

BUILDING PERMIT SUBMISSION REQUIREMENTS For New Multi-Family Residential & Commercial Developments

Effective Date December 10, 2018

ADDRESS: _____

1. Confirm permitted uses, regulations for the size, shape and siting of the building and structures and required off-street parking by contacting a Planning Technician at 604.983.7357
2. Arrange a pre-building permit application meeting with staff to review submission requirements by contacting a Permits Clerk at 604.983.7308
3. Plans and documents must be packaged into the following sets for submission.
4. Each set should include a copy of this document listing the documents within the package.
5. Floor Plan scale 1:50 (1/4" = 1'-0") Note: If plan size exceeds 610mm x 914mm (24" x 36") at this scale, then plans at 1:100 (1/8" = 1'-0') may be acceptable.

BUILDING DEPARTMENT SET

- [Building Permit Application Form](#)
- Building Permit Application Fee
- [Acknowledgment of Responsibility – Owner's Undertaking Form](#)
- Schedule A and Schedule B's
- Confirmation of Professional Liability Insurance Coverage Form*
- Copy of Certificate of Insurance Coverage - for all consultants
- BC Housing - New Home Registration Form
- 2 sets of architectural plans
- 2 sets of structural plans
- 1 British Columbia land survey plan
- 2 sets of electrical plans
- 2 sets of mechanical and plumbing plans
- 2 sets of sprinkler plans
- 2 sets of storm water management plan
- 1 set of landscape plans
- 1 set of traffic management and construction management plan
- 1 Construction Fire Safety
- 3 sets of excavation and shoring plans
- 1 geotechnical report
- Building Code Data Sheet for New Complex Buildings
- 2 sets of VCH approval for swimming pool

Building Code Report and Code Compliance Drawings

Include classification of major occupancy, building size and construction relative to occupancy, spatial separation, estimated occupant load, fire alarm and detection systems, provisions for fire-fighting, lighting/emergency power systems, mezzanines/openings through floor assemblies, safety requirements within floor area, requirements for exits, vertical transportation, service facilities, plumbing facilities, provisions for persons with disabilities. **Provide 3 copies of full sized code compliance drawings (colour coded)** showing fire resistance ratings, fire separations, travel distance to exits, fire department connections, and location of alternative solutions.

Energy Verification Documents

For all Part 3 residential / business and personal services / mercantile buildings designed to meet the **Energy Step Code**:

- Design Verification Report
- Energy Intensity Report

For all other Part 3 buildings designed to meet **ASHRAE 90.1 or NECB**:

Currently, the BC Energy Step Code does not apply to buildings (or portions of buildings) containing Group A (Assembly), Group B (Care), and Group F (Industrial) Occupancy classifications. These buildings are required to comply with either ASHRAE 90.1 or the NECB.

- Design Verification Report
- Design Intent Letters from each Registered Professional of Record

For all **Part 9** buildings:

- 2 sets of energy documents**

Upon substantial completion of the project and prior to Final Inspection, provide:

- Fundamental Building Commissioning Report*
- City Cover Page
- Completion Report

ELECTRICAL DEPARTMENT SET

- 1 set of electrical plans including an electrical load calculation

PLUMBING DEPARTMENT SET

- 1 set of mechanical and plumbing plans
- 1 set of sprinkler plans or specifications
- 1 set of storm water management plans
- 1 set of landscape plans
- 1 set of civil plans

FIRE DEPARTMENT SET

- 1 set of architectural plans
- 1 British Columbia land survey plan
- 1 set of electrical plans
- 1 set of mechanical and plumbing plans
- 1 set of sprinkler plans

- 1 set of storm water management plans
- 1 set of landscape plans
- 1 set of civil plans
- 1 set of traffic management and construction management plan
- 1 Construction Fire Safety Plan
- 1 set of excavation and shoring plan
- 1 Building Code Report and 1 full sized code compliance drawing (colour coded)

PLANNING DEPARTMENT SET

- 1 set of architectural plans
- 1 British Columbia land survey plan
- 1 set of landscape plans
- 1 signed and sealed on-site landscape cost estimate

Adaptable Design Guidelines

The Adaptable Design Guideline contained within the City of North Vancouver's Zoning Bylaw, 1995, No. 6700 are applicable to residential developments with common corridors.

