






Application Guideline - A/C Units and Heat Pumps

Address: _____ Applicant Name: _____

***The applicable documents must be included with the application or it will not be accepted**

	Building Permit Application Form 
	Registered Owners Letter of Authorization (Only if the Applicant isn't the Owner) 
	Acknowledgment of Responsibility 
	Architectural Schedule B for Building Envelope - Digitally Verifiable
	Structural Schedule B is required if the unit is mounted on the wall - Digitally Verifiable
	<p>Architectural Drawings - Digitally Verifiable</p> <ul style="list-style-type: none"> Key Plan of the building showing location of the unit Floor Plan showing location of the heat pump equipment Elevation of heat pump showing location of guards (if applicable), ensure no member, attachment or opening facilitates climbing
	Confirmation from the manufacturer or installer that the A/C or Heat Pump will meet the City of North Vancouver's Noise Control Bylaw - No. 8885 
	If the Building was constructed Prior to 1990 - Hazardous materials inspection report completed by a qualified person as per WorkSafe BC 
	A Letter from the owner- "I have applied to install an air conditioning unit at our strata. I am aware of the noise bylaw for the City of North Vancouver. I have been assured by my installer that the unit will comply with the noise bylaw. I am also aware that should the City receive complaints about the unit I may be required to remove the unit."

Electrical Permit is required 