

**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](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 landscape drawing separately from all other drawings.
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>1</sup>

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

This check list pertains to **Multi-Unit Residential Building Renovation** 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 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                            | <a href="#">Development and / or Building Application Form</a> <sup>2</sup>   |       |
| BC Hydro Clearance Form                     | <a href="#">BC Hydro Clearance Form</a> <sup>3</sup> 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                  | <a href="#">Building Permit Data Sheet</a> <sup>4</sup>   |       |
| Energy Compliance Documentation             | Use the following tools and checklists located here: <a href="#">Energy Requirements, Forms, And Checklists For All Buildings</a> <sup>5</sup>  |       |
| Geotechnical Report                         | Required if poor soils conditions, slope stability, shoring, impacts to foundations, seismic upgrade, etc.  |       |
| Owner/Tenant Undertaking Letter             | <a href="#">Schedule E-1- Owner's Undertaking Letter</a> <sup>6</sup><br>OR <a href="#">Schedule E-2 Owner's and Tenant's Undertaking Letter</a> <sup>7</sup>   |       |
| Site Disclosure Statement                   | Requirement of the Ministry of Environment for any soil disturbance.<br>Refer to: <a href="https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/identifying-sites-that-may-be-contaminated?keyword=Site&amp;keyword=profile">https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/identifying-sites-that-may-be-contaminated?keyword=Site&amp;keyword=profile</a> |       |
| Strata Council Letter                       | May be required if building is strata titled.<br>For more information on when required refer to Bulletin 2003-014 <a href="#">Permits For Strata Buildings</a> <sup>8</sup><br><br>Letter must be signed by the strata's chairperson indicating knowledge and acceptance of proposal.<br>From all strata parcels 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  | <a href="#">Schedule A - Confirmation Of Commitment By Owner And Coordinating Registered Professional</a> <sup>9</sup> Required if multiple Registered Professionals involved. Professional Seal and Signature required. See General Notes section for details.  |
| Schedule B - Architectural               | <a href="#">Schedule B - Architectural</a> <sup>10</sup> Required if a Part 3 Building or requires Part 5 Building design. Professional Seal and Signature required. See General Notes section for details.<br>See <a href="https://aibc.ca/protecting-the-public/does-your-project-need-an-architect/">https://aibc.ca/protecting-the-public/does-your-project-need-an-architect/</a> for more information on when the services of an architect are required. |
| Schedule B - Electrical                  | <a href="#">Schedule B - Electrical</a> <sup>10</sup> Required if 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                | <a href="#">Schedule B - Geotechnical</a> <sup>10</sup> Required if new excavation, an addition, or seismic upgrading. Professional Seal and Signature required. See General Notes section for details.  |
| Schedule B - Mechanical                  | <a href="#">Schedule B - Mechanical</a> <sup>10</sup> 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                    | <a href="#">Schedule B - Plumbing</a> <sup>10</sup> 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                  | <a href="#">Schedule B - Structural</a> <sup>10</sup> Required if there is Structural work included in scope of work. Professional Seal and Signature required. See General Notes section for details.<br>Designated Structural Engineer (Struct.Eng.) is required for primary structural components of Part 3 buildings:<br><a href="#">VBBL 2.2.1.2.(2), Division C</a> <sup>11</sup>  |
| Independent Review of Structural Designs | <a href="#">Checklist For Professional Structural Concept Review</a> <sup>12</sup> Required when structural drawings are provided. Refer to Bulletin 2001-007-BU <a href="#">Structural Design Drawings</a> <sup>13</sup>  |
| Schedule D – Building Envelope           | <a href="#">Schedule D - Building Envelope</a> <sup>14</sup> Required for alterations to building envelope in buildings requiring Part 5 design. Refer to <a href="#">VBBL Article 5.1.2.2</a> <sup>11</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 Building Envelope Details                              | Required if a new or altered envelope included in scope of work. <ul style="list-style-type: none"> <li>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</li> <li>Details for penetrations through roof &amp; exterior wall(s)</li> <li>Typical 3-D diagram should be provided where the method of assembling is critical, such as window corners, balcony rail attachments, and roof parapet</li> </ul>   | 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"> <li>Indicate lighting fixtures, bulkheads</li> <li>Finish materials, including T-bar layout if applicable</li> <li>Include details of floor/ceiling penetrations</li> </ul>   |   |
| Architectural Cover Sheet  | <ul style="list-style-type: none"> <li>Project summary</li> <li>List of all design professionals' names and contact information</li> <li>Occupant load calculations</li> </ul>  |   |
| Architectural Cross Section  | See Architectural Cross Sections requirements listed at the end of this checklist.  |   |
| Architectural Door Window Schedule, Wall and Floor Assembly Schedule | Fire-resistance rated assemblies shall be ULC/CSA listed, or tested by a recognized laboratory, or comply with <a href="#">Appendix D of the VBBL</a> <sup>11</sup> , or if applicable, Table A9.10.3.1.A & A-9.10.3.1.B. Provide copy of listed assemblies where applicable.   |   |
| Architectural Exterior Elevations                                    | Required for additions and if new/altered 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"> <li>Street address, floor numbers and tenant suite numbers - Suite numbers to be assigned in a clockwise manner - refer to Bulletin 2015-005-BU: <a href="#">Addressing And Suite Numbering</a><sup>15</sup></li> <li>Indicate proposed and existing construction including the type of use of adjacent (side/above or below) occupancies</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 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.   |   |

