

**Development, Buildings, and Licensing**

Applicants are encouraged to [obtain advice from a Development Planner](#)<sup>1</sup> prior to submitting their application.

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 separately 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](#)<sup>2</sup>.

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.

<b>Documents required</b>	
<b>Document Title</b>	<b>Details</b>
Application Form	<ul style="list-style-type: none"> <li>• <a href="#">Development and/or Building Application Form</a><sup>3</sup></li> </ul>
Architectural Design Rationale & Relaxation Rationale	<p>Required for all zones, except M or I (industrial zones).</p> <ul style="list-style-type: none"> <li>• A written statement, with illustrations as needed, conveying the proposal's urban design and architectural concept and its response to the by-law and relevant sections of the applicable guidelines, including justification of request for any discretionary zoning provisions (relaxations, increases, etc.).</li> </ul>
BC Hydro Infrastructure Checklist	<ul style="list-style-type: none"> <li>• Checklist found in <a href="#">VBBL Bulletin 2015-002-AD/EL</a><sup>4</sup>, to be completed by a Registered Professional.</li> </ul>
Context Photos	<p>Required for all zones, except M or I (industrial zones).</p> <ul style="list-style-type: none"> <li>• Photos showing the relationship of the proposed building(s) to surrounding development at front, rear, and sides</li> <li>• Typical view of the property and running streetscape</li> <li>• Adjacent streetscape and buildings</li> </ul>
Rental Declaration Form	<ul style="list-style-type: none"> <li>• <a href="#">Rental Declaration form</a><sup>5</sup></li> </ul>
Site Disclosure Statement (SDS)	<ul style="list-style-type: none"> <li>• <a href="#">British Columbia – Ministry of Environment and Climate Change - Schedule 1 Site Disclosure Statement</a><sup>6</sup></li> <li>• Visit <a href="#">Province of BC's Site Identification</a><sup>7</sup> for more information</li> </ul>
Title Search and Charge Summary	<ul style="list-style-type: none"> <li>• A current title search from the Land Title Office, for each parcel involved in the proposal.</li> </ul> <p>If there are charges on the land title:</p> <ul style="list-style-type: none"> <li>• A written charge summary by a solicitor (on their company letterhead) describing each charge on title (except financial charges) and advising whether the charges are affected by the proposal.</li> </ul>

