

# Building Permit Requirements Questionnaire

Building Department: 604-990-2480, [building@dnv.org](mailto:building@dnv.org)

**COMPLETION:** This 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](http://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. Incomplete applications cannot be accepted.

- ☐ No Requirements proceed to next question  
☒ See corresponding, notes, MRL's and submission requirements

Location of work/Contact		BLD	
Address			
Description of work		Zone	
Contact Name			
Email		Phone/Cell	

QUESTION	YES	NO	MRL No.	Notes
<b>1. Owner/Owner's Agent</b>				
1.1 Will either the owner, and/or the owner's agent, be applying for a building permit?				The <b>owner</b> and agent (if applicable) must sign the Building Permit Application Form.
<b>2. Subdivision/Charges on Title</b>				
2.1. Is this application related to a subdivision application pending approval?  <b>See Question 3.2 as well</b>			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.

QUESTION	YES	NO	MRL No.	Notes
2.3. Does this project require the unconsolidation of two or more properties?			GEN104	A new address will be required and given by District staff.
<b>3. Zoning and Development</b>				
3.1. Is the proposed work in a Development Permit Area?				See GeoWeb for Dev. Permit Areas and contact ENV Dept. for specific requirements, including the requirement for a Qualified Environmental Professional's Report prior to plan review appointment.
3.2. Is the application related to a previously approved <i>Development Variance Permit, Board of Variance</i> or subdivision application?				Application must match approved DVP & BOV conditions, drawings and Covenanted subdivision requirements.
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	Contact the District Heritage Planner for specific requirements.
3.5. Is the work in the Grouse Woods or Lionsgate neighbourhood zone?			See Zoning Bylaw 502.1	Max height and eave height is 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.

3.8. Does the application include a demolition permit for a <i>single family dwelling</i> built before 1950?				Waste Diversion Wood Salvage Plan must be submitted with BP application (see the Demolition Waste Reduction Bylaw webpage)
QUESTION	YES	NO	MRL No.	Notes
<b>4. Homeowner Protection Act</b>				
4.1. Are you constructing a <b>new Single Family Dwelling</b> or are you removing more than 75% of the existing structure? <b>If NO, proceed to Section 5</b>				
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 BC HOUSING Home Warranty Insurance 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.			SPE102	
<b>5. General</b>				
5.1. Does your project involve construction on public Property, 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 SF zones but are subject to Code and Zoning req'mnts. Upgrading to minimum 200 AMP service is required, if unsure consult with electrical contractor to do a load calculation. Secondary suite and principal dwelling unit must be serviced by their own electrical panel within the unit. Panel locations to be verified at inspection.
5.3. Does this project involve a home based business (a <i>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 Fees & Charges Bylaw, Schedule B.
5.6. Does this project include a pool or hot tub?			BLD119	Building, Electrical, Plumbing, Zoning, Gas and Noise Bylaw Requirements
QUESTION	YES	NO	MRL No.	Notes
<b>6. Professionals Required*</b>				<b>*Also questions 7.3, 8.1, 9.2 &amp; 9.4</b>
6.1. Is the “new” floor area greater than 500 sq ft of <b>NEW</b> footprint area?  <i>Does not apply to a detached garage, carport or minor accessory building.</i>			BLD101	Geotechnical Engineer Required
6.2. Are you constructing within 30' of a slope greater than 18%?			BLD101, SPE104	Geotechnical Engineer
6.3. Are you constructing within 30' of a slope greater than 36%?			BLD101, 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. Is your project a new house, or does the design include 2 or more storeys with flat Roofs and no roof overhangs?			BLD101	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.
QUESTION	YES	NO	MRL No.	Notes
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. Does your project involve alterations to an existing dwelling or construction of a new dwelling in an area with a High Water Table or in a Liquefaction zone?				A hydrologist or geotechnical report will be required which may limit the ability to construct a basement.
6.10. Will this project require blasting?			See Blasting Regulation Bylaw	Specialist engineer required.
6.11. Will you have a registered professional involved with your project?			BLD120	<i>Schedule F – Confirmation of Professional Liability Insurance</i> Required from EACH professional.
6.12. Will you have more than one <i>Registered Professional</i> involved with your project?			BLD101	Schedule “A” required with Coordinating Registered Professional and Owners signature. CRP must initial all other professional Schedule B’s.

