

PURPOSE

This bulletin describes the building permit application process for a new building or addition for **other than a single family dwelling**. It is a convenience document that addresses most of the common issues. Not all requirements are applicable to every project and other requirements may arise.

GENERAL

1. All commercial permits require a **Pre-Application meeting**. Approximately 4 weeks before the anticipated BP submission date set up a date for the meeting with a Commercial Plan Checker. All BP submissions require an appointment with a commercial plan checker (call Service Clerk at 990-2480 to set up a date and time).
2. **Rezoning and Development Permit approval** must be completed prior to building permit application.
3. **Upgrades to infrastructure and existing buildings** are required for larger projects in terms of the DNV Building bylaw and the DNV Development Servicing Bylaw. For buildings in Development Permit areas, the upgrade requirements are determined as part of the Development Permit process. For buildings not in a Development Permit area the upgrade requirements are determined as part of the Building Permit process. If you are unsure whether upgrades are required for a project please contact a Commercial Plan Checker to make the determination.
4. **Only complete submissions will be accepted** (including building, environmental, engineering and planning requirements).

BEFORE BP APPLICATION

1. **Environmental questionnaire** is to be completed and discussed with a commercial plan checker prior to building permit application.
2. **Establish Building Permit application fees**. Building permit and environmental permit application fees are required for the BP application.

OTHER REQUIREMENTS

1. **Fire sprinkler systems** are required by the DNV Building Bylaw Section 10.40 for all new buildings and for additions or structural alterations where the value of additions or structural alterations in any 24 month period exceeds 25% of the BC Assessment value of the building.
 - Where water is not effective or presents a hazard, alternative automatic fire suppression systems may be accepted.
 - Fire suppression systems, are to be designed in accordance with the relevant BC Building Code and NFPA standards.
 - Drawings are to include details of the hazard being protected, the suppression system being provided and the hazard to be protected.
 - Letters of assurance for design and field review are required.
2. **Trades permits** for electrical, drainage, plumbing, gas and sprinkler equipment are required **after** the BP is issued.
3. **Commercial cooking installations and paint spray booths** are to be fully described in the building permit application.
4. **Sign permit applications** may be made by contacting the Planning Department.

BUILDING PERMIT APPLICATION

Plan sets must include separate drawings from each discipline. The following is a general list of requirements for various departments. Specifics of requirements and documents to be submitted will be established at the Pre-application meeting (see 'General Notes' above).

Typically 6 plan sets are required but more may be necessary. Please check with your Commercial Plans Reviewer by calling 604-990-2480.

BUILDING
Letters of Assurance
Confirmation of Prof. Liability Insurance (Schedule F)
Owners Undertaking (Schedule E)
Building Code Data Sheet
HPO Form
Vancouver Coastal Health Approval
* Cover Sheet
8.5x11 Address Plans for Multi-tenant Buildings
* Architectural including Building Envelope
* Structural
* Mechanical On-site
* Electrical
* Sequence of Operation
* Excavation and Shoring
* Topographical Survey
* Geotechnical Report
* Details of Storage Tanks for Flammable Liquids
DCC areas for Buildings to be Demolished
Site Safety Plan
MECHANICAL AND ELECTRICAL
Additional set of Electrical Drawings
Additional set of Mechanical (domestic) Drawings
Additional set of On-site Civil and Site Service Drawings
Additional Storm Water Management Plan
PLANNING
Architectural (site plan, layout drawings only)
'On' and 'Off'-site Landscape Site Services shown
Detail breakdown of On-site Landscaping Costs
Landscape Architect's Letters of Assurance L1 / L2
On-site Traffic Plan to be given directly to the Development Planner

ENVIRONMENT
Storm Water Management Plan
Site Profile for Commercial / Industrial Sites
Sediment and Erosion Control Plan
Arborist Report
Geotechnical Report for Work or Tree Removal 'on' or 'near' Steeply Sloped Banks
Aquatic Report for Work 'near' a Watercourse or Creek
ENGINEERING
Geotechnical and Shoring where there is anchoring or shoring into road allowance
Servicing to Building (water and sewer connection sizes, water entry station details)
* Off-site Civil Design and Detail Drawings referencing DNV Standards
* Off-site Mechanical and Electrical
Detail breakdown of Off-site Civil Costs including Taxes and 105 contingency
* Off-site Landscaping Design
Detail breakdown of Off-site Landscaping Costs including Taxes and 10% contingency
FIRE
Architectural (site plan, layout drawings only)
Landscape Plans (layout of paths and plantings only)
Details of Storage Tanks for Flammable Liquids
Electrical
Sequence of Operation
Site Safety Plan

***To be original ink sealed copies.**

NOTES

Building Department

- **Cost of construction** is required at BP application in order to determine the building permit application fee.
- **Title search** (to verify ownership and check for restrictive covenants).
- **Letters of assurance** are required for each professional including L-1, L-2 for Landscaping. Property owner is to sign Schedule A.
- **A building Code and zoning analysis** is to be provided on the Cover Sheet of the “Architectural” set of drawings. **DNV Building Code Data** sheet is to be completed for smaller projects or tenant improvements..
- **Equivalency reports and DNV “Application of equivalency” forms** are to be signed by a registered professional/building code consultant and submitted to the District through the Coordinating Registered Professional’s office.
- **Adjacent property owner(s)** are to provide a letter for any work on their property, typically soil anchors for structural support of the ground into neighbouring properties.
- **Vancouver Coastal Health Authority** approval for commercial cooking, retail food, care facilities serving 3 or more clients, swimming pools or personal service uses. Contact (983-6700 at 132 W Esplanade, N Van).
- **Toxic and hazardous materials report, and confirmation of cleanup and safe disposal** required for larger projects to older buildings.

