

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 landscape drawing separately from all other drawings.
5. 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 the detailed review can start.

This checklist pertains to **Building Envelope Repairs** 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	
Building Envelope Renovation Schedule	Visit https://www.bchousing.org/licensing-consumer-services/builder-licensing/building-envelope-renovation-schedule for more information.	
Letter from Architect	Refer to Bulletin 2003-008-BU Extent Of Building Envelope Review ³ Except for single detached houses and duplexes, all Building Envelope Repair applications must include a letter identifying issues within or beyond the scope of VBBL Part 5 - Environmental Separation ⁴ For a building with three and four dwelling units, the letter may be prepared by a registered architect or professional engineer as permitted under the "Memorandum of Agreement between AIBC and APEGBC". For buildings with five or more dwelling units, the letter must be prepared by a registered architect.	
Owner's Undertaking	Schedule E-1- Owner's Undertaking ⁵	
Strata Council Letter	Where building is strata titled. For more information on when required refer to Bulletin 2003-014 Permits For Strata Buildings ⁶ 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

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 ⁷ Required if multiple Registered Professionals involved. Professional Seal and Signature required. See General Notes section for details.
Schedule B - Architectural	Schedule B - Architectural ⁸ 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.

Letters of Assurance - continued - required unless otherwise noted

Title	Details: Where to find document, instructions and conditions when required
Schedule B - Structural	Schedule B - Structural ⁸ 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: VBBL 2.2.1.2.(2), Division C ⁴
Independent Review of Structural Designs	Checklist for Professional Structural Review ⁹ Required when structural drawings are provided. Refer to Bulletin 2001-007-BU Structural Design Drawings ¹⁰
Schedule D - Building Envelope	Schedule D - Building Envelope ¹¹ Required for buildings requiring Part 5 design. Refer to VBBL Article 5.1.2.2. ⁷ 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 Site Plan	<ul style="list-style-type: none"> Legal Description (Lot number, Block number, District Lot number, Plan number) and north arrow Street names, location and dimension of lanes Building dimensions – this includes principal building and any accessory buildings Street Address, floor number and tenant suite number 	1/16" = 1'-0" (1:200)
Architectural Elevations	<ul style="list-style-type: none"> Please identify upfront on the drawings if an EIFS system is proposed Exterior cladding if replacement and repair is proposed Spatial separation calculations if cladding or windows are altered Determine storey elevation related to building grades for determination of building height Indicate location and size of all window and exterior door openings (cross referenced from architectural floor plans) Indicate proposed work including balconies, guards and enclosing walls Dimensions of any exterior guards and guard details 	
Architectural Floor Plans	<ul style="list-style-type: none"> All interior and exterior alterations related to the building envelope repair Indicate all room uses/dimensions, including finished/unfinished areas for affected areas Indicate all exterior door and window sizes if enlargements/changes are proposed Applicable structural information (may be provided on structural drawings) 	
Landscape Plans	Not required if application has an associated Development Permit Landscape Plans to include the following: Trees retained and to be removed, hard surface paving including walks, patios and driveways, as well as fencing and shrub planting areas.	
Structural Design Drawings	Required when the proposed work involves structural modification from the original design.	The City encourages improvement to the structural design of the building where possible when the elements are exposed.

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.

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

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

3 <https://vancouver.ca/files/cov/2003-008-extent-of-building-envelope-review.pdf>

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

5 <https://vancouver.ca/files/cov/schedule-e-1-owners-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://vancouver.ca/files/cov/structural_review_checklist.pdf

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

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