

**CITY OF NORTH VANCOUVER**

141 WEST 14TH STREET  
NORTH VANCOUVER, BC V7M 1H9  
T 604 982 WORK (9675)  
GATEWAY@CNV.ORG



**SECONDARY SUITE – BUILDING PERMIT APPLICATION GUIDE**

**This guide is provided to assist applicants in making a successful permit application. In order for application to proceed, please ensure all applicable items are complete.**

**Prior to permit submission**

- Contact Planning and Development Services to ensure project will meet City Bylaw and departmental requirements, email: [planning@cnv.org](mailto:planning@cnv.org) [developmentservices@cnv.org](mailto:developmentservices@cnv.org) or [gateway@cnv.org](mailto:gateway@cnv.org)
- If the suite is for Short Term Rental use – contact Business Licence Department regarding business licence application, email: [licence@cnv.org](mailto:licence@cnv.org)
- Retaining the services of qualified and licenced building and trade contractors is essential to expedite permitting and inspection processes.
- If building and trade work has commenced or has been completed prior to obtaining permits, the property owner is to retain the services of a Registered Professional (Professional Engineer and/or Architect). A Code report is to be provided by the Registered Professional to summarize the project in meeting minimum BC Code requirements. Work is to be uncovered and may need to be removed or changed to meet BC Codes and City Bylaws as per direction from the Registered Professional.
- Single family dwelling with a secondary suite is registered under the same title.
- Buildings other than a single family dwelling that are permitted to have a secondary suite will require stratification. The dwelling with a secondary suite is registered under the same title.
- Buildings constructed prior to 1990 – Asbestos and Hazardous Material WorkSafeBC requirements are applicable for building, trade and demolition work.

**Building Permit submission – please include all applicable items at time of application**

- Building Permit Application Form
- Letter of Authorization – if applicant is not the registered owner
- Owner’s Undertaking – if Architect and or Engineer has been retained
- Energy Efficiency Design Verification Report – if changes to insulation, windows, heating, cooling, ventilation
- Electrical Load Calculation
- Hazardous / Asbestos Material Report – completed by qualified person as per WorkSafeBC
- Registered Professional Code Summary Report – if work has taken place prior to obtaining permits

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**Architectural**

- Site Plan – scale 1/8" = 1'
  - Civic address
  - Lot dimensions
  - North arrow
  - Adjacent streets / lanes
  - Building dimensions with setbacks to property lines
  - Path of travel to suite entry
  - Parking pads and driveways
  
- Floor Plans - scale ¼" = 1'
  - Existing floor plan of entire building, all floor levels
  - Demolition plan showing elements to be removed
  - New floor plan of entire building, all floor levels, showing all proposed construction (clearly identified using hatch pattern)
  - Room uses, doors - dimensioned
  - Window sizes and indicate how window opens (example: slider, casement, awning)
  - Washroom and fixture layout (existing/removal/replacement/new)
  - Kitchen and appliance layout (existing/removal/replacement/new)
  - Smoke alarm and carbon dioxide alarm locations
  - Heating, Ventilation, Cooling – type and location of equipment
  - Gas appliances – type and location
  - Wood burning fireplaces - location
  
- Construction Details – scale ¼" = 1'
  - Roof, floor, ceiling and wall assemblies
  - Fire and Sound Resistance assemblies – listed assembly to be provided
  - Fire Stopping – CAN/ULC listed system to be provided
  
- Cross Sections - scale ¼" = 1'
  - Construction details of roof, wall, floor, foundation
  - Height – floor to ceiling, over stairs, roof slope, truss height, room uses
  - Insulation value – unconditioned spaces, piping
  - Rain screen detailing - if exterior work applicable

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- Elevations – scale  $\frac{1}{4}'' = 1'$  – if exterior changes
  - Building height – floor to ceiling, eave height (geodetic datum)
  - Existing and finished grades at corners of building – calculate average finished grade
  - Spatial separation calculations, door and window sizes

**Structural**

- Structural – scale  $\frac{1}{4}'' = 1'$  – if components are new, removed, replaced or modified (footings, foundations, framing)
  - Structural components / load bearing – Registered Professional to be retained – depending on scope of work, sealed drawings, Schedule B, field review
  - Construction details including point load transfers
  - Non-load bearing - Registered Professional signed/sealed document to confirm components are non-load bearing

This is a guide providing typical items required for application. Depending on scope of work not all items may be applicable. During the course of plan review, additional items may be required.