



**FIRE DEPARTMENT**  
 CITY OF NORTH VANCOUVER  
 165 EAST 13TH STREET  
 NORTH VANCOUVER  
 BC / CANADA / V7L 2L3

T 604 980 5021  
 F 604 980 8544  
 FIRE@CNV.ORG  
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**PLANNING & DEVELOPMENT DEPARTMENT  
 BUILDING**

CITY OF NORTH VANCOUVER  
 141 WEST 14TH STREET  
 NORTH VANCOUVER  
 BC / CANADA / V7M 1H9

T 604 990 4220  
 F 604 985 0576  
 DEVEL@CNV.ORG  
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## PROPERTY & FIRE COMPLIANCE REQUEST

### PART 1: APPLICANT INFORMATION & CITYSERVE

Company: _____	Name: _____
Address: _____	City: _____
Province: _____	Postal: _____
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 [devel@cnv.org](mailto:devel@cnv.org), or return by mail or drop off at City Hall. An invoice with the total fees will be emailed to you.

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

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.

<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	\$80.00 + \$4.00 GST (Each Property – multiple units – number of units x \$80 + GST)
Fire Department - Underground Oil Tank	No Fee

\*Fees are in accordance with the Construction Regulation Bylaw, No. 7390 Consolidated and the Fire Bylaw No. 7709 Consolidated.