
Building Permit submission requirements for new construction

1 General Requirements

- Building permit submissions must be prepared in accordance with the BC Building code (the “BCBC”) Division C article 2.2.7.2, by the Coordinating Registered Professional of record (the “CRP”);
- Permit submission must demonstrate compliance with bylaws, the DNV Construction bylaw and the BC Building Code. Questions related to Building Code or Bylaw interpretation will be accepted from the CRP;
- Permit submissions must be substantially complete applications;
- Permit applications are in person and by appointment;
- A pre-application meeting is required to review Development Permit and Development Covenant requirements that form part of the Building permit submission;
- The permit application fee is a function of the estimated value of construction for the project;

2 District Of North Vancouver Forms and Submission Requirements

- Completed Environmental Questionnaire;
- Building permit application with the following:
 1. Property owner’s signature;
 2. Contact information for the “owner’s agent” (if the owner decides to assign an agent to liaise with the building department on their behalf) - Name, email, phone number and signature;
 3. Contact information for the permit “payee” (the person to whom a cheque will be mailed when securities are returned at the end of the project) - Name, email, phone number and signature;
 4. Applicant Business License number. The applicant (owner or owner’s agent) is required to hold a DNV Business License. Apply on-line or at the time of permit application;
- Ink sealed printed letters of assurance, confirmation of professional liability insurance and professional reports.
- Current title search;
- One letter paper size copy of an address plan that identifies Fire Department response points and all suites. Preferred addresses can be suggested but will not necessarily be used. Suites are to be numbered in accordance with “Section 11.5 Suite Numbering” in the Construction Bylaw;
- One copy of a construction traffic management plan to demonstrate there will be no worker parking or truck staging on streets;

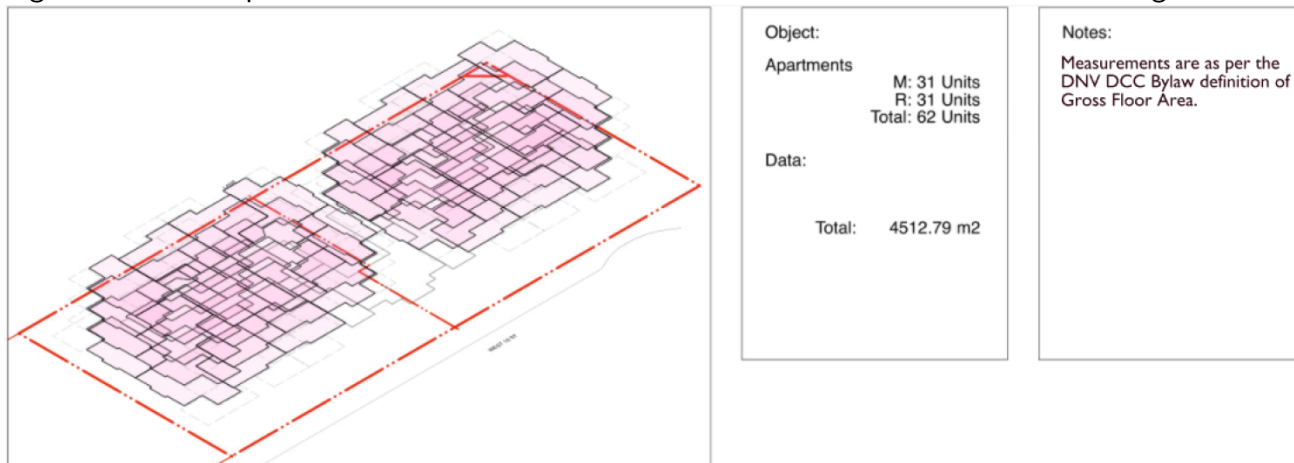
- One copy of a construction fire safety plan that addresses BC Fire Code article 5.6.1.2 Protection of adjacent buildings;
- Vancouver Coastal Health (“VCH”) approval for:
 - Food preparation use;
 - Daycare use (shell or finished spaces);
 - Swimming pools;
 - If in doubt confirm with VCH for other uses (shell or finished spaces);
- A “Floor Area Report” and “Floor Area Reference Model” for occupancies that attract Development Cost Charges (see Development Cost Charges notes below);
- For projects located in flood hazard DP area:
 - Flood hazard assessment report including Appendix I “Flood hazard assurance statement” completed “For building permit” Appendix I and “Safe certification and recommendations” from the hydraulic consultant of record for the project;
 - The CRPs confirmation that flood requirements have been communicated to all disciplines;
- Confirmation that the project meets the Energy saving standard in the District’s Construction Bylaw 8271. Submission requirements to confirm energy saving include:
 1. a Design Verification Report, Design Intent Letter and Energy Intensity Report to confirm compliance with the BC STEP CODE. Complete the appropriate sections for ALL energy saving paths being adopted (including for areas not required to meet STEP code such as parkades);
 2. For mixed use buildings follow the requirements of Part 8 of the NECB and the City of Vancouver Energy Modelling Guidelines as applicable;
 3. Ensure that ALL submittal requirements in BCBC article 2.2.9.2 of Div. C are included in the permit submission. If necessary, supporting data or calculations for the numbers provided in the Energy Intensity Report can be included in the submission. See Section below, “Drawings, specifications and calculations to be submitted for subsection 10.2.3”;
- One ink sealed paper copy of all design plans (including landscape, sprinkler and civil);
- One ink sealed paper copy of all supporting documentation such as sprinkler hydraulic calculations;

