

RESIDENTIAL MULTI FAMILY RENOVATION BUILDING PERMIT APPLICATION GUIDE

Building address and suite

Permit Application Submission

- Prior to submission, contact Planning, Development Services and Business Licence Departments regarding bylaw and department requirements for proposed work
- Lonsdale Energy Corporation connected buildings – contact LEC regarding heating and air conditioning proposals and conditions in advance of application
- If scope of work includes structural, building envelope and base building alterations or alternative solutions, the involvement of a Registered Professional will be required
- Plumbing, Gas, Sprinkler and Electrical Permits – obtained by trade contractors only with valid City of North Vancouver business licence
- **Depending on scope of work, not all of the following items may be applicable**

Documentation

- [Building Permit Application Form](#)
- Building Permit Application Guide
- [Registered Owner's Letter of Authorization](#) – if applicant is not the registered owner
- [Acknowledgement of Responsibility Owners Undertaking](#) – if Registered Professional retained
- [Registered Professional Letters of Assurance](#) and stamped drawings – digitally signed, sealed and dated, electronically submitted and verifiable
- Permit to Practice # - listed on all documentation as per Engineers and Geoscientists BC
- Hazardous Material Survey Report – conducted and issued by certified consultant as per WorkSafeBC requirements. [Applicable for buildings constructed prior to 1990.](#)

Floor Plan - scale 1/4" = 1'

- Building and suite address
- Key plan of entire floor level – with suite numbers
- Existing floor plan layout - indicate elements to be removed
- Proposed floor plan layout – location of demising walls between suites and common property – indicate fire resistance ratings / sound transmission ratings / fire rated structural supports
- Suites - proposed floor plan layout of entire suite
 - Rooms – uses
 - Doors – size / swing
 - Windows – size / type / direction of opening / safety glass
 - Washroom – fixture layout

- Kitchen – appliance layout
- Laundry – appliance layout
- Exhaust ductwork – kitchen / bathroom / laundry / venting route
- Gas appliances – type / location
- Fireplace – type / location / venting
- Electrical – panel location
- Location of smoke alarms / carbon monoxide alarms / fire alarm devices
- Heating, Ventilation, Air Conditioning – type / location
- Location of water shut off – hot/cold into suite
- Base building – proposed floor plan layout of entire floor level
- Common areas / building services / life safety systems

Construction Details - scale 1/4" = 1'

- Framing assemblies – wall / floor / ceiling / roof / balcony / deck / porch
- Fire resistance ratings / sound transmission ratings – existing / proposed – listed assemblies
- Fire stopping – listed system
- Stairs / guards / handrails / headroom clearance - existing / proposed
- Insulation – type / R value
- Insulated unvented roof spaces – submit [Alternative Solution Application](#)

Structural - scale 1/4" = 1'

- Floor / roof plans / construction details / design loads noted / design paths stated

Elevations - scale 1/4" = 1'

- Exterior finish / building envelope assemblies and components
- Spatial separation calculations / indicate door and window sizes

Site Plan – if exterior scope of work proposed - scale 1/8" = 1'

- Site address
- Lot dimensions / north arrow / adjacent streets and lanes / buildings and structures / distance of building setbacks measured perpendicular to property lines / distance between buildings and structures on the property

This guide provides typical permit application requirements. Upon staff review additional items may be required depending on scope of work and site conditions.