

Drawing Requirements Information Guide

The purpose of this information guide is to provide additional guidance on drawing and plan submissions for residential development projects within the City of North Vancouver’s Ground-Oriented Housing (Go-Zone). This guide identifies common drawing information typically required to demonstrate compliance with applicable bylaws, codes, and permit requirements at the time of application.

To support an efficient plan review process, applicants are encouraged to include the relevant information outlined in this guide with their permit submission. The information provided is not intended to be exhaustive, as requirements may vary based on project scope, site conditions, and applicable permits. Rather, it is intended to assist applicants in preparing a coordinated and complete drawing submission and to help reduce review comments and resubmissions.

Drawing / Plan Title	Details/Content
TOPOGRAPHICAL SURVEY	<ul style="list-style-type: none"> • Topographic Survey Requirements  • A complete topographic survey in metric; sealed by a BC Certified Land Surveyor. • Include manhole and catch basin rim and invert elevations • Show distances between manholes • Include basement elevation and any grade changes • Indicate the top and bottom elevations of retaining walls • Provide corner shots and evenly spaced shots along the property line (3 along the width, 4 along the length) • Include road and lane centerlines, edges of pavement, and gutter lines • Locate all trees both on private and City property - show the dripline and trunk size on the survey drawing • Note: survey must be signed and sealed by BC certified land surveyor
ARCHITECTURAL PLAN SITE PLAN	<ul style="list-style-type: none"> • 1:100 or 1/8" = 1'-0" • Ultimate Property Lane • Bicycle and vehicle parking dimensions including Level EV 2 charging outlets • Civic Address and Legal Description • Name of Owner, Professional Engineer(s), Registered Architect or Designer • North arrow and lot dimensions • Geodetic elevations at property corners and building corners

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	<ul style="list-style-type: none"> • Geodetic elevations at main floor and garage floor • Geodetic elevations at top and bottom of existing and new retaining walls, sunken patio, and landings • Show location of exterior mechanical equipment (i.e. heat pump) • BC Building Code Summary – code edition, building area, number of storeys, floor area, sprinklered/non-sprinklered, proposed path of compliance for Part 9 Section 9.36 and 9.32, etc. • Indicate the proposed path of compliance for Part 9 Section 9.36 and 9.32. • Ultimate property line. • Location and exterior dimensions of all proposed and retained buildings on the site • Full public realm (street trees, poles, sidewalk, line markings, embellishments, cycling infrastructure etc.), extending to the street or lane centre line. • Location of all significant trees to be removed and retained as identified in the survey plan. • Tree grades (Finished tree base elevations) for all significant existing trees that are affected by development. • If applicable, required information for a Streamside Development Application including the top of bank/ravine, and applicable setbacks. • If applicable, location of mailboxes in accordance with Canada Post and City practices. • Location of nearest fire hydrant, or description of fire hydrant if not adjacent to the site. • CNV Design Verification Report – for Buildings Complying with Section 9.36 of the BCBC  • BC Building Code Summary – code edition, building area, number of storeys, floor area, sprinklered/non-sprinklered • Show any existing hedges, retaining walls, steps, or crossings encroaching onto City property which are to be removed. Ensure proposed walkways, steps, railings, and door swings do not encroach into City rights-of-way. • Provide dimensions for all existing and proposed retaining walls, fence heights, and gate swings. • Show building grades at property line. The City boulevard must slope down at 2% towards the road. Property line elevations are calculated by