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? <b>If NO, proceed to Section 8</b>				
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.
QUESTION	YES	NO	MRL No.	Notes
8. Sanitary Sewer System				
8.1. Is a pump required to connect to the District's Sanitary Sewer System? <b>If waterfront property, see also 13.1</b>				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 \$200,000?			ENG106	Sanitary line may need to be renewed or replaced.

9. Storm Sewer System				
9.1. Is the proposed work less than 250 square feet in Building area? <b>If YES, proceed to Section 10</b>				
9.2. Is the proposed work greater than 250 square feet but less than or equal to 400 square feet? <b>If YES, proceed to Section 10</b>			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	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
QUESTION	YES	NO	MRL No.	Notes
<b>10. Scope of Work (to determine required drawings)</b>				Please check the type of work you are applying for:
10.1. Demolition			GEN102,107, BLD104, Pest Report may be required	<b>NOTE:</b>  Homeowners should contact a District residential plan reviewer early in the design stage to determine the need for a topographic survey and to verify required drawings.  Non-encroachment type surveys (mortgage surveys) may be sufficient to establish setbacks for very minor work. It may, however, be necessary to submit a topographic survey in order to verify compliance with setback,
10.2. Retaining walls greater than 3 ft (0.9 m) in height			GEN102, BLD101, 104, 107, 110, 114	
10.3. In ground pool only			GEN102, BLD101, 103, 106, 119	
10.4. Interior renovation only			GEN102, BLD110, 111	
10.5. Interior renovation with a <i>secondary suite</i>			GEN102, BLD106, 110, 111	

10.6. Interior renovation with exterior modifications (e.g. windows added)			GEN102, BLD106, 110, 111, 112	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.
10.7. Major additions and alterations, slope less than 18 percent			GEN102, BLD104, 107, 110, 111, 113, 114	
10.8. Major additions and alterations, slope 18 percent or greater			GEN102, BLD105, 108, 109, 110, 111, 113, 114	
10.9. New Single Family Dwelling, slope less than 18 percent			GEN102, BLD104, 107, 110, 111, 113, 114	
10.10. New Single Family Dwelling, slope 18 percent or greater			GEN102, BLD105, 108, 109, 110, 111, 113, 114	
10.11. Minor additions and alterations, sundecks, parking and accessory buildings				See NOTE ↑
QUESTION	YES	NO	MRL No.	Notes
<b>11. Driveways &amp; Property Access</b>				
11.1. Does the property abut an open District Lane Allowance?				If a lot abuts an open lane, no vehicular access will be permitted from the street for any new construction or change of driveway location.
11.2. Does the project require construction vehicles to use DNV streets and property for construction purposes?				A Highway Use Permit may be required. Contact ENG at 604-990-2450.



<p>11.3. Does the project involve:</p> <p>a. Building a new driveway or adjusting the location of the existing driveway? or</p> <p>b. Alterations to District boulevard, including any planting?</p> <p><b>If NO, proceed to Section 12</b></p>				<p>A Site plan and drawings with all proposed changes to District boulevard, including planting, must be submitted with the building permit. Min 1.5m clear from curb is req'd. Driveway crossings are limited to 4.5m in width and must, where possible, be at least 9.15m from a parcel corner on a corner lot. Related questions should be directed to the ENG department.</p>
<p>11.4. Do you require alterations to existing curbing or new curbing to be constructed by the District?</p>			ENG105	<p>Sketch of proposed driveway size and location.</p>
<p>11.5. Does the proposed driveway work involve a slope?</p> <p><b>If NO, proceed to Section 12</b></p>				<p>Indicate Slope on Plans.</p>
<p>11.6. Is the proposed driveway slope less than 10 percent?</p>			ENG102	<p>Indicate Slope on Plans.</p>
<p>11.7. Is the proposed driveway slope 10 to 20 percent?</p>			ENG103	<p>Indicate Slope on Plans.</p>
QUESTION	YES	NO	MRL No.	Notes
<p>11.8. Or more than 20 percent?</p>			ENG104, SPE105	<p>Must be designed by P. Eng.</p>
<p>11.9. Will the proposed driveway work require retaining walls greater than 4 feet in height, placing of fill or excavation within the District boulevard?</p>			ENG104, BLD101- Structural & Geotechnical	<p>Materials used as retaining walls in boulevard restricted by Council Policy.</p>

