

Building Permit Application Checklist - Complex Buildings

Confirm permitted uses, regulations for the size, shape and siting of the building and structures, and required off-street parking. Email Planning@cnv.org.

Arrange a pre-application meeting with staff to review submission requirements.
Email Gateway@cnv.org.

Learn more about our electronic Building Permit application submission process on the [Construction Permits Updates page](#).

Completed permit applications must be emailed to buildingpermits@cnv.org for processing.

**If submissions are larger than 20MB, please email buildingpermits@cnv.org to request a "Send It" link.*

Documents:

- [Building Permit Application Form](#)
- Building Permit Application Fee *
- [Acknowledgment of Responsibility – Owner’s Undertaking Form](#)
- Letters of Assurance – electronically verifiable
- [Confirmation of Professional Liability Insurance Coverage Form](#)
- Copy of Certificate of Insurance Coverage
- Building Code Data Sheet for New Complex Buildings
- Building Code Report and Code Compliance Plans
- [Energy Documents](#)
- [BC Housing](#) - New Home Registration Form (residential only)
- British Columbia Land Survey
- [Site Disclosure Statement](#)
- Architectural plans
- Structural plans
- Electrical plans
- Mechanical and Plumbing plans
- Sprinkler plans and Hydraulic calculations
- On Site Storm Water Management plans
- Erosion and Sediment Control plan
- Landscape plans
- Landscape cost estimate
- Civil plans
- Civil Works cost estimate
- Off-Site Landscape Plans
- Off-Site Landscape cost estimate
- Street Lighting plans
- Street Lighting cost estimate
- Traffic Management Plan

- [Construction Fire Safety Plan](#) (BCFC 5.6.1.2 “Protection of Adjacent Properties” Report)
- Excavation and Shoring plans
- Geotechnical Report
- Vancouver Coastal Health stamped plans (if applicable)

For buildings connected to the Lonsdale Energy Corporation District Energy System provide:

- Signed and sealed letters from the consultant identifying the LEC required amount of heating and cooling loads for the building.
- Signed and sealed letters from consultant identifying the amount of electric heating or any other source of heating that is not connected to the LEC system. Include in-floor heating, baseboard heaters, electric fireplaces, gas fireplaces, gas or electric hot water tanks, etc. Provide the purpose, the location, and the rated output.

Adaptable Design

The Adaptable Design Guidelines contained within the City of North Vancouver’s Zoning Bylaw, 1995, No. 6700 are applicable to residential developments with common corridors.

Design elements specific to each discipline must be incorporated into the plans.

Include a cover sheet on the Architectural, Electrical and Plumbing plans that show the ADG Level 1, 2, 3 adaptable design elements.

- Provide the Adaptable Design Unit List, Residential Unit Summary, Adaptable Design Unit Calculation, and Parking Calculation Form

Alternative Solutions

Provide a separate electronic submission to Gateway@cnv.org.

- Alternative Solutions Application Form
- Alternative Solutions Code Report
- Alternative Solution Application Fee *

DEMOLITION PERMIT

- Refer to the [Demolition Permit](#) information.

* Fees can be paid through your [CityServe](#) account.

(Large fee amounts may require that a cheque be provided to the City of North Vancouver.)

Forms and documents are available online at www.cnv.org.