



## District of North Vancouver Building Permit Requirements Questionnaire

The Questionnaire is intended as a guide to the building permit application requirements for work on a single family residential lot. A YES answer to any of the questions will point to a companion MRL (Master Requirement) or requirement note. The companion MRL outlines both the purpose and the associated submission requirements. Individual MRL's may be requested at the DNV Permits Counter or found online at [www.dnv.org](http://www.dnv.org). By completing the Questionnaire, becoming familiar with the associated requirements and providing the necessary documentation an applicant will avoid costly delays in the application process.

Project Address \_\_\_\_\_  
 Description of Work \_\_\_\_\_ Zone \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Phone \_\_\_\_\_  
 (please print)

- No Requirements proceed to next question  
 See corresponding, notes, MRL's and submission requirements

QUESTION	YES	NO	MRL No.	Notes
<b>1. Owner/Owner's Agent</b>				
1.1 Are you acting as the property owner's agent?			GEN101	Letter of Authorisation required if applicant not the property owner.
1.2 Will either the owner, or the owner's agent, be applying for a building permit?				Schedule E – Owner's Undertaking required
<b>2. Subdivision/Charges on Title</b>				
2.1. Is this application related to a subdivision application pending approval?  <b>See Question 3.2 as well</b>			GEN103	May affect the timing that an application will be received or a permit issued.
2.2. Are there registered charges, notations, covenants, easements or right-of-ways that may limit the scope of work?			GEN102	May affect the form, siting and/or development potential of a property.
2.3. Does this project require the unconsolidation of two to more properties?			GEN104	
<b>3. Zoning and Development</b>				
3.1. Is the proposed work in a Development Permit Area?				See GeoWeb for Dev. Permit Areas
3.2. Is the application related to a previously approved <i>Development Variance Permit, Board of Variance</i> or subdivision application?				Green Building & Energuide Requirements Application must match approved DVP & BOV conditions, drawings and Covenanted subdivision requirements.

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QUESTION	YES	NO	MRL NO.	Notes
3.3. Is the Property located in an area subject to <i>Design Guidelines</i> ?			GEN106	<input type="checkbox"/> Anne MacDonald Way <input type="checkbox"/> Taylor Creek PI <input type="checkbox"/> Kilmer Crest
3.4. Does your project involve the alteration or demolition of a designated or listed heritage building?			GEN107	
3.5. Is the work in the Grouse Woods or Lionsgate neighbourhood zone?			See Zoning Bylaw 502.1	Max height limited to that of existing house.
3.6. Are you constructing a new building or changing the exterior of an existing building?			See Zoning Regulation Bylaw	A Zoning Compliance Checklist can be obtained at the permits counter or online.
3.7. Is the subject property zoned for uses other than <i>single family dwellings</i> or does the project require a zoning variance?				A Building Permit application will not be accepted if the proposed work does not comply with Zoning.
<b>4. Homeowner Protection Act</b>				
4.1. Are you constructing a <b>new</b> <i>Single Family Dwelling</i> or are you removing more than 75% of the existing structure? <b>If NO, proceed to Section 5</b>				
4.2. The Building Permit will be issued to an Owner Builder as defined by the Homeowner Protection Act, or			SPE101	Applicants are required to submit completed HPO documentation PRIOR to issuance of a permit.
4.3. The Building Permit will be issued to a Licensed Residential Builder as defined by the Homeowner Protection Act.			SPE 102	
<b>5. General</b>				
5.1. Does your project involve construction, or is there an existing structure, on public Property?			GEN105	Removal of encroachments or a licence to occupy may be required.
5.2. Does this project involve a <i>secondary suite</i> ?				Secondary suites are permitted in single family zones but are subject to Code and Zoning requirements.
5.3. Does this project involve a home based business (a <i>home occupation</i> )?			See Zoning Bylaw s.405	Location, size and permitted businesses limited per Bylaw.
5.4. Is the subject property only accessible by water?				Water taxi fees apply.
5.5. Has work been started without permits?				Permit fees will be increased per Building Bylaw Schedule B.