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	<p>adding 0.155m to the gutter elevation and continuing up at 2% until reaching the property line.</p> <ul style="list-style-type: none"> • Show the proposed garage slab elevation. The garage slab must be installed to provide positive drainage to the lane. The grade must be between a minimum of 2% and maximum of 10% from the garage slab to the property line. Steep lanes may require the access to slope down from the lane to the garage slab for a portion of the access. In this case water flow must be directed back to the lane and trench drains must be installed. - Onsite Site Plan • Show the infill area between the property line and the asphalt edge of the lane to be constructed with asphalt to match the existing lane surface without disturbing the lane drainage. If the access is to be constructed with concrete finish, it must not encroach into the lane. • Show proposed and existing slab elevations. • Show vehicle accesses and pedestrian entrances. • show off-site works including proposed sidewalk, boulevard, and proposed planting • Show Fire Department Response distance. • Show dedications, easements, and/or SRWs • Show location of site services • Show Zoning Analysis: Identify current zoning for the property • Show outline of all buildings and their roof overhangs and their setbacks to property lines, top of bank, right of ways, and required setbacks to BC Hydro equipment. Show distance between all buildings on property. • If there is an additional dwelling unit on site (existing or proposed), show the width of the required pathway from the street to the dwelling unit. Include lighting along the path and that projecting or underground features do not encroach onto the path. Include the dwelling unit's address • Show building grades at property corners and both sides of all driveway and pedestrian entrances, as well as all points of grade transition. Streetscape: Indicate proposed gutter elevations and top of curb elevations at all corresponding building grade locations • CNV Boulevard Landscaping and Maintenance  • Boulevard Landscaping Guide  • Public Works & Engineering Servicing Standards 

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	<ul style="list-style-type: none"> • Lane / Garage Access: Show the proposed garage/ Parking pad slab elevations as well as proposed driveway elevations at property line. Where the lane slopes towards the property, proposed grades are calculated by using the elevation of the center of the lane OR where the lane slopes away from the property, proposed grades are calculated by adding 0.1 m to the elevation at the center of the lane • Indicate center of the lane elevation at corresponding building grade locations in the lane
FLOOR PLANS	<ul style="list-style-type: none"> • 1:50 or 1/4" = 1'-0" • Fully dimensioned floor plans including a roof plan. • Label the intended use of all rooms • Label garage as heated or unheated. • Show the location and fire-resistance rating of required fire separations • Show location of stairs, handrails, and guardrails • Radon/Soil Gas Control. Level 2 Classification - CNV requirement. • Show location, size, and type of doors, windows, and skylights • Show location and size of solar conduits / pipes and collector • Show location of electrical panel(s) in each dwelling unit • Show the location and label all heating, ventilation, and air conditioning equipment (HRV, heat pump, furnaces, DHW, etc.) - identify heating source/type • Show principal house building dimensions and elevations (including decks, porches, balconies) • If there is a secondary suite, the boundary of the suite should be clearly indicated on floor plan. Area of suite should also be included.
FOUNDATION PLAN	<ul style="list-style-type: none"> • Show Building Set back from property lines. • Show Sighting of the building on the lot relative to property boundaries. • Show Proposed grade around the foundation. • Show Building Hight measured from grade. • Show Any tree protected on site.
ELEVATIONS PLAN	<ul style="list-style-type: none"> • Indicate scale used (metric) • Building height c/w eave height (i.e. geodetic datum) and floor to ceiling heights • Existing and finished grades at corners of the structure – calculate average finished grade

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	<ul style="list-style-type: none"> • Show extent of all exterior finishes including flashings over all doors and windows • Show deck height from average grade • Show roof slope Also required are all common principal building projections including measurements for eaves, cornices, leaders, gutters, canopies, chimneys (along interior side lot line), Sunlight Control Projections, Unenclosed balconies, porches, steps, exterior ramps, railings, lifts, bay windows, etc. • Spatial separation and limiting distance calculations for all elevations • Geodetic elevations for all floor levels including eave height and ridge height. • Show door and window sizes. Show direction of door swing and type of window opener • Grade elevations at corners of deck • Elevation for top of plate, roof ridge, main floor, second floor, basement • Show elevations for adjacent faces of any other buildings on the property, including all door and window dimensions and spatial separation calculations
FIRE ACCESS PLAN	<ul style="list-style-type: none"> • Response point location, which should be located between 3 to 15 metres from the drive aisle of the street (i.e. the distance from where the fire truck would be parked to the front door)" • Fire Department Connection location(s). • Lock box location(s). • Fire Safety Plan location(s). • Fire alarm/annunciator location(s). • Fire hydrant location(s) and distance(s) to Fire Department Connection. • Travel distance to portions of the building that are not accessible from the response point, if applicable. • Location of access stairs to all above and below grade levels to be within close proximity of the response point.
CROSS SECTIONS	<ul style="list-style-type: none"> • Indicate scale used • Indicate the required and proposed U-value of all fenestrations • Indicate the insulation requirements for all pipes in unconditioned spaces • Rain screen details - roof to wall, window head and sill detail, vents, and wall at foundation, soffit • Building height which is measured between average existing grade and midpoint of highest roof • Details for stairs - clear height, rise, run, tread depth • Details for handrails and guardrails and attachment

