



PLANNING AND DEVELOPMENT SERVICES
 Mailing Address:
 453 West 12th Avenue, Vancouver BC V5Y 1V4
 tel: 604.873.7611

Development and / or Building Application Form

To help expedite submission of your application, please fill out BOTH sides of this information sheet prior to attending the Application Preview counter located in the Development and Building Services Centre, Ground Floor, 515 West 10th Avenue (West Annex, City Hall).

JOB LOCATION (Correct and complete addressing is important. Complete this section carefully.)

Address: _____ Specifics: _____

Floor Level: _____ Suite No: _____

Legal Description:

Lot(s) _____ Block(s) _____ District Lot(s) _____ Plan Number(s) _____

Are you aware of the presence of any contaminated soils on the subject property? Yes No

Are you aware of the existence of any contaminated soils studies, reports, soil agreements, or Ministry of Environment orders or letters with respect to the subject property? Yes No

Is the building being converted to strata-title ownership? Yes No

Note: If you intend to convert an existing building to strata title ownership, please contact Subdivision and Strata Title staff at 604.871.6627 for information on the strata conversion process in advance of the issuance of any permits.

This area must be completed by the person signing the application form

Your Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

E-mail Address: _____

Phone Number: _____ Fax Number: _____

Company Name: _____

Business License *Account* Number: _____

You are the:

01 Property Owner
 02 Contractor
 03 Certified Professional
 04 Design Professional
 05 Tenant
 06 Agent for Owner
 07 Agent for Tenant
 08 Consultant
 09 Non-profit Association
 Cert. No: _____
 10 Civic Department
 98 Other

Note: Contractors/design professionals/consultants MUST have a valid Business License to do work in the City of Vancouver. You may obtain current business license account numbers from the Business License Counter.

Complete the following for ALL applications

Property Owner's Name:		
Address:	City:	
Postal Code:	Phone Number:	
Is the owner aware of this application? Yes No		
Contractor's Name:		
Address:	City:	
Postal Code:	Phone Number:	
Business License Account Number:		
Tenant's Name:		
Address:	City:	
Postal Code:	Phone Number:	
Job Contact:		
Address:	City:	
Postal Code:	Phone Number:	
Qualified Professional Contact Name (required for Salvage & Abatement):		
Address:	City:	Postal Code:
Phone Number:	Business License Account Number:	

This application is to: (Check applicable boxes) 001 <input type="checkbox"/> Construct a new building(s) 002 <input type="checkbox"/> Add to an existing building 003 <input type="checkbox"/> Alter the interior/exterior 004 <input type="checkbox"/> Add to a building and alter the existing portion 005 <input type="checkbox"/> Add to a building and change the use 006 <input type="checkbox"/> Add to the building, alter existing portion and change use 007 <input type="checkbox"/> Interior/exterior alterations and change of use 008 <input type="checkbox"/> Enclose an area of an existing building (balcony enclosures) 011 <input type="checkbox"/> Project/Site Permit 014 <input type="checkbox"/> Change of use 015 <input type="checkbox"/> Retain use 016 <input type="checkbox"/> Alter grade (raise or lower grade) 022 <input type="checkbox"/> Alterations to legalize a suite 023 <input type="checkbox"/> Alterations for a new suite 026 <input type="checkbox"/> Demolish <input type="checkbox"/> Commercial <input type="checkbox"/> Fire damaged building <input type="checkbox"/> Non-rental one-family dwelling <input type="checkbox"/> Heritage building <input type="checkbox"/> Residential rental building 028 <input type="checkbox"/> Temporary tents 030 <input type="checkbox"/> Construct a garage/carport 031 <input type="checkbox"/> Add/alter/demo garage/carport 038 <input type="checkbox"/> Construct partial - framing, etc. 040 <input type="checkbox"/> Excavate - valid for project address et al. 041 <input type="checkbox"/> Move building from another site 042 <input type="checkbox"/> Move building on the same site 043 <input type="checkbox"/> Install a pool, fence, tennis court, boat ramp, sign, or similar 044 <input type="checkbox"/> Upgrade seismic and/or sprinkler 045 <input type="checkbox"/> Mechanical kitchen exhaust, roof top unit, satellite dish 046 <input type="checkbox"/> Prefabricated structure placed on site 047 <input type="checkbox"/> Fire damage repair 048 <input type="checkbox"/> Flood damage repair 050 <input type="checkbox"/> Landscape only 053 <input type="checkbox"/> Building envelope repair	Is this a new tenant? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the existing use? _____ What is the proposed use? _____ How many storeys? _____ How many levels of underground parking? _____ How many <u>new</u> rooftop units? _____ Describe work to be done: (Complete carefully, Your application will be based on your written description.) _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
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What is the value of the work proposed? (Include cost of plans, material and labour)
 \$ _____

Will any of the following be altered/repared/installed?
 Select all that apply:

Electrical Gas Drain Tile
 Plumbing Sprinkler Fire Alarm

Sprinkler Contractor's Name: _____

Note: If the sprinkler contractor noted on this application changes, please notify the City of Vancouver in writing within 24 hours.

Special Sprinkler Inspection Number SP _____

Complete the following for all residential buildings

	Existing	Proposed
Total number of dwelling units:	_____	_____
Total number of housekeeping units:	_____	_____
Total number of sleeping units:	_____	_____

Complete the following related permit information

Development Permit/Application Number DE _____

Minor Amendment Number DE _____

Building Permit/Application Number BU _____

Board of Variance Appeal Number Z _____

Combined Permit Application Number DB _____

Office Use Only

Office Use Only	Invoice #
BU _____	
DE _____	

Office Use Only

BU (WWOP?) _____

DE _____

DT _____

BG _____ f/m _____

ENV. PROT. Site Profile _____

SUBTOTAL _____

SP _____

TOTAL _____

As owner or owner's agent, I have verified that the information contained within this document and associated applications and plans is correct, and describes a use, a building or a work which complies with all relevant by-laws and statutes. I understand that personal information contained in this form will not be released to the public except as required by law; however, all associated applications and plans will be made publicly available during the development or building application process. I acknowledge that responsibility for by-law compliance rests with the owner and the owner's employees, agents and contractors. I will indemnify and save harmless the City of Vancouver, its officials, employees and agents against all claims, liabilities and expenses of every kind, in respect to anything done or not done pursuant to this application or fact sheet or ensuing permit, including negligence and/or the failure to observe all by-laws, acts or regulations.