



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. 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
1. Owner/Owner's Agent				
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
2. Subdivision/Charges on Title				
2.1. Is this application related to a subdivision application pending approval? See Question 3.2 as well			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	
3. Zoning and Development				
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.

District of North Vancouver
 Building Permit Requirements Questionnaire / Summary List

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.
4. Homeowner Protection Act				
4.1. Are you constructing a new Single Family Dwelling or are you removing more than 75% of the existing structure? If NO, proceed to Section 5				
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	
5. General				
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 (<i>a 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.

District of North Vancouver
 Building Permit Requirements Questionnaire / Summary List

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
6. Professionals Required*				*Also questions 7.3, 8.1, 9.2 & 9.4
6.1. Is the "new" floor area greater than 500 sq ft of NEW 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

District of North Vancouver
 Building Permit Requirements Questionnaire / Summary List

QUESTION	YES	NO	MRL NO.	Notes
7. Potable Water				
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? If NO, proceed to Section 8				
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
8. Sanitary Sewer System				
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.
9. Storm Sewer System				
9.1. Is the proposed work less than 250 square feet in Building area? If YES, proceed to Section 10				
9.2. Is the proposed work greater than 250 square feet but less than or equal to 400 square feet? If YES, proceed to Section 10			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

District of North Vancouver
 Building Permit Requirements Questionnaire / Summary List

10. Scope of Work (to determine required drawings)				
10.1. Please check the type of work you are applying for:				

QUESTION	YES	NO	MRL No.	Notes	
10.2. Demolition			GEN102, 107, BLD104	NOTE: 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. 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.	
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 ↑
11. Driveways & Property Access					
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? If NO, proceed to Section 12					
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? If NO, proceed to Section 12				Indicate Slope on Plans	

District of North Vancouver
 Building Permit Requirements Questionnaire / Summary List

11.5. Is the proposed driveway slope less than 10 percent?			ENG102	
11.6. Is the proposed driveway slope 10 to 20 percent?			ENG103	
11.7. Or more than 20 percent?			ENG104, SPE105	
QUESTION	YES	NO	MRL No.	Notes
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.
12. Streams				
12.1. Is there a stream or <i>drainage works</i> on, or within, 15 metres of your property? If NO, proceed to Section 13				
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	
13. Foreshore				
13.1. Is the proposed work on <i>waterfront</i> property? If NO, proceed to Section 14				
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	
14. Slopes				
14.1. Does any portion of the property exceed a 30 percent <i>slope</i> ? If NO, proceed to Section 15				

District of North Vancouver
 Building Permit Requirements Questionnaire / Summary List

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	
QUESTION	YES	NO	MRL No.	Notes
15. Soil				
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	
16. Trees				
16.1. Are there any 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 any trees? If NO, proceed to Section 17 If YES, proceed to Section 16.2 and submit arborist report at time of DP/BP Application			ENV105	
16.2. Do you have an arborist report and tree protection plan based on the topographical survey? If YES, proceed to Section 17			ENV106, ENV118	
16.3. Are you planning on removing/pruning any 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 any trees on your property located within 30m of a stream/wetland or waterfront?			ENV118	
16.5. Are you planning on removing/pruning any 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 any 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 any trees that are in shared ownership or located on adjacent neighbouring property?			ENV 105	
16.8. Are you planning on removing/pruning any trees on District property?			ENV105	
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.				

District of North Vancouver
Building Permit Requirements Questionnaire / Summary List

17. Underground Tanks				
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: _____

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
<input type="checkbox"/>	ENG 101	319441	Municipal Service Connections

District of North Vancouver

Building Permit Requirements Questionnaire / Summary List

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|--------------------------|----------|---------|--|
| <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 Applr – 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

Plan Reviewer Name/Signature

Date