

# MULTI-FAMILY INTERIOR RENOVATION & BALCONY ENCLOSURES CHECKLIST

	<b>REQUIRED ITEMS</b> The checklist represents minimum requirements for full building permit applications. Further review may reveal additional requirements.	CHECK LIST <input checked="" type="checkbox"/>
<b>A</b>		
1	<b>Building Permit Application Form – Commercial &amp; Multi-Family</b>	<input type="checkbox"/>
2	<b>Registered Owner’s Authorization Letter</b>	<input type="checkbox"/>
3	<b>Title Search</b> Proof of property ownership from the Land Title Office issued within the last 30 days, complete with copies of all covenants, easements, rights of way, and any other encumbrances.	<input type="checkbox"/>
4	<b>Strata Approval Letter</b> If building is strata titled, letter signed by strata’s chairperson on strata letterhead, indicating knowledge and acceptance of proposed work in strata units.	<input type="checkbox"/>
5	<b>Scope of Work</b> Provide a detailed list of work occurring in each room or space	<input type="checkbox"/>
6	<b>Site Plan</b> Indicate location of the building on the property, street names, address, unit number, floor level, and North arrow, etc.	<input type="checkbox"/>
7	<b>Architectural Drawings</b> <b>Max. Drawing Size: 24” x 36”   Min. Scale: 1:50 or 1/4” = 1’-0</b> Apartment and residential buildings containing five or more dwelling units may require the services of a registered architect to provide signed and sealed drawings, complete with letters of assurance. Floor plans must indicate all work to be carried out, including the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Floor plan of the entire floor level with the unit identified (min. scale: 1/8” = 1’-0”)</li> <li><input type="checkbox"/> Proposed floor plans of entire unit including the balconies, fully dimensioned with new walls, and walls to be removed clearly identified</li> <li><input type="checkbox"/> Sufficient construction details to enable a building code review, reference adjacent suite occupancies, proposed construction assemblies (e.g. wall, ceiling, floor, roof, etc.), locate required fire separations, door swings/ windows (include sizes), smoke alarms, etc.</li> <li><input type="checkbox"/> Removal of a weather wall requires confirmation that the proposal comply with maximum permitted FAR for the site</li> </ul>	<input type="checkbox"/>
8	<b>Mechanical Drawings</b> <b>Max. Drawing Size: 24” x 36”   Min. Scale: 1:50 or 1/4” = 1’-0</b> Required for addition of new plumbing fixtures. Mechanical engineer to assess under current plumbing code whether the additional fixture proposal will not overload existing water pipe sizing and drainage/vent size. Submit isometric plumbing drawings of drain, waste, and vent. Include the size, location and type of pipe, and whether the pipe to be used is combustible or non-combustible.	<input type="checkbox"/>
9	<b>Architectural Schedule B and Declaration of Liability Insurance (DWV Schedule C)</b>	<input type="checkbox"/>
10	<b>Mechanical Schedule B and Declaration of Liability Insurance (DWV Schedule C)</b> Required for addition of new plumbing fixtures.	<input type="checkbox"/>
11	<b>Structural Schedule B and Declaration of Liability Insurance (DWV Schedule C)</b> Required for any structural changes, including dropped ceilings.	<input type="checkbox"/>
12	<b>Schedule A</b> Required when more than one registered professional of record is on the project.	<input type="checkbox"/>
13	<b>Planning Department Approval</b> Any changes to the exterior of the building, including balcony enclosures, windows, doors, and exterior finishes requires Planning Approval. Contact the Planning Department at 604-925-7055 or email <a href="mailto:planningdepartment@westvancouver.ca">planningdepartment@westvancouver.ca</a>	<input type="checkbox"/>
14	<b>Photos</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submit photos of the exterior of the building with your unit identified. All elevations</li> <li><input type="checkbox"/> Submit photos from the interior of the unit facing to the exterior area of any balconies (weather wall)</li> </ul>	<input type="checkbox"/>

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<b>SUITE AND BUILDING INFORMATION</b>		<b>CHECK LIST</b> <input checked="" type="checkbox"/>	
The following information is necessary to facilitate a thorough evaluation of your application.			
<b>B</b>	<b>Please read carefully and fill out accurately</b>	<b>Yes</b>	<b>No</b>
1	Is enclosing a balcony, removing an exterior wall (weather wall), making any changes to an existing enclosed balcony or exterior of the building included in the scope of work for this application?	<input type="checkbox"/>	<input type="checkbox"/>
2	Are there existing enclosed balconies in the unit? If yes, answer the questions below.	<input type="checkbox"/>	<input type="checkbox"/>
	Enclosed balconies were approved under Building Permit. BP# _____	<input type="checkbox"/>	<input type="checkbox"/>
	Building Permit or enclosure removal may be required.	<input type="checkbox"/>	<input type="checkbox"/>
	Enclosed balconies were approved under Design Review. DP# _____	<input type="checkbox"/>	<input type="checkbox"/>
	Planning approval for enclosed balconies may be required.	<input type="checkbox"/>	<input type="checkbox"/>
3	Does your apartment building incorporate Smoke Control Measure 'M'? Smoke Control Measure 'M' requires exterior balconies of a given minimum size accessible from each suite above grade to provide safe, smoke free refuge in case of fire.	<input type="checkbox"/>	<input type="checkbox"/>
4	Are there sprinklers in the unit?	<input type="checkbox"/>	<input type="checkbox"/>
5	Are you adding any plumbing fixtures to the unit?	<input type="checkbox"/>	<input type="checkbox"/>
6	How many storeys is the building? _____		
7	Specify building construction: <input type="checkbox"/> Combustible or <input type="checkbox"/> Non-combustible		
<b>IMPORTANT INFORMATION</b>			
<b>C</b>	<b>Please review</b>		
1	<b>Building Permit Regulation</b> The building permit must be picked up within six months of application date, construction must commence within six months of date issuance and the project must be completed within eighteen months.		
2	<b>Business Licence</b> 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.		
3	<b>Development Cost Charges</b> The District of West Vancouver, the Greater Vancouver Sewerage and Drainage District, and Translink Development Cost fees may apply to building permits.		
4	<b>Development and Development Variance Permit</b> A Development Permit must to submitted and approved by the Planning Department prior to submission for Building Permit. Planning Department 604 925 7055.		
5	<b>Sub-Trade Permits</b> 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.		
6	<b>WorkSafeBC</b> 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.		