

## RESIDENTIAL MULTI FAMILY RENOVATION BUILDING PERMIT APPLICATION GUIDE

### Building address and suite #

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#### Permit Application Submission

- Prior to submission, contact Planning, Development Services and Business Licence Departments regarding bylaw and department requirements for proposed work
- Lonsdale Energy Corporation connected buildings – contact LEC regarding heating and air conditioning proposals and conditions in advance of application
- If scope of work includes structural, building envelope and base building alterations or alternative solutions, the involvement of a Registered Professional will be required
- Plumbing, Gas, Sprinkler and Electrical Permits – obtained by trade contractors only with valid City of North Vancouver business licence
- **Depending on scope of work, not all of the following items may be applicable**

#### Documentation

- [Building Permit Application Form](#)
- Building Permit Application Guide
- [Registered Owner's Letter of Authorization](#) – if applicant is not the registered owner
- [Acknowledgement of Responsibility Owners Undertaking](#) – if Registered Professional retained
- [Registered Professional Letters of Assurance](#) and stamped drawings – digitally signed, sealed and dated, electronically submitted and verifiable
- Permit to Practice # - listed on all documentation as per Engineers and Geoscientists BC
- [Supplementary Dwelling Unit Information Form](#)
- Hazardous Material Survey Report – conducted and issued by certified consultant as per WorkSafeBC requirements. [Applicable for buildings constructed prior to 1990.](#)

#### Floor Plan - scale 1/4" = 1'

- Building and suite address
- Key plan of entire floor level – with suite numbers
- Existing floor plan layout - indicate elements to be removed
- Proposed floor plan layout – location of demising walls between suites and common property – indicate fire resistance ratings / sound transmission ratings / fire rated structural supports
- Suites - proposed floor plan layout of entire suite
  - Rooms – uses
  - Doors – size / swing
  - Windows – size / type / direction of opening / safety glass

- Washroom – fixture layout
- Kitchen – appliance layout
- Laundry – appliance layout
- Exhaust ductwork – kitchen / bathroom / laundry / venting route
- Gas appliances – type / location
- Fireplace – type / location / venting
- Electrical – panel location
- Location of smoke alarms / carbon monoxide alarms / fire alarm devices
- Heating, Ventilation, Air Conditioning – type / location
- Location of water shut off – hot/cold into suite
- Base building – proposed floor plan layout of entire floor level
- Common areas / building services / life safety systems

**Construction Details - scale 1/4" = 1'**

- Framing assemblies – wall / floor / ceiling / roof / balcony / deck / porch
- Fire resistance ratings / sound transmission ratings – existing / proposed – listed assemblies
- Fire stopping – listed system
- Stairs / guards / handrails / headroom clearance - existing / proposed
- Insulation – type / R value
- Insulated unvented roof spaces – submit [Alternative Solution Application](#)

**Structural - scale 1/4" = 1'**

- Floor / roof plans / construction details / design loads noted / design paths stated

**Elevations - scale 1/4" = 1'**

- Exterior finish / building envelope assemblies and components
- Spatial separation calculations / indicate door and window sizes

**Site Plan – if exterior scope of work proposed - scale 1/8" = 1'**

- Site address
- Lot dimensions / north arrow / adjacent streets and lanes / buildings and structures / distance of building setbacks measured perpendicular to property lines / distance between buildings and structures on the property

**This guide provides typical permit application requirements. Upon staff review additional items may be required depending on scope of work and site conditions.**