

Major Projects Checklist

A	REQUIRED ITEMS			CHECK LIST <input checked="" type="checkbox"/>		
	The checklist represents minimum requirements for full building permit applications. Further review may reveal additional requirements. Submit documents electronically. Resources: www.westvancouver.ca/home-building-property/permits-licences			<input checked="" type="checkbox"/>		
1	Building Permit Application Form – Commercial & Multi-Family			<input type="checkbox"/>		
2	Title Search Issued within 30 days, must include: all covenants, easements, rights of way, and any other encumbrances			<input type="checkbox"/>		
3	BC Housing New Home Registration Proof of insurance or owner/builder exemption (required at issuance)			<input type="checkbox"/>		
4	DWV Registered Owner’s Authorization Letter and Corporate Search			<input type="checkbox"/>		
5	Strata Approval Letter , if applicable			<input type="checkbox"/>		
6	DWV Owner’s Acknowledgement for Part 3 Buildings Form			<input type="checkbox"/>		
7	DWV BC Building Code Checklist (2018)			<input type="checkbox"/>		
8	Building Code Report and Code Compliance Drawings DWV Alternative Solution Application Form, if applicable <input type="checkbox"/> Number(s) AS _____			<input type="checkbox"/>		
9	Development Permit Compliance Letter Sealed by the Architect acknowledging the proposal conforms to the Development Permit approved drawings. Any 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 reflect the checklist			<input type="checkbox"/>		
10	BC Energy Step Code Part 9 Residential buildings	Design Verification Report (DWV form)	<input type="checkbox"/>			
		BC Energy Compliance Report - Pre-construction (Energy Advisor)	<input type="checkbox"/>			
		Energy Model Reports (Energy Advisor)	<input type="checkbox"/>			
	BC Energy Step Code Part 3 Residential, business & personal service or mercantile occupancies	Part 10 Design Intent Letter (DWV form)	<input type="checkbox"/>			
		Part 10 Design Verification Report (DWV form)	<input type="checkbox"/>			
		Part 3 Energy Design Report (provincial Excel report)	<input type="checkbox"/>			
		LCES option, Qualified Engineer must provide written verification LCES is met	<input type="checkbox"/>			
11	DWV Development Cost Charges Form			<input type="checkbox"/>		
12	Architectural Floor Plans Architect to submit 11" x 17" floor plans of each floor level, identify: type of development (defined by the Regional Transportation DCC Bylaw), sq.m. of floor area for each use, and number of apartment/ townhouse dwelling units			<input type="checkbox"/>		
13	Specifications of Rated Wall Assemblies and STC/ASTC Ratings not outlined in BCBC			<input type="checkbox"/>		
14	Construction Fire Safety Plan & Pre-incident Plan Contact DWV Fire & Rescue Services 604-925-7370			<input type="checkbox"/>		
15	Vancouver Coastal Health Construction Permit Letter and Stamped Plans Required for projects involving food handling, recreational, personal service, daycare facilities, etc. Contact VCH			<input type="checkbox"/>		
16	Metro Vancouver Grease Interceptor Compliance Letter Required for projects installing and connecting fixtures to a grease interceptor. Contact Metro Vancouver			<input type="checkbox"/>		
17	Geotechnical Report			<input type="checkbox"/>		
18	Survey Prepared by Land Surveyor registered with ABCLS. Certify with original seal within 6 months of application date			<input type="checkbox"/>		
19	Site Plan			<input type="checkbox"/>		
20	Drawings	CHECK LIST <input checked="" type="checkbox"/>	Letters of Assurance	CHECK LIST <input checked="" type="checkbox"/>	Declaration of Insurance Coverage for Registered Professionals (DWV form)	CHECK LIST <input checked="" type="checkbox"/>
			Schedule A	<input type="checkbox"/>	Insurance Coverage	<input type="checkbox"/>
	Architectural	<input type="checkbox"/>	Schedule B	<input type="checkbox"/>	Insurance Coverage	<input type="checkbox"/>
	Structural	<input type="checkbox"/>	Schedule B	<input type="checkbox"/>	Insurance Coverage	<input type="checkbox"/>