Additional documents that may be required	
Document Title	Details
Acoustical Report	Required in zones with acoustic regulations. Refer to <a href="#">Section 10</a> <sup>8</sup> or <a href="#">Official Development Plan</a> <sup>9</sup> for regulations.
Arborist Report	Required when a site has permit sized trees (on site and/or adjacent to the site) as defined by the <a href="#">Protection of Trees By-law</a> <sup>10</sup> . For more information, visit the <a href="#">Protection of Trees</a> <sup>11</sup> webpage. An arborist report prepared by an ISA Certified Arborist to assess existing trees either for retention or removal. Refer to “Submission of arborist’s report” section of the Protection of Trees By-law for more information.
Arboricultural Letter of Assurance (LOA)	Required when there is proposed work within a critical root zone to verify that the arborist hired will supervise and direct work within the area. Must include signatures by the owner, contractor and arborist to confirm that all parties are aware of the roles and responsibilities.
Arboricultural Neighbouring Owner Letter of Consent	Required for proposals to remove a protected size tree that is neighbor-owned or is a shared tree. A letter signed by the neighbouring property owner confirming their consent to remove a permit sized tree. For more information, visit the <a href="#">Protection of Trees</a> <sup>12</sup> webpage.
Building Envelope Letter	Required if applying for Floor Area Exclusions for Exterior Wall Thickness, under <a href="#">Section 10.11</a> <sup>13</sup> of the Zoning and Development By-law. <ul style="list-style-type: none"> <li>A letter from a Building Envelope Consultant. Wall assembly details and other items may be required.</li> </ul> Review <a href="#">Floor Area Exclusions for Improved Building Performance</a> <sup>14</sup> for more information.
Hydrogeological Study (Groundwater Study)	Required for sites identified in the <a href="#">Groundwater Areas of Concern</a> <sup>15</sup> map. The Hydrogeological Study will include: <ul style="list-style-type: none"> <li>(a) Finalized Groundwater Management Plan; and</li> <li>(b) Finalized Impact Assessment,</li> </ul> Signed and sealed by a Registered Professional with experience in hydrogeology. Review <a href="#">Groundwater Management Bulletin</a> <sup>16</sup> for more information.
Rainwater Management Plan & Geotechnical Report	Required for sites identified in the <a href="#">Rainwater Management Areas of Concern</a> <sup>17</sup> map. Not required if a final plan was submitted in conjunction with enactment of a rezoning. <ul style="list-style-type: none"> <li>Refer to the <a href="#">Rainwater Management Bulletin</a><sup>18</sup> for plan requirements.</li> </ul> Visit <a href="#">Private Realm Rainwater Management</a> <sup>19</sup> for more information.
Renter Screening Form and Applicant Checklist for Projects Involving Tenant Relocation	Applicable for projects with existing rental units on site. <ul style="list-style-type: none"> <li><a href="#">Renter Screening form</a><sup>20</sup></li> <li>Applicant checklist for projects involving tenant relocation [select applicable]:  <ul style="list-style-type: none"> <li>(a) <a href="#">Rezoning and DP process applicant checklist</a><sup>21</sup>; or</li> <li>(b) <a href="#">DP process only (within existing zoning) applicant checklist</a><sup>22</sup>.</li> </ul> </li> </ul> For projects with existing rental units on site, <b>pre-application review</b> with Housing Policy & Projects staff is required to discuss tenant relocation requirements. Visit <a href="#">Renter Relocation Resources for Owners and Developers</a> <sup>23</sup> for more information. Contact the Tenant Relocation Plan group at <a href="mailto:trp@vancouver.ca">trp@vancouver.ca</a> .
View Protection Analysis	<ul style="list-style-type: none"> <li>An analysis of the impact of the development on any existing view corridors or any view impacts on adjacent properties or nearby public open spaces and an analysis of any skyline impacts, as seen from afar, as they impact sea or mountain views or the crest of any hill.</li> </ul> Review <a href="#">City of Vancouver View Protection Guidelines</a> <sup>24</sup> and visit <a href="#">Protecting Vancouver’s Views</a> <sup>25</sup> for more information.

Drawings required	
Drawing Title	Details
Building Grades Plan	<ul style="list-style-type: none"> <li>• Building Grades issued by the City of Vancouver Engineering Services Department.</li> </ul> <p>Visit <a href="#">Building Grades for Sidewalk and Street Elevation</a><sup>26</sup> for more information.</p>
Survey Plan	<p>Prepared, signed, and sealed by a BC Land Surveyor.</p> <ul style="list-style-type: none"> <li>• The PID (The Property Identifier Number)</li> <li>• Legal description</li> <li>• Street address, street name(s) and location, as well as location and width of any lane(s)</li> <li>• Dimensions of site and site area, including north arrow</li> <li>• Location and dimensions of all existing buildings on the site</li> <li>• Front and rear yard depth at each corner of the proposed building</li> <li>• Setbacks must be taken from the established building line (where applicable)</li> <li>• Location and elevations at the top and bottom of any existing retaining walls at regular intervals of approximately every 3 metres (10' 0")</li> <li>• Ultimate property line</li> <li>• Lane dedications, registered easements, encroachments and right-of-ways must be indicated on the surveys</li> <li>• Location of existing street crossings</li> <li>• Existing grades at each of the four corners of the site</li> <li>• Existing grades at each corner of the existing and/or proposed principle building envelope (based on Zoning and Development By-law requirements)</li> <li>• Existing grade levels at the four corners of the proposed accessory building envelope</li> <li>• Elevations along the centre line of the lane opposite to the centre line of the accessory building envelope (if lane paved, elevations must also be shown along the centre-line of the gutter)</li> <li>• Location, height and diameter of all stumps 20 cm (8") caliper or greater;</li> <li>• Location of all existing permit sized trees (including adjacent property trees within 2 m (6.56') of the property line and trees on any City street or lane allowance adjacent to the site);</li> <li>• Tree grades (existing tree base elevations) for those permit sized trees affected by development;</li> <li>• The drip line (crown of trees or extent of tree branches) and species or type of permit sized trees</li> </ul>
Technical Data Summary	<p>Cover Sheet on the drawings with project statistics provided, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Total site area;</li> <li>• Permitted and Proposed: <ul style="list-style-type: none"> <li>• Total floor space;</li> <li>• Site coverage;</li> <li>• Building height(s);</li> <li>• Yard setbacks;</li> <li>• FSR statement, including accessory uses, amenity areas and FSR exclusions (e.g. enclosed balconies or bulk storage)</li> </ul> </li> <li>• Required and Proposed - Parking, loading, bicycle parking, and passenger spaces statement;</li> <li>• Statement of dwelling uses (units/types/sizes);</li> <li>• Statement of balconies (if applicable); and</li> <li>• List of proposed relaxations.</li> </ul>

