each of the four corners of the site
- Indicate existing grades at each corner of the proposed principal and any accessory building

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

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

3 <https://vancouver.ca/files/cov/existing-bc-hydro-checklist.pdf>

4 <https://vancouver.ca/files/cov/building-permit-data-sheet-2019-building-bylaw.xls>

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

6 <https://vancouver.ca/files/cov/k1-restaurant-or-kitchen-exhaust-systems.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/2003-014-permits-for-strata-buildings.pdf>

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

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

12 <https://www.bcpublishings.ca/BCPublications/>

13 https://vancouver.ca/files/cov/structural_review_checklist.pdf

14 <https://vancouver.ca/files/cov/2001-007-structural-design-drawings.pdf>

15 <https://vancouver.ca/files/cov/schedule-d-commitment-building-envelope-prof-review-building-bylaw-2019.pdf>

16 <https://vancouver.ca/files/cov/2015-005-addressing-and-suite-numbering.pdf>

17 <https://vancouver.ca/files/cov/2002-002-erosion-and-sediment-control-small-lot-development-less-than-1000m2.pdf>

18 <https://vancouver.ca/files/cov/2002-003-erosion-and-sediment-control-large-lot-development-1000m2-or-more.pdf>

19 <https://vancouver.ca/your-government/protection-of-trees-bylaw.aspx>