	Mechanical	<input type="checkbox"/>	Schedule B	<input type="checkbox"/>	Insurance Coverage	<input type="checkbox"/>
	Plumbing	<input type="checkbox"/>	Schedule B	<input type="checkbox"/>	Insurance Coverage	<input type="checkbox"/>
	Electrical	<input type="checkbox"/>	Schedule B	<input type="checkbox"/>	Insurance Coverage	<input type="checkbox"/>
	Fire Suppression	<input type="checkbox"/>	Schedule B	<input type="checkbox"/>	Insurance Coverage	<input type="checkbox"/>
Geotechnical	<input type="checkbox"/>	Schedule B	<input type="checkbox"/>	Insurance Coverage	<input type="checkbox"/>	

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B	LAND DEVELOPMENT REQUIRED ITEMS Requirements & resources: www.westvancouver.ca/home-building-property/permits-licences/land-development	CHECK LIST <input checked="" type="checkbox"/>
21	Landscape and Grading Plan complete with Boulevard and Driveway Plan, and Schedule L	<input type="checkbox"/>
22	Erosion and Sediment Control Plan complete with DWV Confirmation of Commitment Letter by Erosion and Sediment Control Supervisor, Schedule B, and DWV Insurance Coverage Form	<input type="checkbox"/>
23	Traffic Management Plan	<input type="checkbox"/>
24	Stormwater Management Plan complete with Schedule B and DWV Insurance Coverage Form	<input type="checkbox"/>
25	Civil and Site Servicing Plans in compliance with MMC and DWV Engineering Standards, complete with Schedule B and DWV Insurance Coverage Form	<input type="checkbox"/>
26	Excavation, Shoring, and Piling Plans complete with Schedule B and DWV Insurance Coverage Form, along with legal documents to address underpinning and tower crane erection	<input type="checkbox"/>
27	Works and Services Agreement	<input type="checkbox"/>
28	Tree Management Plan and Arborist Report for municipal and private tree permits or protection, complete with Arborist DWV Confirmation of Commitment Letter, if applicable	<input type="checkbox"/>
C	IMPORTANT INFORMATION	
1	Address and Suite Numbering New developments require a unique municipal address. Prior to submitting a building permit application, email a site plan and floor plan(s) to lmilford@westvancouver.ca or call 604-925-7037 to establish addressing. If the approved municipal address of the development is known include floor level(s) and strata unit number(s); these should be clearly stated on the plans. The site plan should indicate the location of the building and where the work is to be done.	
2	Building Permit Regulation The Building Permit must be picked up within six months of application date, construction must commence within six months of date of issuance and the project must be completed within eighteen months from the date of permit issuance.	
3	Business Licence Contractors are required to have a valid West Vancouver or North Shore Inter-Municipal Business Licence to apply for a permit. Business Licences 604-925-7152.	
4	Development Cost Charges The District of West Vancouver, the Greater Vancouver Sewerage and Drainage District, and Translink Development Cost fees may apply to building permit applications.	
5	Development Permit, Development Variance Permit, and Rezoning Permits An application must be submitted and approved by the Planning Department prior to submission for Building Permit. Planning Department 604-925-7055.	
6	Fees and Charges Bylaw Refer to Schedule A – Development & Permits.	
7	Sign Permit A Sign Permit is required to install a new sign or alter an existing sign. To apply for a Sign Permit, submit a completed sign permit application form. Forms are available on the DWV website https://westvancouver.ca/permits . A sign permit application must be submitted to the Permits & Inspections Department. Note you must apply for a business license before you can apply for a Sign Permit online.	
8	Subdivision If subdivision or consolidation of the property is required, an application must be filed and approved by the Planning Department prior to submission for Building Permit. The subdivision must be registered with the Land Title Office, and the legal description and PID number obtained. Planning Department 604-925-7055.	