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5.6. Does this project include a pool or hot tub?			BLD 119	Building, Electrical, Plumbing, Zoning, Gas and Noise Bylaw Requirements
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QUESTION	YES	NO	MRL No.	Notes
<b>6. Professionals Required*</b>				<b>*Also questions 7.3, 8.1, 9.2 &amp; 9.4</b>
6.1. Is the "new" floor area greater than 500 sq ft of <b>NEW</b> footprint area? Does not apply to a detached garage, carport or minor accessory building.				Geotechnical Engineer Required
6.2. Are you constructing within 30' of a slope greater than 18%?			SPE104	Geotechnical Engineer
6.3. Are you constructing within 30' of a slope greater than 36%?			SPE105	Geotechnical Engineer
6.4. Does your project include structural work (e.g. point loads, oversized beams, non-uniform loading, etc.) which falls outside the scope of Part 9 of the BC Building Code?			BLD101	Structural Engineer
6.5. Does the design include 2 or more storeys with flat Roofs and no roof overhangs?				Architect/Building Envelope Specialist required.
6.6. Areas within the District which may have limited water supply or pressure, difficult access or extended fire services response times have been designated Fire Limits Areas. Is your property located within the District of North Vancouver Fire Limits Area?			SPE103	Mechanical Engineer  Residential fire sprinklers required.
6.7. Does the project involve: a. alterations to an existing dwelling or construction of a new dwelling in the <i>Seymour River Flood Plain?</i> , or b. alterations to, or construction of, a basement in an area adjacent to the <i>Seymour River Flood Plain?</i>			SPE106	a. Specialist engineer with expertise in river engineering. b. Specialist engineer with expertise in river engineering or special backflow protection may be required.
6.8. Does your project involve alterations to an existing dwelling or construction of a new dwelling on property subject to <i>Debris Flood</i> and <i>Debris Flow Hazards</i> ?			SPE107	Specialist engineer with expertise in creek engineering.
6.9. Will this project require blasting?			See Blasting Regulation Bylaw	Specialist engineer
6.10. Will you have a registered professional involved with your project?			BLD120	<i>Schedule F – Confirmation of Professional Liability Insurance</i> Required from EACH professional.
6.11. Will you have more than one <i>Registered Professional</i> involved with your project?			BLD101	Schedule "A" required
<b>QUESTION</b>	<b>YES</b>	<b>NO</b>	<b>MRL NO.</b>	<b>Notes</b>

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<b>7. Potable Water</b>				
7.1. Will the potable water be supplied from a creek, a well, a private community system or other source not connected to the District's Waterworks System? <b>If NO, proceed to Section 8</b>				
7.2. Will you be connecting to a community water system?			SPE109	Applies if more than one dwelling shares any component of a non District water supply system.
7.3. Do you have, or will you be connecting to, a private water system?			SPE110	Applies to single homes connected to a non-District water supply including creeks and wells. P. Eng required
7.4. Will you be drawing water from a creek?			SPE111	Provincial Water Licence required
<b>8. Sanitary Sewer System</b>				
8.1. Is a pump required to connect to the District's Sanitary Sewer System?				Registered Professional High Level Alarm required.
8.2. Will the sanitary sewage discharge to a private or community system other than the District's Sanitary Sewer system?			SPE108	Includes on site septic tanks, septic fields, package treatment plants and marine discharge systems. -North Shore Health approval required. -Vancouver Port approval may be required.
8.3 Is your construction value greater than \$150,000?			ENG106	If yes, provide customer with MRS doc and advise of sani replacement.
<b>9. Storm Sewer System</b>				
9.1. Is the proposed work less than 250 square feet in Building area? <b>If YES, proceed to Section 10</b>				
9.2. Is the proposed work greater than 250 square feet but less than or equal to 400 square feet? <b>If YES, proceed to Section 10</b>			SPE112	Requires a geotechnical engineer to confirm suitability of an alternate storm water disposal system.
9.3. Is the proposed work greater than 400 square feet?			ENG101, GEN108	Requires an existing house and all new homes to connect to the District's storm sewer system.
9.4. Is a pump required to connect to the District's Storm Sewer System?				Registered Professional High Level Alarm Dual Pumps Covenant on Title
<b>10. Scope of Work (to determine required drawings)</b>				

