

**CITY OF NORTH VANCOUVER**

141 WEST 14TH STREET  
NORTH VANCOUVER, BC V7M 1H9  
T 604 982 WORK (9675)  
GATEWAY@CNV.ORG



## PROPERTY & FIRE COMPLIANCE REQUEST

### PART 1: APPLICANT INFORMATION & CITYSERVE

Company: _____	Name: _____
Address: _____	City: _____
Province: _____	Postal: _____
Day Phone: _____	Email: _____

To access and pay for this application on CityServe, list an email address associated with your CityServe account. Email: \_\_\_\_\_

To create a CityServe account, go to <https://cityserve.cnv.org/>.

### PART 2: INFORMATION AREAS

Site Address(es): \_\_\_\_\_

Units(s): \_\_\_\_\_

Information Areas (Tick all required)			
<input type="checkbox"/>	Business Licensing	<input type="checkbox"/>	Bylaws – Property Use
<input type="checkbox"/>	Construction Permits & Inspections	<input type="checkbox"/>	Engineering – Utilities
<input type="checkbox"/>	Planning - Land Use	<input type="checkbox"/>	Fire Department (Additional Fee(s) will be Charged Note: Compliance Letters only apply to buildings or units that are subject to Fire Department Inspections. This includes Commercial, Industrial and most Multi-Family Residential Buildings that have more than 4 units.
<input type="checkbox"/>	Fire Department – Underground Oil Tanks (No Fee)		

### PART 3: APPLICANT DECLARATION

I am the owner of the property at the site address(es); or

I have written consent of the property owner or property management company of the site address(es) (attach authorization).

**Applicant Signature:**  **Date:**

**Submission Instructions:** Submit completed form to [gateway@cnv.org](mailto:gateway@cnv.org), or return by mail or drop off at City Hall. An invoice with the total fees will be emailed to you.

The City collects your personal information in accordance with Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions, contact the Privacy Coordinator at 141 West 14th Street, North Vancouver, BC V7M 1H9 or [FOIPrivacy@cnv.org](mailto:FOIPrivacy@cnv.org) or 604-985-7761.

**Processing Times:** Current processing times for Compliance Letters are 2 - 3 weeks.

<b>Base Fee Schedule</b>	
Single Family Home	\$110.00 + \$5.50 GST (Each Property)
Multiple Unit Residential	\$210.00 + \$10.50 GST (Each Unit)
Commercial, Industrial or Institutional	\$210.00 + \$10.50 GST (Each Property)
Fire Department	First two hours \$150.00 + \$7.50 GST (Each Property – multiple units – number of units x \$150 + GST) Any additional hours \$100 + \$7.00 GST
Fire Department - Underground Oil Tank	No Fee

\*Fees are in accordance with the Construction Regulation Bylaw, No. 7390 Consolidated and the Fees and Charges Bylaw, 1993, No. 6383, Amendment Bylaw, 2021, No. 8857” (Fire Bylaw).