Environmental Department

- The **Environmental Package** including the applicable fees is to be submitted together with the Building Permit

Mechanical Department

- **Design data** and sizes for water supply for domestic use and fire fighting, storm sewer, sanitary sewer, plumbing and mechanical ventilation systems to be shown on drawings.
- **Interior oil and grit interceptors** (for car wash, underground parking, kitchen etc.) to be connected to the sanitary sewer. Venting is required in accordance with DNV Standard BD-D25.
- **Exterior oil and grit interceptors** (for exterior parking areas, storage areas and private road systems etc.) to be connected to the storm system.
- **Water meter** size to be specified, and installation details to be as per DNV standard BD-D11.
- **Underground fire and potable water supply pipe** use only Type K copper or Class 50, lined ductile iron.
- **Site service drawings** with size and location (relative to property line) of storm, sanitary and water connections.
- **Engineering drawings** to Engineering Department standards.

Fees, Charges, Deposits, Securities and Development Cost Charges

All monies are to be paid prior to building permit or foundation permit issuance, and some prior to Development Permit issuance. See table below for a list of typical fees, charges and securities.

Typical Fees and Deposits	
NON-REFUNDABLE (Cash, Cheque, Visa, MasterCard, Debit Card or if applicable, LOC)	REFUNDABLE (Cash, Cheque, Debit Card or if applicable, LOC)
<ul style="list-style-type: none"> ○ Balance of Building Permit Fee (approx ½ of 1% of construction value) ○ Building Code Equivalency Review Fees ○ Recovered Legal Fee ○ GVS&DD Development Cost Charge ○ DNV Development Cost Charges ○ Engineering Service Connection Installation fee ○ Driveway Crossing Installation fee ○ Water Meter installation fee ○ Environmental soil fee ○ Environmental aquatic fee ○ Environmental tree permit fee ○ As-built Drawing Fee 	<ul style="list-style-type: none"> ○ Administration Fee ○ Off-site security ○ Solid waste security <p>125% of the highest of the following security deposits will be collected to cover all building, environmental and landscaping securities:</p> <ul style="list-style-type: none"> ○ 10% of building construction value (maximum \$100,000) ○ 100% of the landscape estimate ○ The Aquatic security ○ The Soil security <p>No refunds are given until occupancy is approved</p>

Building Permit Application Fees

Are payable on application and include the Building Department fee (approximately ½ of 1% of construction value) and all Environmental fees.

Development Cost Charges (DCC)

The District (DNV) and the Greater Vancouver Sewerage and Drainage District (GVS&DD) DCCs are applicable for new buildings, additions and other new floor areas.

The amount of DNV DCCs is calculated on Floor area, which is measured to an exterior wall's interior surface plus 100mm (four inches). Floor area includes covered, occupied portions of roofs, but **excludes covered balconies, porches and patio areas.**

Exemptions and Reductions for DCCs

- Motor vehicle parking and bicycle storage areas.
- Building permits where the construction value of the work does not exceed \$50,000;
- Building exempt from taxation under section 339(1)(a) of the Local Government act;
- Where no additional load is added;
- DNV DCC is exempt where a building is located in Northlands Development Sector 1;
- Basements and common areas of residential multifamily buildings.

DCCs are credited for existing building area demolished on the same property not more than 1 year prior to new DCC charges being due.

Rates

DCC RATE CLASSIFICATION	GVS&DD DCC RATE (North Shore Rate)	DNV DCC RATE
Multifamily Apartment	\$807/dwelling unit	\$7.276/sq. ft. of dwelling unit floor area (\$14,000/dwelling unit maximum)
Multifamily Townhouse Ground Entry	\$1129/dwelling unit	\$7.276/sq. ft. of dwelling unit floor area (\$14,000/dwelling unit maximum)
Commercial	\$0.605/sq. ft. of total floor area	\$3.497/sq. ft. of total floor area
Industrial	\$0.605/sq. ft. of total floor area	\$1.277/sq. ft. of total floor area
Institutional	\$0.605/sq. ft. of total floor area	\$2.517/sq. ft. of total floor area
CD comprehensive development	\$0.605/sq. ft. of total floor area (or multifamily where appl.)	Request schedule

Rate Classification

Institutional rates apply only to PRO or PA zones except for child care facilities, fire halls, group homes or multilevel care facilities in any zone.