

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 **Multiple Conversion Dwelling Renovation** 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 Required if more than two (2) dwelling units	
Energy Compliance Documentation	Use the following tools and checklists located here: Energy Requirements, Forms, And Checklists For All Buildings ⁵ Conducted by a Certified Energy Advisor for up to two dwelling units. Visit http://caceea.ca for a list of qualified energy advisors.	
Geotechnical Report	Required if poor soils conditions, slope stability, shoring, impacts to foundations, seismic upgrade, etc.	
Homeowner Protection Form	Visit https://www.bchousing.org for more information.	
Owner Undertaking Letter	Schedule E-1- Owner's Undertaking Letter ⁶	
Strata Council Letter	Required if property is strata titled. From all stratas on the site. For information on when required refer to Bulletin 2003-014 Permits For Strata Buildings ⁷ Letter must be signed by the strata's chairperson indicating knowledge and acceptance of proposal.	
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 ⁸ Required if multiple Registered Professionals involved. Professional Seal and Signature required. See General Notes section for details.
Schedule B - Architectural	Schedule B - Architectural ⁹ Required for renovations in a Part 3 Building or that requires Part 5 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 – Geotechnical	Schedule B - Geotechnical ⁹ Required if new excavation, an addition, or seismic upgrading. Professional Seal and Signature required. See General Notes section for details.
Schedule B - Structural	Schedule B - Structural ⁹ Required if structural alterations 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 ¹⁰
Independent Review of Structural Designs	Checklist for Professional Structural Review ¹¹ Required when structural drawings are provided, except for buildings with one or two dwelling units designed to Part 9. Refer to Bulletin 2001-007-BU Structural Design Drawings ¹²
Schedule D – Building Envelope	Schedule D - Building Envelope ¹³ Required for alterations to building envelope in buildings requiring Part 5 design. Refer to VBBL Article 5.1.2.2. ¹⁰ 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 to 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 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 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 Appendix D of the Appendix D of the VBBL ¹⁰ , or if applicable, Table A9.10.3.1.A & A-9.10.3.1.B. Provide copies of listed assemblies where applicable.	
Architectural Exterior Elevations	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 Roof Plans	Required if roof alterations/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, and landscape.	
Building Grades Plan	Required for horizontal additions and/or changes in grade. Contact Streets Design - 604-873-7316.	
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) ¹⁵ Bulletin 2002-003-EV: Erosion and sediment control, large lot developments (more than 1,000m²) ¹⁶	
Excavation/Shoring Details	Where applicable. Show property lines on shoring sections.	
Landscape Plans	Required if landscape alterations are proposed in scope of work e.g. tree removal, changes in hardscape, etc. Not required if application has an associated Development Permit. See Landscape Plans requirements listed at the end of this checklist.	
Site Plan	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"> Lintel, beam, joist and stud sizes including spacing and lumber grade Prefabricated roof trusses/Laminated wood or steel beams Certified by a Professional Engineer registered in British Columbia Shear wall details (w/plywood or OSB as part of assembly) continuous from the foundation to roof top including hold-down details and nailing patterns	
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)

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.
- Include Rainscreen details – refer to [Bulletin 2007-004-BU: Rainscreen Design And Inspection For One And Two Family Dwellings](#) ¹⁷

Architectural Floor Plan requirements:

- Indicate all door, window and skylight locations and dimensions
- Construction of wall assemblies and fire separation 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
- Room finishes
- 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

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](#) ¹⁸
- Any right-of-ways, registered easement or encroachments are to be indicated

Architectural Exterior Elevations requirements:

- Exterior cladding - finish details and material of exterior
- Dimensions of exterior guards and guard details where applicable
- Indicate location and size of all windows, doors, window wells and skylights including safety glass where required (must match floor plans)
- Spatial separation calculations and fire-resistance ratings
- Exit exposure protection
- Required for principal and accessory buildings (where applicable) - all four elevations (front, rear and two sides)
- 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

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

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](#)¹⁰), 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#upload>

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-by-law.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-by-law-2019.pdf>

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

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

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

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

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

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

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

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

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

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

17 <https://vancouver.ca/files/cov/2009-009-rainscreen-design-and-inspection-for-one-and-two-family-dwellings.pdf>

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