Design elements specific to each discipline must be incorporated into the plans.

- Provide a cover sheet for the architectural, electrical and plumbing plans showing the ADG Level 1, 2, 3 adaptable design elements
- Provide the Adaptable Design Unit List, Residential Unit Summary, Adaptable Design Unit Calculation, and Parking Calculation Form

ENGINEERING DEPARTMENT

Development Technician Set

- 1 set of architectural plans
- 1 British Columbia land survey plan
- 1 set of electrical plans
- 1 set of mechanical and plumbing plans
- 1 set of storm water management plan
- 1 set of erosion and sediment control plan
- 1 set of civil plans
- 1 set of street lighting plans
- 1 traffic management and construction management plan
- 1 set of a street occupancy plan
- 1 set of landscape plans
- 1 storm water management report
- 1 signed and sealed on-site landscape cost estimate
- 1 signed and sealed off-site landscape and civil works cost estimate
- 1 set of excavation and shoring plans
- 1 geotechnical report

Operations Set

- 1 set of architectural site plan only
- 1 set of mechanical site plan only
- 1 set of civil plans

- 1 set of landscape plans

Transportation Planner & Development Technician Set

Provide an electronic submission of the following items to the Development Technician.

- architectural plans
- British Columbia land survey plan
- electrical plans
- mechanical and plumbing plans
- storm water management plan
- erosion and sediment control plan
- civil plans
- street lighting plans
- traffic management and construction management plan
- street occupancy plan
- landscape plans
- storm water management report
- signed and sealed on-site landscape cost estimate
- signed and sealed off-site landscape and civil works cost estimate
- excavation and shoring plans
- geotechnical report

Infrastructure Engineer Set

Provide an electronic submission of the following items to the Development Technician.

- architectural site plan only
- mechanical site plan only
- storm water management plan
- civil plans
- traffic management and construction management plan
- landscape plans
- storm water management report

Landscape Design Technician Set

Provide an electronic submission of the following items to the Development Technician.

- civil plans
- landscape plans

LONSDALE ENERGY CORPORATION

Contact Ivan Tang, Project Engineer at Phone (604) 982-3968

Provide an electronic submission of the following items to ITang@LonsdaleEnergy.ca

- architectural plans
- electrical plans including an electrical load calculation
- mechanical and plumbing plans
- sprinkler plans
- landscape plans
- civil plans

- street and traffic lighting plans
- traffic management and construction management plan
- street occupancy plan
- excavation and shoring plans
- signed and sealed letters from the consultant identifying the LEC required amount of heating and cooling loads for the building.
- signed and sealed letters from consultant identifying the amount of electric heating or any other source of heating that is not connected to the LEC system. Include in-floor heating, baseboard heaters, electric fireplaces, gas fireplaces, gas or electric hot water tanks, etc. Provide the purpose, the location, and the rated output.

Application for Alternative Solution

- 1 original signed a sealed Alternative Solutions Application Form
- 5 copies of the signed and sealed Alternative Solutions Application Form
- 1 original signed and sealed Alternative Solutions Code Report
- 5 copies signed and sealed Alternative Solutions Code Report
- Cheque for Alternative Solutions Phone (604) 983-7367 for fee

Demolition Permit

- Please refer to the [Demolition Application Checklist](#) online

Building Permit in-take appointment is required for the Building Permit submission.

For building permit application inquiries:

Jerome Del Rosario, Plan Checker 2, Phone: 604.982.3931, E-mail:

JDelRosario@cnv.org

Rebecca Leung, Plan Checker 1, Phone: 604.982.3916, E-mail: rleung@cnv.org

For civil works, traffic management, erosion and sediment control inquiries:

John Braithwaite, Development Technician, Phone: 604.983.7370, E-mail:

jbraithwaite@cnv.org

Krister Naab, Development Technician, Phone: 604.983.7345, E-mail: knaab@cnv.org

For Fire Department inquiries:

Captain, Mark Stevenson, Phone 604.904.5214, E-mail: mstevenson@cnv.org

For Planning Department inquiries:

Phone: 604.983.7357.

Forms and documents are available online at www.cnv.org.

Revision: April 16, 2019