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10.1. Please check the type of work you are applying for:				
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QUESTION	YES	NO	MRL No.	Notes	
10.2. Demolition			GEN102, 107, BLD104	<p><b>NOTE:</b></p> <p>Homeowners should contact a District plan checker early in the planning stage to determine the need for a topographic survey and to verify required drawings.</p> <p>Non-encroachment type surveys (mortgage surveys) or existing building permit plans may be sufficient to establish setbacks for minor work. It may, however, be necessary to submit a topographic survey in order to verify compliance with setback, eave and height requirements as well as the Environmental Preservation and Protection Bylaw. A non-encroachment survey is generally required for all types of work.</p>	
10.3. Retaining walls greater than 4 ft (1.2m) in height			GEN102, BLD101-Structural and Geotechnical, 104, 107, 110, 114		
10.4. In ground pool only			GEN102, BLD101, 103, 106, 119		
10.5. Interior renovation only			GEN102, BLD110, 111		
10.6. Interior renovation with a <i>secondary suite</i>			GEN102, BLD106, 110, 111		
10.7. Interior renovation with exterior modifications (e.g. windows added)			GEN102, BLD106, 110, 111, 112		
10.8. Major additions and alterations, slope less than 18 percent			GEN102, BLD104, 107, 110, 111, 113, 114		
10.9. Major additions and alterations, slope 18 percent or greater			GEN102, BLD105, 108, 109, 110, 111, 113, 114		
10.10. New Single Family Dwelling, slope less than 18 percent			GEN102, BLD104, 107, 110, 111, 113, 114		
10.11. New Single Family Dwelling, slope 18 percent or greater			GEN102, BLD 105, 108, 109, 110, 111, 113, 114		
10.12. Minor additions and alterations, sundecks, parking structures and accessory buildings					See NOTE Ç
<b>11. Driveways &amp; Property Access</b>					
11.1. Does the property abut a District Lane Allowance?				If a lot abuts an open lane, no vehicular access will be permitted from the street.	
11.2. Are you building a new driveway or adjusting the location of the existing driveway? <b>If NO, proceed to Section 12</b>					
11.3. Do you require alterations to existing curbing or new curbing to be constructed by the District?			ENG105, GEN108	Sketch of proposed driveway size and location for GEN108.	
11.4. Does the proposed driveway work involve a slope? <b>If NO, proceed to Section 12</b>				Indicate Slope on Plans	
11.5. Is the proposed driveway slope less than 10 percent?			ENG102		
11.6. Is the proposed driveway slope 10 to 20 percent?			ENG103		

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11.7. Or more than 20 percent?			ENG104, SPE105	
<b>QUESTION</b>	<b>YES</b>	<b>NO</b>	<b>MRL No.</b>	<b>Notes</b>
11.8. Will the proposed driveway work require retaining walls greater than 4 feet in height, placing of fill or excavation within the District boulevard?			ENG104, BLD101-Structural & Geotechnical	Materials used as retaining walls in boulevard restricted by Council Policy.
<b>12. Streams</b>				
12.1. Is there a stream or <i>drainage works</i> on, or within, 15 metres of your property? <b>If NO, proceed to Section 13</b>				
12.2. Is the proposed <i>work</i> within 30 metres (100 feet) of the <i>top of bank</i> of the stream?			ENV119	
12.3. Will the proposed <i>work</i> involve new foundations or enlarging of an existing foundation?			ENV119, ENV113	
12.4. Will the proposed <i>work encroach</i> closer to the <i>stream</i> or <i>top of bank</i> more than existing buildings, structures or other improvements?			ENV119, GEN108	
12.5. Will the proposed <i>work</i> impact or come in contact with the <i>groundwater</i> ?			ENV110	
12.6. Will there be <i>work</i> below the <i>top of bank</i> or in the bottom of the <i>stream</i> channel?			ENV119, GEN108	
<b>13. Foreshore</b>				
13.1. Is the proposed work on <i>waterfront</i> property? <b>If NO, proceed to Section 14</b>				
13.2. Is the proposed work within 30 metres (100 ft) of the <i>waterfront</i> ?			ENV119	
13.3. Is the proposed work on land within the <i>Vancouver Port Authority</i> jurisdiction?			ENV116, ENV119, GEN108	
13.4. Is the proposed work on the ocean side of the <i>natural boundary</i> of Burrard Inlet?			ENV114, ENV119, GEN108	
<b>14. Slopes</b>				
14.1. Does any portion of the property exceed a 30 percent <i>slope</i> ? <b>If NO, proceed to Section 15</b>				
14.2. Will you excavate or <i>deposit</i> soil on the <i>slope</i> ?			ENV101, ENV117	
14.3. Does any portion of the property exceed a 57 percent <i>slope</i> ?			SPE105	
14.4. Is the area of the proposed work contained within a <i>restrictive covenant</i> ?			ENV117, GEN108	