3 Digital Submission Requirements (on CD, file server or Flash Drive)

- An electronic copy of all of the above;
- Copy of construction fire safety plan emailed to firesafetyplans@dnv.org;
- Printed transmittal (letter) listing the electronic documents on the CD or flash drive;
- Each drawing sheet must have the image of professional seal and signature of the professional of record, and be dated in accordance with BCBC Division C sentences 2.2.4.2(1) 2.2.7.3(3);

- AIBC and EGBC have additional requirements for digital sealing and the company number (if required) on the .pdf file or set of plans, for each discipline;
- Floor Area Report (“FAR”) for Development Cost Charges. A FAR is a summary of the area data to calculate Development cost charges (“DCCs”) in a simple no confusion possible format.

Figure 1: An example of the format of the DCC area data information is shown in the diagram below.



Area data for each use or occupancy that attracts Development cost charges has three columns:

1. Column 1 - A graphic showing the floor area. Definitions of gross floor area and how to measure gross floor area for the purpose of DCCs is in the DCC bylaw;
2. Column 2 - The aggregated floor area (and unit count if the use is residential townhouse or apartment);
3. Column 3 - Notes;

If the project has more than one use that attracts DCC charges there will be more than one row of DCC area information. Apartments and Townhouse are different rates under the DCC bylaw and will consequently be two rows of DCC area information, a row for the area and number of townhouse units and a row for the area and number of apartment units. The diagrams must be sealed by the architect of record.

- A Floor area report model (“FARM”). A FARM is a submission to verify the correctness of the data in the Floor Area Report. The submission is for a Collada .dae or a .ply Stanford model of the overlays that the floor area diagrams was based on. When creating the model shapes must be closed but have no height or thickness in the 'Z' coordinate. A block or object must be created for each use category in order that the area of that use category can be separately measured and confirmed.
- Paper and digital copies of submissions must be identical copies;

4 Construction Bylaw Energy Step Code Requirements

The Construction Bylaw reads in part:

PART 14 ENERGY STEP CODE

14.1 An application for a building permit for construction of a new building which contains one or more major occupancy listed in the table below must:

14.1.1 be designed and constructed to meet or exceed the performance requirements set out in the table below; and

14.1.2 provide sufficient documentation to demonstrate compliance, if applicable, to the satisfaction of the Chief Building Official;

Major Occupancy Use in a Building Code	Performance Requirement
Part 9 – Residential	Step 5 or Step 4 + Emission level 3 (EL-3)
Part 3 – Residential	Step 4 or Step 3 + Emission level 3 (EL-3)
Part 3 – Commercial (Group D or Group E)	Step 3 or Step 2 + Emission level 3 (EL-3)
Part 3 – Schools other than colleges, Libraries, Colleges, Recreation Centres, Hospitals, and Care Centres	Step 2

5 PDF Drawing Files For Permit Issuance

The District permit stamp will be placed on the lower right-side of the page, (just left of the title block). Please locate drawings and drawing notes on another part of the sheet.

PDF document format should be PDF/A since it is an ISO standard format intended for document archiving.

Document layers should be flattened to allow the permit stamp; to be applied.

PDF pages generated from the CAD software must have zero rotation so that the bottom of the plan is at the bottom of the screen. For most plans this means PDF pages generated with landscape orientation.