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	<ul style="list-style-type: none"> • Roof slope and truss heights • Floor to ceiling heights of all rooms • Label the intended use of all rooms • Details of the wall, roof, ceiling and floor construction, including insulation • Include code reference of listed assemblies • Details on radon requirements at foundation
STRUCTURAL PLAN	<ul style="list-style-type: none"> • 1:50 or 1/4" = 1'-0" • Floor, roof plans, and construction details • Dimensions, structural elements, foundation & footings, and design loads. Include 0.24 kPa load for future solar collector for single family dwellings • Structural notes and details including concrete strength and lumber grade • Building Code Year Version • Climatic Data as per Appendix C BC Building code
OFFSITE CIVIL DRAWING	
KEY PLAN (SITE PLAN)	<ul style="list-style-type: none"> • Identify all existing services and trees within and adjacent to the site. • Lane / Garage Access: Show the proposed garage/ Parking pad slab elevations as well as proposed driveway elevations at property line. Where the lane slopes towards the property, proposed grades are calculated by using the elevation of the center of the lane OR where the lane slopes away from the property, proposed grades are calculated by adding 0.1 m to the elevation at the center of the lane • Show new sidewalks and boulevard, curb and gutter. • Show paving to road centerline and paving the applicable back lane segment. • Show parkade entrance slope for the first 3 meters. • Indicate curb extension and pedestrian letdowns at intersections, if applicable. • Show all existing third-party utilities and hydro pole locations adjacent to the site • Delineate the project site boundaries clearly • Identify adjacent properties and clearly label property lines. • Identify any rights-of-way, lanes, and dedications, if applicable. • Identify the location of catch basins, manholes, and other existing utilities on or adjacent to the site. • Identify curbs, sidewalks, and boulevard areas within the project frontage.
SERVICING PLAN	<ul style="list-style-type: none"> • Indicate proposed underground servicing on City property. • Show all existing storm, sanitary, and water mains including manholes and catch basins adjacent to, and upstream and downstream of the property. • Show all proposed storm and sanitary main extensions, if required. Add detailed design. Show profile details and sections accordingly.