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QUESTION	YES	NO	MRL No.	Notes
<b>15. Soil</b>				
15.1 Are you: a. removing and/or <i>depositing</i> more than two truckloads (18 cubic metres) of soil, or b. is the proposed work a new dwelling or detached structure?			ENV117, ENV102	
<b>16. Trees</b>				
16.1. Are there <b>any</b> trees on your property, adjacent neighbouring property, or District property within 16.5 fee (5 metres) of the proposed work or do you plan on removing/pruning <b>any</b> trees?  <b>If NO, proceed to Section 17</b> <b>If YES, proceed to Section 16.2 and submit arborist report at time of DP/BP Application</b>			ENV105	
16.2. Do you have an arborist report and tree protection plan based on the topographical survey?  <b>If YES, proceed to Section 17</b>			ENV106, ENV118	
16.3. Are you planning on removing/pruning <b>any</b> trees on your property that are greater than 0.75cm (2.5 ft) in diameter or 2.4m (7.75 ft) in circumference?			ENV118	
16.4. Are you planning on removing/pruning <b>any</b> trees on your property located within 30m of a stream/wetland or waterfront?			ENV118	
16.5. Are you planning on removing/pruning <b>any</b> trees on your property located on a slope greater than 30 percent?			ENV118 Tree Bylaw - Steep Slope (geotechnical review required)	
16.6. Are you planning on removing/pruning <b>any</b> trees on your property located within a restrictive covenant area?			GEN 108	
16.7. Are you planning on working within 5m (16.5 ft) of <b>any</b> trees that are in shared ownership or located on adjacent neighbouring property?			ENV 105	
16.8. Are you planning on removing/pruning <b>any</b> trees on District property?			ENV105	
<b>If YES to any of the questions above in 16.3 - 16.8 you may need an arborist report and tree protection / removal plan based on the topographical survey.</b>				
<b>17. Underground Tanks</b>				
17.1. To the best of your knowledge, are there any <i>Underground storage tanks</i> on your property?			ENV104 Enviro Dept. Contact 604.990-2365	

**PLEASE REFER TO MASTER REQUIREMENT LIST (attached) TO VERIFY YOUR PERMIT REQUIREMENTS**

**Additional Notes:** \_\_\_\_\_  
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Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_



### DNV Master Requirements List – Summary

Project Address \_\_\_\_\_  
 Description of Work \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_ email \_\_\_\_\_

***(Check off your specific requirements resulting from the Building Permit Requirements Questionnaire.)***

<u>MRL No.</u>	<u>Doc. No.</u>	<u>Title</u>
<input type="checkbox"/>	GEN 101	318829 Letter of Authorization
<input type="checkbox"/>	GEN 102	318869 Title Search
<input type="checkbox"/>	GEN 103	318910 BP Application Pending Subdivision Approval
<input type="checkbox"/>	GEN 104	318913 Lot Unconsolidation
<input type="checkbox"/>	GEN 105	318916 Licence to Occupy District Land
<input type="checkbox"/>	GEN 106	318917 Design Guidelines Reviewed by Consultant
<input type="checkbox"/>	GEN 107	318919 Heritage Approval
<input type="checkbox"/>	GEN 108	318921 Pre-application Meeting
<input type="checkbox"/>	SPE 101	318931 Owner Building Declaration and Disclosure Notice
<input type="checkbox"/>	SPE 102	318932 HPO Registration Form – Detached Dwelling Unit
<input type="checkbox"/>	SPE 103	318934 Fire Limits Area – Sprinklers
<input type="checkbox"/>	SPE 104	318952 Sloping Sites (Greater than 10 DEG)
<input type="checkbox"/>	SPE 105	318955 Sloping Sites (Greater than 20 DEG)
<input type="checkbox"/>	SPE 106	318959 Flood Hazard Report
<input type="checkbox"/>	SPE 107	318962 Creek Hazard Report
<input type="checkbox"/>	SPE 108	319070 Alternate Sewage Disposal System
<input type="checkbox"/>	SPE 109	319071 Potable Water Community Waterworks System
<input type="checkbox"/>	SPE 110	319073 Potable Water Private System Approval
<input type="checkbox"/>	SPE 111	319074 Water Licence Rental (Potable Water) – MOE
<input type="checkbox"/>	SPE 112	319084 Alternate Storm Water Disposal System Approval
<input type="checkbox"/>	SPE 114	319087 Conceptual Stormwater Management Plan
<input type="checkbox"/>	SPE 115	1983779 DPA Wildfire Hazard Report
<input type="checkbox"/>	BLD 101	319088 Letter of Assurance
<input type="checkbox"/>	BLD 103	319091 Survey - Simple
<input type="checkbox"/>	BLD 104	319096 Survey - Moderate
<input type="checkbox"/>	BLD 105	319105 Survey - Complex
<input type="checkbox"/>	BLD 106	319106 Site plan - Simple
<input type="checkbox"/>	BLD 107	319108 Site plan - Moderate
<input type="checkbox"/>	BLD 108	319109 Site plan - Complex
<input type="checkbox"/>	BLD 109	319110 Preliminary Drainage Plan
<input type="checkbox"/>	BLD 110	319112 Foundation Plan
<input type="checkbox"/>	BLD 111	319146 Floor Plans
<input type="checkbox"/>	BLD 112	319148 Elevations - Simple
<input type="checkbox"/>	BLD 113	319150 Elevations - Moderate/ Complex
<input type="checkbox"/>	BLD 114	330313 Building Cross-section
<input type="checkbox"/>	BLD 119	388129 Outdoor Pool and Hot Tub Regulations
<input type="checkbox"/>	BLD 120	387092 Professional Liability Insurance