9	Sub-Trade Permits Sub-trade permits are taken out <u>after</u> the Building Permit issuance. These include Electrical and Mechanical (plumbing, drainage, hot water heating and fire sprinklers) Permits. The person doing the work must take out the permit, and if a contractor is doing the work, a valid business license for the current year must be in place. Apply and pay for Electrical and Mechanical Permits online.	
10	Tree Permits Municipal (boulevard) and Private Property Tree Permits must be applied for at the building permit stage and will be reviewed at the same time. Issuance of Tree Permits will not be completed before the building permit is reviewed. Apply and pay for Municipal and Private Property Tree Permits online.	
11	WorkSafeBC WorkSafeBC requires a Hazardous Materials Survey to be completed by a Qualified Person. All hazardous materials that will be disturbed must be inventoried, removed, and recycled or disposed of in accordance with all relevant Provincial and Federal Legislation. WorkSafeBC 604-276-3100.	

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<p>D</p>	<p>DRAWING REQUIREMENTS Registered Professionals must digitally seal each page of all drawings and details Drawing size: maximum 24" x 36"; Drawing scale: 1/4" = 1'- 0" (1:50) unless otherwise noted Drawing information: BCBC Article 2.2.2. Information Required for Proposed Work Drawings and documents must be prepared for electronic submission. Refer to our website for requirements.</p>
<p>1</p>	<p>ABCLS Survey Scale: 1/16" = 1'-0" (1:200) min.</p> <ul style="list-style-type: none"> ▪ PID number, legal description ▪ Street address, street name(s), and location and width of any lane(s) ▪ Location of easements, rights of ways, creeks, adjacent roads and lane allowances, waterfront boundaries, accretions, and other structures on adjoining boulevards and rights of ways ▪ Topographical information referenced to the geodetic datum in metres ▪ Reference dimensions of lot (lot area) in metres ▪ Location and dimensions of all existing building(s) and structure(s) on the site ▪ Front, rear, and side yard setbacks from proposed building(s) or structure(s) to lot lines ▪ Existing grades at each corner of the lot and, for sloping sites, spot elevations of the property at one metre intervals ▪ Location, size, and species of existing trees; and hedges ▪ Setbacks from creek top of bank and/or natural boundary of the ocean as defined under OCP NE2 and NE13 Development Permit Areas
<p>2</p>	<p>Architectural Site Plan Scale: 1/16" = 1'-0" (1:200) min.</p> <ul style="list-style-type: none"> ▪ Indicate North arrow, street names, legal description, rights of ways, easements, creeks, and restrictive covenants ▪ Location of fire hydrants and fire lanes ▪ Site dimensions and location/dimension of all proposed building(s) on the property showing the outermost walls including basement walls and upper floor overhangs ▪ All cantilevered overhangs, including roof overhangs, balconies to be clearly shown and dimensioned ▪ Setbacks measured perpendicular from all property lines to the building, specify in both metric and imperial units ▪ Natural and finished grade elevations at each building corner, intermediate points where the grade slope changes ▪ Natural and finished grade calculations ▪ Zoning summary referencing metric values as defined in the Zoning Bylaw, must include: <ul style="list-style-type: none"> ○ Lot width, site coverage, floor area calculations ○ Retaining walls and planters showing: setbacks to property lines, distance from adjacent walls, and top and bottom of wall elevations ○ Driveway locations, including slope
<p>3</p>	<p>Fire Department Site Plan Scale: 1/16" = 1'-0" (1:200) min. Contact Fire Prevention Department for clarification 604-925-7392</p> <ul style="list-style-type: none"> ▪ Drawings must be fully dimensioned, indicate building outlines, setbacks, driveways, parking and fire truck access, adjacent District streets and North arrow ▪ Existing and proposed water mains and fire hydrant locations and size(s) ▪ Dimensioned distance between hydrant(s) and fire department connections ▪ Fire truck access route with weight considerations and turning radius noted ▪ Identify fire department emergency response points. Include: fire alarm annunciator panel, site graphic, FD lock cylinder 3", fire safety plan & operations box, FDC ▪ Details for <i>No Parking Fire Lane</i> signage including road striping ▪ Travel distances to all entrances from primary access point ▪ Location of fire alarm annunciator, fire alarm control panel, all fire department connections ▪ Specify fire department access stairs ▪ Specify all entrances and exits from underground parking area ▪ Indicate which buildings are sprinklered and non-sprinklered ▪ Rollover curbs for all fire truck access routes