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	<ul style="list-style-type: none"> • Show all proposed water, sanitary and storm service connections • Identify the proposed service connections location, and add distance from a corner of the lot.
ROADWORKS PAVING PLAN	<ul style="list-style-type: none"> • Show road and sidewalk cross sections, and road profile for all affected roads from PL to PL. • Show lane cross sections, and lane profile for all affected lanes from PL to PL. • Show building grades at property corners and both sides of all driveway and sidewalk entrances at the property line . • Show rain Garden, Curb extension and all details and profiles if required. • Show the location of existing and proposed street lighting and all details and profiles if required. • Show paving to road centerline and paving the applicable back lane segment and all required details if required.
GRADING PLAN	<ul style="list-style-type: none"> • Show building grades at property corners and both sides of all driveway and sidewalk entrances at the property line. Add additional grades between these points as needed. (minimum spacing of 3.0 m.) • The City boulevard must slope down at 2% towards the road. Property line elevations are calculated by adding 0.155m to the gutter elevation and continuing up at 2% until reaching the property line • Include existing and proposed building grades at property corners, both sides of driveway, and pedestrian entrances at the property line, all points of grade transition, and adjacent property corners and shared property lines as required. • "Show the proposed driveway elevations at the property line in the Lane. • Where the lane slopes towards the property, proposed grades are calculated using the elevation of the center of the lane; OR where the lane slopes away from the property, proposed grades are calculated by adding 0.10 m to the elevation at the center of the lane. Clearly indicate lane slope direction." • Show the proposed garage slab elevation. The garage slab must be installed to provide positive drainage to the lane. The grade must be between a minimum of 2% and maximum of 10% from the garage slab to the property line. Steep lanes may require the access to slope down from the lane to the garage slab for a portion of the access. In this case, water flow must be directed back to the lane and trench drains must be installed. • Show the proposed finished floor elevation and/or top of foundation elevation for all buildings. • Show the infill area between the property line and the asphalt edge of the lane must be constructed with asphalt to match the existing lane surface without disturbing the lane drainage. If the access is to be constructed with concrete finish, it must not encroach into the laneway. • Show the proposed driveway elevations at property line in the Lane. Where the lane slopes towards the property, proposed grades are calculated by using

Drawing / Plan Title	Details/Content
	<p>the elevation of the center of the lane OR where the lane slopes away from the property, proposed grades are calculated by adding 0.1m to the elevation at the center of the lane.</p> <ul style="list-style-type: none"> • Include proposed gutter and top-of-curb elevations, and road centerline corresponding to each building grade location. • Show building grades at property corners and both sides of all driveway and sidewalk entrances at the property line • Show proposed/Existing gutter elevations and top of curb elevations at all corresponding building grade locations. • Add cross-sections showing the road, sidewalk, and boulevard, including all relevant dimensions and slopes. • Show proposed gutter elevations and top of curb elevations at all corresponding building grade locations • The City boulevard, including walkways, must slope down at 2% towards the road. • Streetscape: Indicate proposed gutter elevations and top of curb elevations at all corresponding building grade locations. • Show building grades at property corners and both sides of all driveway and sidewalk entrances. • Show corresponding grades at the road centerline, gutter line. Top of curb and property line. • Indicate proposed building grades at all property corners. • Show the slope of driveway for the first 3.048 m measured from property line • Clearly identify cut and fill areas and limits of grading. • Show retaining walls, if applicable, including location, height, and top and bottom of wall elevations. • Ensure all grades are clearly shown and consistently coordinated across the civil, architectural, and landscape plans. • Show elevations at road centerline along with the proposed road crossfall between 2% and 4%, sloping from the centerline of the road toward the gutter • Show road, lane, sidewalk and boulevard cross-fall as percentages • Provide benchmark location and elevation used for grading.
<p>STORMWATER MANAGEMENT</p>	<ul style="list-style-type: none"> • Include complete stormwater management system plan. • Show major pervious, semi-pervious, and impervious areas • Indicate infiltration rates used (if applicable include test results) • Indicate areas, depths, and volumes for any source controls • Show piping details and design details • Provide a table of calculations for all stormwater features. • Include a proposed infiltration facility (e.g., infiltration or detention tanks). • Show major pervious, semi-pervious, and impervious areas.