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|--------------------------|----------|---------|---|
| <input type="checkbox"/> | ENG 101  | 319441  | Municipal Service Connections                         |
| <input type="checkbox"/> | ENG 102  | 319456  | Driveway Requirements – Slope Less Than 10 DEG        |
| <input type="checkbox"/> | ENG 103  | 319462  | Driveway Requirements – Slope 10 DEG to 20 DEG        |
| <input type="checkbox"/> | ENG 104  | 319572  | Driveway Requirements Slope Greater Than 20 DEG       |
| <input type="checkbox"/> | ENG 105  | 319576  | Curb Requirements                                     |
| <input type="checkbox"/> | ENG 106  | 2286815 | Re-use of Existing Sanitary Sewer Connections         |
| <input type="checkbox"/> | ENG 107  | 2367867 | Survey Information for Engineering Drawing Submission |
|                          |          |         |   |
| <input type="checkbox"/> | ENV 101  | 319578  | Sediment & Erosion (S&E) Control Plans                |
| <input type="checkbox"/> | ENV 102  | 319580  | Sediment & Erosion (S&E) Control Plans Medium         |
| Projects                 |          |         |   |
| <input type="checkbox"/> | ENV 103  | 319825  | Soil & Water Quality Confirmation Reports             |
| <input type="checkbox"/> | ENV 104  | 854133  | Residential Underground Storage Tank (Rust)           |
| <input type="checkbox"/> | ENV 105  | 319831  | Tree Location Sketch Plan - Simple                    |
| <input type="checkbox"/> | ENV 106  | 319834  | Arborist Report                                       |
| <input type="checkbox"/> | ENV 107  | 319844  | Tree Retention or Restitution Plan - Simple           |
| <input type="checkbox"/> | ENV 108  | 319846  | Tree Retention or Restitution Plan - Moderate         |
| <input type="checkbox"/> | ENV 108A | 319851  | Tree Retention Plan - Complex                         |
| <input type="checkbox"/> | ENV 109  | 320009  | Environmental Impact Assessment (EIA) Report          |
| <input type="checkbox"/> | ENV 110  | 320014  | Hydrologist or Hydro-geologist Report                 |
| <input type="checkbox"/> | ENV 111  | 320025  | Aquatic or Wildlife Habitation Compensation Plan -    |
| Complex                  |          |         |   |
| <input type="checkbox"/> | ENV 112  | 320026  | Section 219 Covenant – Environmental Protection       |
| <input type="checkbox"/> | ENV 113  | 320030  | Outside Agency Approval – Enviro Review Comm (ERC)    |
| <input type="checkbox"/> | ENV 114  | 320033  | Outside Agency Appl – Burrard Enviro Review Comm      |
| (BERC)                   |          |         |   |
| <input type="checkbox"/> | ENV 115  | 320036  | Outside Agency Approval – Dept of Fisheries & Oceans  |
| <input type="checkbox"/> | ENV 116  | 320037  | Outside Agency Approval – Ports of Vancouver          |
| <input type="checkbox"/> | ENV 117  | 320041  | Soil Permit - DNV                                     |
| <input type="checkbox"/> | ENV 118  | 2114097 | Tree Permit - DNV                                     |
| <input type="checkbox"/> | ENV 119  | 320048  | Aquatic Area Permit - DNV                             |
|                          |          |         |   |
| <input type="checkbox"/> | SPR 101  | 344502  | Sprinklers and Fire Alarms in Residential Buildings   |
| <input type="checkbox"/> | MEC101   | 1119493 | Solar Hot Water Heating                               |

Notes

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*Plan Reviewer Name/Signature*

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*Date*