**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  |
|---------------------------------------|--|--|
| 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:<br><a href="#">Bulletin 2002-002-EV: Erosion and sediment control, small lot developments (less than 1,000m<sup>2</sup>)</a> <sup>16</sup><br><a href="#">Bulletin 2002-003-EV: Erosion and sediment control, large lot developments (more than 1,000m<sup>2</sup>)</a> <sup>17</sup>  |  |
| Excavation/Shoring Details            | Where applicable. Show property lines on shoring sections.   |  |
| Landscape Plans                       | Not required if application has an associated Development Permit.<br>Required if landscape alterations are proposed in scope of work e.g. tree removal, changes in hardscape, etc.<br>See Landscape Plans requirements listed at the end of this checklist.  |  |
| Mechanical Plans                      | Required if mechanical changes in scope of work.   |  |
| Photographs                           | Recommended if building envelope to be altered.  |  |
| Plumbing Plans                        | Required if plumbing changes in scope of work.   |  |
| Site Plan                             | Required for all additions and exterior alterations.<br>See Site Plan requirements listed at the end of this checklist.  | Scale not less than 1/16" = 1'-0" (1:200)  |
| Structural Plans                      | Required if structural changes in scope of work. <ul style="list-style-type: none"> <li>• Highlight shear walls and cross reference with specific details</li> <li>• Indicate direction, location and size of all joists, beams, lintels, girders, girder supports and trusses</li> <li>• Including penetrations, and adequate support for ecology unit, fan(s), mechanical unit(s), and anchors for fall restraint if applicable</li> </ul> | 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.<br>See Survey Plans requirements listed at the end of this checklist.   | Scale not less than 1/16" = 1'-0" (1:200)  |

**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 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
- Porch dimensions and clear height to the underside of the ceiling
- 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
  - Indicate stair details (rise/run, width, handrails, headroom, etc.)
  - Indicate all plumbing fixtures
  - Indicate access for disabled persons where applicable
- Continued on next page

- Continued from previous page
- Room finishes
- Continued on next page
- 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](#)<sup>18</sup>
- 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](#)<sup>10</sup>), 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/schedule-e-1-owners-undertaking-letter-building-bylaw-2019.pdf>

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

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

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

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

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

12 [https://vancouver.ca/files/cov/structural\\_review\\_checklist.pdf](https://vancouver.ca/files/cov/structural_review_checklist.pdf)

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

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

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

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

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

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