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	<ul style="list-style-type: none"> • Indicate infiltration rates used (include test results, if applicable). • Indicate areas, depths, and volumes for any source controls. • Show piping details and design details.
STANDARD & CONSTRUCTION	<ul style="list-style-type: none"> • MMCD and City of North Vancouver Engineering Standards
EROSION AND SEDIMENT CONTROL PLAN	<ul style="list-style-type: none"> • Show property lines and legal designation of subject property • Show the location of all streets and lanes adjacent to the site. • Show the location of all impacted catch basins; note that all impacted catch basin will be protected • Show the location of the proposed site access driveway; note size and indicate materials used • Show location and size of the sediment trap and discharge details • Limits of clearing and excavation with location and size of excavation area. • Show the location and size of the excavation • Show all required and proposed tree protection • Show the location of the soil pile and list the material used to protect it • Show the location of all fences and retaining walls • Provide a current (dated within 6 months) posting plan survey to scale by BC Land Surveyor (BCLS) • BC Land Survey - Posting Plan (dated within 6 months) • Show geodetic elevations at the top and bottom of all existing and proposed retaining walls • Location of proposed site access driveway with materials and dimension; note entrance and exit protection measures to prevent sediment tracking. • Location of existing buildings and their setbacks to property lines • Include proposed site access location(s) and protection measures to prevent sediment from being tracked off-site (Gravel access: minimum depth of 30 cm, length of 15 m, and rock size of 75 mm clear gravel - or wheel wash system will be required) • Show existing and proposed contours and relevant spot elevations • Show existing underground services and proposed connections to existing services. • Show existing catch basins and drainage infrastructure with proposed protection measures • Show all existing on-site and off-site trees with clearly defined Tree Protection Zones (TPZ) and indicate any proposed encroachments or protection measures. • Indicate designated area for soil stockpiling with proposed protection measures • Include a silt fence and swales on sloped areas (if applicable) • Include a sediment pond and dewatering pump (if applicable)

Drawing / Plan Title	Details/Content
EXCAVATION AND SHORING PLAN	<ul style="list-style-type: none"> • Indicate existing underground servicing on City property adjacent to the site • Show all existing third-party utilities and hydro pole locations adjacent to the site • Show the extent of excavation • Show building grades at property corners and both sides of all driveway and sidewalk entrances at the property line. • Provide excavation stages. • Include elevations and sections. • Excavation & Shoring/Geotechnical (see handout for details) • Show all existing on-site and off-site trees with clearly defined Tree Protection Zones (TPZ) and indicate any proposed encroachments or protection measures • Site plan and elevations showing existing structures, retaining walls, and trees within 1.5 m (5 feet) of lot • Cross sections demonstrating the shear line for the bearing will be maintained
GEOTECHNICAL PLAN/REPORT	<ul style="list-style-type: none"> • Excavation & Shoring/Geotechnical (see handout for details)  • Site plan and elevations showing existing structures, retaining walls, and trees within 1.5 m (5 feet) of lot • Cross sections demonstrating the shear line for the bearing will be maintained
OFFSITE STREET LIGHT DRAWINGS	<ul style="list-style-type: none"> • Provide a complete street lighting design showing all proposed pole locations, types and heights, conduits, luminaires, photometric calculations, lighting design table, and voltage drop calculations, signed and sealed by the designer in accordance with CNV standards.
LANDCAPE DRAWINGS	
ONSITE LANDSCAPE DRAWINGS	<ul style="list-style-type: none"> • Show permeable landscaped area. • Show significant trees to be retained and proposed new replacement trees, • Provide a tree replacement table, comparing existing and proposed numbers of trees. • Including light types and photos of proposed lights. • Demonstrate adequate lighting in regards to CPTED and accessibility. • Show all existing landscaping elements shown on the legal survey. • Show all landscape elements including paved surfaces, walls, stairs, ramps, structures, fences, trellises, lighting, building overhangs. Planting Plan including Plant list Scientific and common names, specify native species and adaptive drought-tolerant species where suitable. Hardscape materials including paving, decks, patios, and accessory structures including retaining walls, fences, furniture, etc. • Plant size – mature and at time of planting.

