



**BUILDING PERMIT APPLICATION FORM - COMMERCIAL & MULTI-FAMILY**

<b>Address:</b>	<b>Application Date:</b>
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**Proposed Work:**    **Commercial**                       **Multi-Family**  
                                   **Temporary Use Permit**     **Other** \_\_\_\_\_

**New Construction – Demolish existing building?**                       **Yes**  **No**  
 **Addition**  **Tenant Improvement**     **Alteration – Interior Only?**     **Yes**  **No**  
 **Repair**     **Other** \_\_\_\_\_

BCBC Occup Class      **A1**    **A2**    **A3**    **A4**    **B1**    **B2**  
                                  **B3**    **C**    **D**    **E**    **F1**    **F2**    **F3**

**Office Use:**  
 Folder: BP \_\_\_\_\_  
 Demo Folder:BP \_\_\_\_\_  
 Zoning \_\_\_\_\_  
 Heritage: \_\_\_\_\_  
 LUC/DVP/DP/EDP: \_\_\_\_\_  
 Received by: \_\_\_\_\_

**Description of Work:**

**Name of Business on Premises** (if applicable):

**Type of Operation on Premises** (if applicable):

**Property Owner(s)**     **Tenant:** (print name)

Address: \_\_\_\_\_ Postal: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Architect/Designer:**

Address: \_\_\_\_\_ Postal: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Contractor:**

Address: \_\_\_\_\_ Postal: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Project Site Contact Name:** \_\_\_\_\_ Cell: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Inspection Notices will be sent via email. Enter email if different to above:**

**MyDistrict Access Code:** \_\_\_\_\_ (4-6 digits)      *Access Code allows applicants to view permit status and book inspections online at [www.westvancouver.ca/mydistrict](http://www.westvancouver.ca/mydistrict)*

**Construction Value:\$**  
*Subject to correction after plan review*

**Applicant:**    **Owner - Applicant other than owner must submit a Registered Owner’s Authorization Letter**  
                           **Architect/Designer**     **Contractor**     **Tenant**     **Agent**

(Print Name): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**THE PERMIT APPLICATION FEE IS NON-REFUNDABLE**  
**THIS APPLICATION IS VOID IF A PERMIT IS NOT OBTAINED WITHIN 6 MONTHS OF THE DATE OF APPLICATION.**

Freedom of Information and Protection of Privacy Act: personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and the Community Charter and will be used for the purpose of processing your permit application. If you have any questions about the collection, use or disclosure of this information, please call the Legislative Services Department at 604-921-3497.