<p>4</p>	<p>Architectural Floor, Ceiling and Roof Plans</p> <ul style="list-style-type: none"> ▪ Separate plans of all storeys; show all outside dimensions of each floor ▪ Identify use of all rooms/areas and dimensions ▪ Indicate all door, window, skylight locations and sizes ▪ Locate extent and construction of all fire rated assemblies, specify construction assemblies, sound ratings, include specifications of assemblies (i.e., ULC) and STC/ASTC ratings not outlined in BCBC, and identify alternative solution(s) ▪ Identify access for persons with disabilities measures and specify application of Subsection 3.8.3. or CSA B651

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4	Architectural Floor, Ceiling and Roof Plans <ul style="list-style-type: none"> ▪ Label parking stalls and numbers ▪ Indicate on roof plan all mechanical units, dimensions, skylights, accessible decks, guards, planters, landscape, and standpipe ▪ Clearly indicate proposed work for additions to an existing building
5	Architectural Elevations and Building Sections <ul style="list-style-type: none"> ▪ Elevations of each side of the building ▪ Finished grade line and detailed grade elevations around the building ▪ Elevation of each floor level, elevation of roof mean height and roof ridge, and overall building height ▪ Window and door opening (sizes, types), exterior canopies, and exterior finishes (material, colour) ▪ Locate extent and construction of all fire rated assemblies, and alternative solution(s) ▪ Spatial separation calculation for each building elevation, include limiting distance, area of exposing building face, percentage openings, fire-resistance rating, and construction and cladding type required ▪ Wall, floor, roof, and ceiling assemblies (cross sections) ▪ Fire-resistance rating details of required fire separations ▪ Fire stop details for service penetrations of fire separations, include specifications (i.e., ULC) /references
6	Architectural Details <ul style="list-style-type: none"> ▪ Building envelope details ▪ Door, window, and finish schedules ▪ Guardrail details, stair details, etc. ▪ Fire separation details for back-to-back electrical outlets, fire extinguisher cabinets, laundry boxes, etc. ▪ Accessibility requirements, include control and outlet heights, universal washroom dimensions, adaptable dwelling unit dimensions, etc.
7	Structural Drawings <ul style="list-style-type: none"> ▪ Structural design must substantially comply with the BCBC, and other applicable enactments respecting safety and contain sufficient detail, all load assumptions, and specify DWV Schedule A – Climatic Data of the hourly wind pressures, seismic data, ground snow load (elevation, Ss, Sr)
8	Mechanical Drawings <ul style="list-style-type: none"> ▪ HVAC design, locations of fire dampers, smoke or combination smoke/fire dampers, high-building pressurization measures, duct smoke detectors, etc. ▪ Kitchen ventilation system design ▪ Plumbing design, include isometric drawings of DWV and domestic water pipe, size of pipe, location and type of pipe, and whether the pipe to be used is combustible or non-combustible. Note that AVV's are not permitted in High Buildings ▪ ULC or CUL specification (penetrations in fire separations & fire-rated assemblies)
9	Electrical Drawings <ul style="list-style-type: none"> ▪ Electrical design, include emergency power provisions, exit signs, emergency lighting, alarm system, etc. ▪ Clearance dimensions around panels and transformers
10	Fire Protection Drawings <ul style="list-style-type: none"> ▪ Sprinkler system design showing head locations, occupancy or hazard classification as defined by NFPA