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	<ul style="list-style-type: none"> • State rain garden and bio-swale species in separate table. Soil Volume Details • Soil volume plans and details for on-site trees which meets Canadian Landscape Standards Latest Edition and CNV Standards for off-site trees. • Show all locations of proposed structural soil and/or soil cells. Note soil depths in all boulevards.
OFFSITE LANDSCAPE DRAWINGS	<ul style="list-style-type: none"> • Show existing City trees and shared trees. • Show tree protection measures for existing trees during construction (fencing, dripline, arborist supervision) • Boulevard Treatment to be conformed to CNV Boulevard Landscaping and Maintenance Guide. • Dimension all pathways, sidewalk and boulevards. • Show boulevard treatment between the property lot line and the curb. Show all utilities and proposed water and gas connections. • Show the proposed boulevard treatment to be conformed to the Boulevard Landscaping and Maintenance Guide. • Show existing and proposed street tree locations, including details for structural soil, root barriers, and planters. • Include tree species, sizes, spacing, and quantities in a planting schedule. • Programming noted in plan. • Show proposed grading and drainage within landscaped areas (swales, infiltration, slope transitions). • Indicate hardscape elements within off-site areas (sidewalks, planters, retaining walls, pavers, etc.). • Provide irrigation plan or notes, if irrigation is proposed or required Include all relevant notes referencing CNV bylaws, standards, and work permit requirements. • Show existing and proposed underground servicing on City property on the Landscape Plan. • Show building grades at property corners and both sides of all driveway and sidewalk entrances. • Show proposed gutter elevations and top of curb elevations at all corresponding building grade locations.
TREE MANAGEMENT PLAN INCLUDING TREE PROTECTION PLAN	<ul style="list-style-type: none"> • Identify trees to retain/remove; specify protection measures. • Include all Tree protection plan details as per the Survey requirement Include the location and diameter at breast height (DBH) of all trees, for any specimen >= 20cm DBH on site, on adjacent lots or city lands within 4m of the property line and would require a tree protection barrier., and for all trees on City lands within 10m of the Property Lane on City lands.

Drawing / Plan Title	Details/Content
	<ul style="list-style-type: none"> • For on site, show all existing trees to be removed or retained of at least 20cm diameter at breast height (DBH) Including tree protection fencing with dimensions. • For City lands, show all trees, including trees adjacent to neighbouring lots within 10m from the Property Lane Including tree protection fencing with dimensions.
ARBORIST REPORT	<ul style="list-style-type: none"> • CNV Arborist Guide – Arborist Report, Tree Protection Plan & Tree Replacement Plan • If the property has trees on City land, or existing trees 20cm diameter at breast height or larger onsite, or the neighbouring property has trees within 4m from the Property Line or the dripline extends into the property, an Arborist Report will be required. The report must meet standards outlined in the City’s Arborist Requirements and the Tree Bylaw. • Indicate tree protection measures: fencing, protection zones, root pruning, and construction access restrictions. • Provide tree retention/impact summary table with condition, protection rating, and required mitigation measures. • Assess impact of proposed underground utilities, services, and boulevard work on trees. • Include recommendations for arborist supervision during construction and inspection frequency.
MECHANICAL PLAN	<ul style="list-style-type: none"> • Plan view showing water piping, DWV, HVAC, and gas (if applicable) • Water pipe riser diagram, sanitary riser diagram • Water pipe sizing methodology / table • Gas piping riser diagram
ELECTRICAL PLAN	<ul style="list-style-type: none"> • Location of separate electrical room (required for buildings containing 5 dwelling units or more) • Life safety devices

Preparing Your Drawings and Documents for Submission

All Go-Zone Building Permit and Development Permit require the submission of specific documents and drawings. The applicable submission requirements for each project are identified in the relevant **Submission Checklist and Drawing Requirements Information Guide**.

The City of North Vancouver accepts permit applications electronically at permitapplications@cnv.org

Hybrid submissions combining electronic and hard-copy materials are not accepted unless specifically requested.

Step 1: How to Prepare Electronic Documents and Drawings

All electronic submissions must meet the following requirements:

- All documents and drawings must be submitted in PDF format.
- Scanned hard-copy documents must be scanned at a minimum of 300 DPI, in colour, and saved as PDF.
- PDF packages or portfolios are not accepted.
- Documents must not be password-protected, locked, or otherwise restricted.
- File sizes must not be reduced if doing so affects legibility.
- Photographs of drawings or documents (e.g., cellphone images, JPG, TIFF) are not accepted.