**BUILDING PERMIT APPLICATION CHECKLIST - COMMERCIAL & MULTI-FAMILY BUILDINGS**

<input type="checkbox"/> <b>1. APPLICATION</b>		
<input type="checkbox"/> a) Form	<input type="checkbox"/> b) DWV Registered Owner's Authorization Letter	<input type="checkbox"/> c) Fees
<input type="checkbox"/> d) Homeowner Protection Office – New Home Registration Form (if applicable: required at time of permit pick-up)		<input type="checkbox"/> e) Title Search – 2 sets issued within the last 30 days, must include: copies of all covenants, easements, rights of way, and any other encumbrances
<input type="checkbox"/> <b>2. NEW BUILDINGS AND ADDITIONS</b> 4 Sets – Size 24" x 36" maximum, except survey; all drawings correctly addressed (Smaller projects see No. 3 below)		
<input type="checkbox"/> a) SURVEY		
<input type="checkbox"/> Prepared by a Land Surveyor registered with ABCLS. Certify with original seal or stamp within 6 months of application date		
<input type="checkbox"/> b) SITE PLAN Minimum scale: 1:100 or 1/8"=1'-0"		
<input type="checkbox"/> All dimensions		
<input type="checkbox"/> Setbacks must be shown perpendicular to property lines, and must be in meters		
<input type="checkbox"/> Finished and natural grade elevations at all building corners		
<input type="checkbox"/> Elevations of intermediate points wherever the grade slope changes		
<input type="checkbox"/> Driveway location, including slope, and area		
<input type="checkbox"/> All cantilevers and overhangs, including roof overhangs, to be clearly shown and dimensioned		
<input type="checkbox"/> c) DRAWINGS, LETTERS OF ASSURANCE, AND INSURANCE DOCUMENTS		
Drawings sealed by the RPR	Schedule B	Declaration of Insurance DWV Schedule C
<input type="checkbox"/> Architectural	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Structural	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Mechanical	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Plumbing	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fire Suppression	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Electrical	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Geotechnical	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Landscaping	<input type="checkbox"/> (Schedule L)	<input type="checkbox"/>
<input type="checkbox"/> d) LAND DEVELOPMENT		
<input type="checkbox"/> Landscape and Grading Plan prepared by a Landscape Architect registered with BCSLA		
<input type="checkbox"/> Stormwater Management Plan prepared by a Professional Engineer registered with EGBC		
<input type="checkbox"/> Erosion and Sediment Control prepared by a Professional Engineer registered with EGBC		
<input type="checkbox"/> Traffic Management Plan		
<input type="checkbox"/> Civil Offsite Service Drawings prepared in compliance with MMC and DWV Engineering Standard		
<input type="checkbox"/> Excavation, Shoring, and Piling Drawings prepared by a Professional Engineer registered with EGBC. Include legal documents to address underpinning and tower crane erection		
<input type="checkbox"/> e) ADDITIONAL DOCUMENTS Refer to our website <a href="#">Building Permits</a> for DWV documents		
<input type="checkbox"/> DWV Building Code and Zoning Summary Sheet		
<input type="checkbox"/> DWV Owner's Acknowledgement for Part 3 Buildings		
<input type="checkbox"/> Code Report <input type="checkbox"/> DWV Alternative Solutions Application Forms, if applicable		
DWV BCBC Part 10 Energy Efficiency		
<input type="checkbox"/> Design Verification <input type="checkbox"/> Design Intent Letter <input type="checkbox"/> Energy Intensity Report		
<input type="checkbox"/> Geotechnical Report prepared by a Professional Engineer registered with EGBC (2 sets)		
<input type="checkbox"/> Development Permit Compliance Letter (original seal and signature) from the Architect acknowledging the proposal conforms to the Development Permit approved drawings. Changes to the building which deviated from the approved development permit, are to be submitted with an overall checklist of any specific proposed minor changes that have occurred from the Development Permit to Building Permit. Cloud changes on the plans to reference the checklist		
<input type="checkbox"/> Construction Fire Safety Plan (C-FSP) containing written procedures to address: protection of life and property, emergency procedures, and fire hazard control. West Vancouver Fire & Rescue 604-925-7370		
<input type="checkbox"/> Vancouver Coastal Health construction permit letter/stamped plans (2 sets), if applicable. Projects involving food handling, recreational, personal service, and daycare facilities		
<input type="checkbox"/> Metro Vancouver grease interceptor compliance letter. Projects installing and connecting fixtures to a grease interceptor		
<input type="checkbox"/> DWV Development Cost Charges Form		
<input type="checkbox"/> Architect to provide 11" x 17" floor plans of each level with the type of development (defined by Regional Transportation DCC Bylaw), sq.m. of floor area for each use, and number of apartment/townhouse dwelling units identified		
<input type="checkbox"/> Architect to provide specifications of wall assemblies and STC ratings not outlined in the BCBC		
<input type="checkbox"/> <b>3. TENANT IMPROVEMENTS AND INTERIOR ALTERATIONS</b> Minimum scale: 1:50 or 1/4"=1'-0"		
2 Sets – Size 24" x 36" maximum, all drawings correctly addressed		
Any alteration or repair to an existing building may require the services of registered architect under the following guidelines. Part 3 buildings, Part 9 buildings designed with common egress systems and firewalls		
<a href="#">BCBC 2018 Subsection 2.2.7.</a> , and buildings requiring an architect per the Architects Act <a href="#">ABC Bulletin 31</a> . Projects requiring an Architect must submit drawings with a professional seal and signature complete with letters of assurance.		
Drawings must be fully dimensioned and include the following information:		
<input type="checkbox"/> Strata approval letter	<input type="checkbox"/> Site plan, include north arrow, building, and streets	
<input type="checkbox"/> New and deleted walls, CLEARLY identified	<input type="checkbox"/> New wall assembly details	
<input type="checkbox"/> Location of exits and paths of travel	<input type="checkbox"/> Location of emergency lighting and exit signage	
<input type="checkbox"/> Sufficient construction details and sections to enable a building code review		
<input type="checkbox"/> DWV <a href="#">Building Code Classification Summary Sheet</a>		
<input type="checkbox"/> Registered Professional drawings sealed and signed, Schedule B Letters of Assurance, and DWV Declaration of Insurance Coverage (Schedule C) for each consultant/discipline		
<input type="checkbox"/> Vancouver Coastal Health construction permit letter and stamped plans, if applicable. VCH 604-904-6199		
<input type="checkbox"/> Metro Vancouver grease interceptor compliance letter. MV 604-432-6200		
<i>Note: This may not be a complete list. Further review of the application, drawings or documents may reveal additional requirements</i>		