<b>Drawings required, continued</b>	
<b>Drawing Title</b>	<b>Details</b>
Site Plan	<ul style="list-style-type: none"> <li>• Address and street name(s)</li> <li>• Legal description</li> <li>• North arrow</li> <li>• Dimensions of site and site area</li> <li>• Location and dimensions of all buildings (principal and accessory)</li> <li>• Required yards, setbacks and building lines</li> <li>• Size and location of all off street parking and loading</li> <li>• Access to parking and loading</li> <li>• Size of manoeuvring aisles</li> <li>• Location of existing trees, as noted on the Survey</li> <li>• Sewer, water and gas lines on the property</li> <li>• Indicate all curbs and paving materials</li> <li>• Existing and finished grade levels</li> <li>• Treatment of open areas, courtyards, pedestrian areas, etc.</li> <li>• Subdivision plan</li> <li>• Location of garbage facilities</li> <li>• Location of fire hydrants and their distance from the subject site</li> <li>• Fire access routes or lanes</li> <li>• Location of existing BC Hydro infrastructure (e.g. power poles, transformers, etc.) and location of proposed Pad Mounted Transformer (PMT)</li> </ul>
Parking, Loading, Bicycle, and Passenger Space Plans	<p>Proposed development to comply with relevant sections of the <a href="#">Parking By-law</a><sup>27</sup>:</p> <p style="padding-left: 20px;">Parking spaces in accordance with <a href="#">Section 4</a><sup>28</sup></p> <p style="padding-left: 20px;">Loading spaces in accordance with <a href="#">Section 5</a><sup>29</sup></p> <p style="padding-left: 20px;">Bicycle spaces in accordance with <a href="#">Section 6</a><sup>30</sup></p> <p style="padding-left: 20px;">Passenger spaces in accordance with <a href="#">Section 7</a><sup>31</sup></p> <p>Review <a href="#">Parking and Loading Design Guidelines</a><sup>32</sup> for more information.</p> <ul style="list-style-type: none"> <li>• Access to spaces (include elevations to verify)</li> <li>• Ingress/egress ramp(s), width(s) (include elevations to verify)</li> <li>• Ingress/egress ramp grade(s), i.e., not more than 10% slope for the first 20' and 12.5% subsequently</li> <li>• Interior ramp(s) grade(s) and width(s)</li> <li>• Vertical clearances (height) for spaces located underground</li> <li>• Length and width of all spaces to be indicated</li> <li>• Length, width and throat width for loading and passenger spaces</li> <li>• Maneuvering aisle widths for parking spaces</li> <li>• Accessible parking spaces designed and provided, in accordance with section 4.8 of the Parking By-law.</li> <li>• Curbs having cross-sectional dimensions above the pavement of at least 15 cm (6"), located at least 60 cm (23.6") from interior or exterior fences, walls, landscaped areas and buildings</li> </ul>
Floor Plans	<ul style="list-style-type: none"> <li>• All storeys, including all levels of underground parking, with all outer wall to outer wall dimensions provided</li> <li>• Indicate all room uses and dimensions, including finished and unfinished areas</li> <li>• All door, window, and skylight locations</li> <li>• For floors that have sloped ceiling, see notes under cross section</li> <li>• Location of vents, bay or box windows, air conditioning units and/or condensing units</li> <li>• Floor space ratio permitted and proposed for new buildings and additions</li> <li>• Number of dwelling units - existing and/or proposed</li> <li>• Compliance with horizontal angle of daylight regulations for the particular zone in which the building site is located</li> <li>• Clearly indicate proposed work and existing work, if adding to an existing building</li> </ul>