As official City records, all documents and drawings must be clear, legible, complete, and of professional quality. Submissions that are incorrectly formatted, poor quality, or incomplete may be returned prior to acceptance, which may delay processing.

A full list of required documents and drawings is provided in the applicable Go-Zone Submission Checklist.

Step 2: Professional Seals and Digital Authentication

Where professional authentication is required, drawings and documents must be digitally signed and sealed in accordance with the requirements of the applicable professional association:

- Architectural Institute of British Columbia (AIBC)
- Engineers and Geoscientists British Columbia (EGBC)
- Association of BC Land Surveyors (ABCLS)

Digitally authenticated submissions must include:

- The professional's seal
- The professional's signature
- The date of sealing
- A valid digital certificate endorsed by the applicable association

Scanned or photocopied wet seals and signatures are not accepted for electronic submissions.

Documents must not be digitally certified ("locked") prior to submission, as this prevents City review and stamping.

Permit to Practice numbers must be clearly shown where applicable.

Step 3: Document and Drawing Organization

To support efficient intake and review:

- Documents (such as application forms, schedules, and reports) must be saved and submitted as separate individual files.
- Drawings must be grouped and submitted by discipline (e.g., architectural, structural, mechanical, civil).
- Multi-page drawing sets must be submitted as a single consolidated file per discipline.
- Individual drawing sheets must not be submitted as separate files.
- All drawings within a set must be internally consistent in scale, formatting, and layout.

Step 4: Naming Standards for Electronic Submissions

All files must be clearly named using the City's naming conventions as below.

Electronic Documents

Civic Address – Document Title

Examples:

- 141 West 14th Street – Submission Checklist
- 141 West 14th Street – CNV Residential Project Application Form
- 141 West 14th Street – Design Verification Report
- 141 West 14th Street – Schedule B – Structural

Drawings

Civic Address – Drawing Set Name and Sheet Numbers

Examples:

- 61 Bewicke Avenue – Architectural Drawings A1–A12
- 61 Bewicke Avenue – Structural Drawings S1–S8

Suites

Where suites are involved, the suite number must be included in the file name.

Example:

- 110-165 East 13th Street – Architectural Drawings A1–A14

Revised Drawings

Revised drawings must be submitted as a complete revised set. Individual revised sheets will not be accepted.

Naming standard:

Application Number – Civic Address – Drawing Set Name – Revision Number – Revision Date

Examples:

- BLD2025-00123 – 61 Bewicke Avenue – Architectural Drawings A1–A12 – Rev 1 – April 8 2025
- BLD2025-00123 – 61 Bewicke Avenue – Structural Drawings S1–S8 – Rev 1 – April 8 2025

Step 5: Submission and Acceptance

- Completed Go-Zone permit application packages must be submitted electronically in accordance with City submission instructions at permitapplications@cnv.org
- City staff will review submissions for completeness and confirm whether the application has been accepted for processing.
- Applications that do not meet submission standards may be returned prior to acceptance, which may delay processing timelines.

- Applications larger than 20mb in size may be directed to use the City's large file transfer tool.

Step 6: After Submission

Once a submission has been accepted:

- Applicants will be advised of next steps, including fees, deposits, and any additional requirements.
- Where applicable, further review comments will be issued through the City's standard review process.

The City reserves the right to request hard copy permit application submissions when appropriate, as they may be necessary depending on the scope of work and project size. If hard copies are required, we'll let you know after you've submitted your electronic application.

Questions and Support

For ground-oriented housing application inquiries, please contact us at permitinquiry@cnv.org

For questions related to application submissions or document preparation please contact us at:

Phone: 604-982-WORK (9675)

Email: permitapplications@cnv.org