

Certified Professional Program

Building Permit Application Guide

BUILDING PERMIT APPLICATION PROCESS

Step 1: Preliminary Meeting (optional)

1. CP to send email to permits@westvancouver.ca to request a preliminary meeting with District of West Vancouver staff to review project details, scope of work, and code review highlights. Subject line in the email: CP Program request for preliminary meeting – Civic Address.
2. District CP Coordinator to book an appointment for all attendees. CP will be notified of the proposed meeting date.

Step 2: Apply for a Building Permit

1. Refer to our [Permits & Inspections webpage](#) for instructions on how to submit your application request.
2. The building permit application must include all required documents as identified in the Building Permit Application Checklist. All documents by the Registered Professionals must be signed, dated, and sealed. The CP must stamp all documents in accordance with the British Columbia Certified Professional Program Practice and Procedure Manual.
3. District staff will circulate documents to internal departments for preliminary review.
4. District departments will pre-screen your submission to ensure that you have submitted all the required documents. The District will provide a list of outstanding items and further instructions.
5. If the application request is accepted, you will be contacted by a Building Clerk with an invoice and instruction for online payment.

Step 3: Permit Process

1. District staff will formally circulate the building permit submission for internal department reviews.
2. The assigned project plans examiner will contact the CP.
3. District departments will review and provide a list of outstanding items to be addressed.
4. CP to address all outstanding items identified by District departments and address deficiencies to the District departments for review and acceptance.
5. CP works with assigned project plans examiner to verify all required clearances for the full permit.
6. CP is responsible for obtaining all clearances.
7. Once outstanding issues and clearances for the full application are in place, the District will finalize permit issuance.
8. Where applicable, payment of Development Cost Charges, GVS and DD Charges, Translink Charges, and associated District permit fees are required prior to the issuance of a building permit.