<b>Drawings required, continued</b>	
<b>Drawing Title</b>	<b>Details</b>
FSR Compliance	<p>Not required at time of application submission. May be submitted directly to the Project Coordinator, when assigned.</p> <ul style="list-style-type: none"> <li>• Proof of compliance with FSR (colour-coded floor plans cross-referenced to data sheets)</li> </ul> <p>Review <a href="#">Area Calculation and Tracing Overlay Requirements</a><sup>33</sup> for more information.</p>
FSR Exclusion	<ul style="list-style-type: none"> <li>• Indicate floor space exclusion for additional wall thickness to control Building Envelope Leaks and other excluded areas, if applicable (e.g. amenity rooms, enclosed balconies, bulk storage).</li> </ul> <p>Review <a href="#">Floor Area Exclusions for Improved Building Performance</a><sup>34</sup> for more information.</p>
Roof Plan	<ul style="list-style-type: none"> <li>• Layout of elevator machine room, mechanical rooms and equipment</li> <li>• Details of any screening</li> <li>• Dimensions of any roof overhang</li> </ul>
Elevations	<p>Elevations of all sides of the building if new building or if adding to an existing building, sufficient elevations to clearly represent the proposal.</p> <ul style="list-style-type: none"> <li>• Four elevations, front, rear and two sides</li> <li>• All floor levels and height above and below finished grades</li> <li>• Finish details and materials of exterior</li> <li>• Elevation on each floor level, peak of pitched roof or parapet wall of flat roof</li> <li>• Chimney details</li> <li>• Door and window details and sizes</li> <li>• Weather protection</li> <li>• Fencing and accessory building details</li> <li>• Layout of heating, ventilation, air conditioning, mechanical structures or equipment</li> <li>• Detailed elevations of screening</li> </ul>
Coloured Rendering	<p>Required for all zones, except M or I (industrial zones).</p> <ul style="list-style-type: none"> <li>• Coloured rendering of the front elevation, indicating the details of finished materials</li> </ul>
Sections	<ul style="list-style-type: none"> <li>• Longitudinal and cross sections</li> <li>• Details of vaulted areas and adjacent attic spaces</li> <li>• Envelope or height protrusions</li> <li>• Bay window, window seats and window well details</li> </ul>
Landscape Drawings and Plant List	<ul style="list-style-type: none"> <li>• All existing landscaping details shown on the legal survey transferred to the Landscape Plan(s).</li> <li>• Illustrate both common and botanical names, sizes and quantity of all proposed plant material</li> <li>• Proposed plant material, paved surfaces, other landscape elements and existing trees</li> <li>• Details for planters, fences, trellis, or similar elements.</li> <li>• Existing site contours, landscaping and material to be removed, including size, common name, and placement</li> <li>• All landscape elements and details, including new/existing surfaces to be retained, enclosures, site furniture and structures</li> <li>• Location of sewer, water and gas lines</li> </ul>
Context Plan	<p>Required for all zones, except M or I (industrial zones).</p> <ul style="list-style-type: none"> <li>• Drawings to show the relationship of the proposed buildings and surrounding development at front, rear and sides (in plan and elevation)</li> <li>• Indicate windows, uses, private open space in adjacent buildings (including secondary buildings), and significant features</li> <li>• Indicate room uses of adjacent residential/mixed use buildings</li> <li>• Address residential privacy issues</li> </ul>

Additional drawings that may be required		
Drawing Title	Details	Notes
Streetscape Drawings	<ul style="list-style-type: none"> <li>Graphic and written analysis of the streetscape noting the existing architectural and landscape design patterns and elements</li> </ul>	If applicable, as determined by the assigned Planner.
Shadow Analysis	<ul style="list-style-type: none"> <li>An analysis of sun and shadow patterns on adjoining properties and the street as well as on usable outside open spaces on the subject site (equinox March 21 &amp; September 21 at 10:00 am, 12 noon and 2:00 pm)</li> </ul>	If applicable, as determined by the assigned Planner.