12. Streams				
12.1. Is there a stream or <i>drainage works</i> on, or within, 15 metres of your property? <b>If NO, proceed to Section 13</b>				
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	
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	
13. Foreshore				
13.1. Is the proposed work on <i>waterfront</i> property? <b>If NO, proceed to Section 14</b>			ENG101	A sanitary pump may be required. Please email <a href="mailto:SFS@dnv.org">SFS@dnv.org</a> to check if your property needs to connect to street sanitary mains.
QUESTION	YES	NO	MRL No.	Notes
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	

13.4. Is the proposed work on the ocean side of the <i>natural boundary</i> of Burrard Inlet?			ENV114, ENV119	
<b>14. Slopes</b>				
14.1. Does any portion of the property exceed a 30 percent <i>slope</i> ? <b>If NO, proceed to Section 15</b>				
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	
<b>15. Soil</b>				
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	

QUESTION	YES	NO	MRL No.	Notes
<b>16. Trees</b>				
<p>16.1. Are there <b>any</b> trees on your property, adjacent neighbouring property, or District property within 16.5 feet (5 metres) of the proposed work or do you plan on removing/pruning <b>any</b> trees?</p> <p><b>If NO, proceed to Section 17</b>  <b>If YES, proceed to Section 16.2 and submit arborist report at time of DP/BP Application</b></p>			ENV105	
<p>16.2. Do you have an arborist report and tree protection plan based on the topographical survey?</p> <p><b>If YES, proceed to Section 17</b></p>			ENV106, ENV118	
<p>16.3. Are you planning on removing/pruning <b>any</b> trees on your property that are greater than 0.75cm (2.5 ft) in diameter or 2.4m (7.75 ft) in circumference?</p>			ENV118	
<p>16.4. Are you planning on removing/pruning <b>any</b> trees on your property located within 30m of a stream/wetland or waterfront?</p>			ENV118	
<p>16.5. Are you planning on removing/pruning <b>any</b> trees on your property located on a slope greater than 30 percent?</p>			ENV118 Tree Bylaw - Steep Slope (geotech review req'd)	
<p>16.6. Are you planning on removing/pruning <b>any</b> trees on your property located within a restrictive covenant area?</p>			ENV118	
<p>16.7. Are you planning on working within 5m (16.5 ft) of <b>any</b> trees that are in shared ownership or located on adjacent neighbouring property?</p>			ENV105	
<p>16.8. Are you planning on removing/pruning <b>any</b> trees on District property?</p>			ENV105	
<p><b>If <u>YES</u> 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.</b></p>				

QUESTION	YES	NO	MRL No.	Notes
<b>17. Underground Tanks</b>				
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:** \_\_\_\_\_

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Completed By		Date	
Reviewed By		Date	

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court or an agent duly authorized under another Act. Further information may be obtained by speaking with The District of North Vancouver's Manager of Administrative Services at 604-990-2207 or at 355 West Queens Road, North Vancouver.

**DNV Master Requirements List – Summary**

	<u>MRL No.</u>	<u>Doc. No.</u>	<u>Title</u>
<input type="checkbox"/>	GEN 101	318829	Authorization to Represent Owner
<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

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<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
<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 Approval – Burrard Enviro Review Comm (BERC)

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<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 \_\_\_\_\_

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