

Building Permit Application Guideline – Residential Heat Pumps

This guide is provided to assist applicants in making a successful permit application. In order for an application to proceed, please ensure all applicable items are complete.

Building Permit submission – please include all applicable items at time of application

- [Building Permit Application Form](#)
- [Registered Owners Letter of Authorization](#) - if applicant is not the registered owner
- [Acknowledgment of Responsibility/Owner's Undertaking](#) – if Architect and or Engineer has been retained

- **Architectural Schedule B for Building Envelope and Structural Capacity - Digitally Verifiable
- **Building Envelope Penetration Detail - Digitally Verifiable
- Structural memo if exterior unit is to be mounted on roof or wall of Single Family/Duplex dwelling - Digitally Verifiable

For at-grade installations:

- **Key Plan of the building showing location of the suite.
- Site plan showing location of exterior unit adjacent to building or within the fence line.
- Elevation of heat pump showing height of unit.

For balcony/roof installations:

- **Key Plan of the building showing location of the suite.
- Floor plan showing the location of the exterior unit.
- Elevation of heat pump showing height of unit and location of guards (if applicable), ensure no member, attachment or opening facilitates climbing.

- A letter signed by the owner: "I have applied to install a heat pump at [address]. I am aware of the City of North Vancouver's Noise Control Bylaw (bylaw #8885). 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 or relocate the unit."

- [If the Building was constructed Prior to 1990](#) - Hazardous materials inspection report completed by a qualified person as per WorkSafe BC for location of installation

- [Supplemental Dwelling Unit Form](#)

This is a guide providing typical items required for application. Depending on scope of work not all items may be applicable. During the course of plan review, additional items may be required.

Items marked with ** are not required for Single Family / Duplex