- <sup>1</sup> <https://vancouver.ca/home-property-development/development-permit.aspx#planner>
- <sup>2</sup> <https://vancouver.ca/home-property-development/electronic-permit-applications.aspx#upload>
- <sup>3</sup> <https://vancouver.ca/files/cov/dev-build-app-form.pdf>
- <sup>4</sup> <https://vancouver.ca/files/cov/HV-conductor-oil-filled-transformer-clearance-checklist-bulletin-2015-002-el.pdf>
- <sup>5</sup> <https://vancouver.ca/files/cov/rental-declaration-form.pdf>
- <sup>6</sup> [https://www2.gov.bc.ca/assets/gov/environment/air-land-water/site-remediation/docs/forms/site\\_disclosure\\_statement.pdf?forcedownload=true](https://www2.gov.bc.ca/assets/gov/environment/air-land-water/site-remediation/docs/forms/site_disclosure_statement.pdf?forcedownload=true)
- <sup>7</sup> <https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/site-identification>
- <sup>8</sup> <https://bylaws.vancouver.ca/zoning/zoning-by-law-section-10.pdf>
- <sup>9</sup> <https://vancouver.ca/home-property-development/zoning-and-land-use-policies-document-library.aspx#regulation-development-plans>
- <sup>10</sup> <https://bylaws.vancouver.ca/9958c.PDF>
- <sup>11</sup> <https://vancouver.ca/your-government/protection-of-trees-by-law.aspx>
- <sup>12</sup> <https://vancouver.ca/your-government/protection-of-trees-by-law.aspx>
- <sup>13</sup> <https://bylaws.vancouver.ca/zoning/zoning-by-law-section-10.pdf#page=6>
- <sup>14</sup> <https://bylaws.vancouver.ca/bulletin/bulletin-floor-area-exclusion-improved-building-performance.pdf>
- <sup>15</sup> <https://maps.vancouver.ca/portal/apps/webappviewer/index.html?id=ba64dbf9a80341aa8527538fe55da80e>
- <sup>16</sup> <https://bylaws.vancouver.ca/bulletin/bulletin-groundwater-management.pdf>
- <sup>17</sup> <https://maps.vancouver.ca/portal/apps/webappviewer/index.html?id=8440a8f2e3594f20af17685dc1b0e2bb>
- <sup>18</sup> <https://bylaws.vancouver.ca/bulletin/bulletin-rainwater-management.pdf>
- <sup>19</sup> <https://vancouver.ca/home-property-development/private-realm-rainwater-management.aspx>
- <sup>20</sup> <https://vancouver.ca/files/cov/renter-screening-for-rezoning-enquiry-and-development-permit-applications.xlsx>
- <sup>21</sup> <https://vancouver.ca/files/cov/applicant-checklist-rezoning-projects-involving-tenant-relocation.pdf>
- <sup>22</sup> <https://vancouver.ca/files/cov/applicant-checklist-development-permit-projects-involving-tenant-relocation.pdf>
- <sup>23</sup> <https://vancouver.ca/people-programs/tenant-relocation-resources-for-owners-and-developers.aspx>
- <sup>24</sup> <https://guidelines.vancouver.ca/V003.pdf>
- <sup>25</sup> <https://vancouver.ca/home-property-development/protecting-vancouvers-views.aspx>
- <sup>26</sup> <https://vancouver.ca/home-property-development/building-grades-for-sidewalk-and-street-elevation.aspx>
- <sup>27</sup> <https://vancouver.ca/your-government/parking-by-law.aspx>
- <sup>28</sup> <https://bylaws.vancouver.ca/parking/Sec04.pdf>
- <sup>29</sup> <https://bylaws.vancouver.ca/parking/sec05.pdf>
- <sup>30</sup> <https://bylaws.vancouver.ca/parking/sec06.pdf>
- <sup>31</sup> <https://bylaws.vancouver.ca/parking/sec07.pdf>
- <sup>32</sup> <https://bylaws.vancouver.ca/bulletin/parking-loading-design-supplement-bulletin.pdf>
- <sup>33</sup> <https://bylaws.vancouver.ca/bulletin/bulletin-floor-area-calculation-tracing-overlay.pdf>
- <sup>34</sup> <https://bylaws.vancouver.ca/bulletin/bulletin-floor-area-exclusion-improved-building-performance.pdf>