

Building Permit Submission Instructions

Building Department: 604-990-2480, building@dnv.org

How to Submit Electronic Documents for Building Permits

The District of North Vancouver now only accepts building permits electronically.

As official records of the District of North Vancouver, it is important that the documents are good quality and legible. Documents will not be accepted if they are not formatted correctly, are poor quality (legibility/resolution), or are not named in accordance with the naming standard below. Rejected documents will delay the processing of your application.

Step 1: How to Prepare Electronic Documents and Drawings

- The District of North Vancouver is accepting electronic applications. Hybrid hard copy/electronic applications will not be accepted
- Electronic submissions must be signed and sealed in accordance with Architectural Institute of BC (AIBC), the Association of Engineers and Geoscientists of BC (EGBC) and the Association of BC Land Surveyors (ABCLS). They must contain digital seals in order to be accepted. Wet seals or photocopied seals and signatures will not be accepted on electronic submissions
- All electronic documents must be in PDF format
- Scanned hard copy documents (scan at 300 DPI, colour, PDF)
- Do not password protect documents
- Do not reduce the file size
- Do not photograph documents (no jpgs, TIFFs, etc. or photos taken with cellphone)
- PDF Packages/Portfolios are not accepted

A full list of required documents and the building permit application forms can be found on our website: <https://www.dnv.org/business-development/building-permit-single-family-home>

Step 2: How to Name Electronic Documents & Drawings

2.1 Electronic Documents

Save each document individually and name it according to the standard below.

2.1.1 Naming standard for Civic Addresses: Address – Document Title

Examples:

- 355 W Queens Rd – Document Checklist

- 355 W Queens Rd – Building Permit Application Form
- 355 W Queens Rd – Authorization Form
- 355 W Queens Rd – Registered Professional, Geotechnical – Schedule B

2.1.2 Naming standard for Addresses with a Unit: Unit # - Address – Document Title

Examples:

- 110-1150 Lynn Valley Rd - Document Checklist
- 110-1150 Lynn Valley Rd – Building Permit Application Form
- 110-1150 Lynn Valley Rd – Authorization Form
- 110-1150 Lynn Valley Rd – Registered Professional, Geotechnical – Schedule B

2.2 Drawings

Save and name each drawing set individually (e.g. Architectural, Structural and Mechanical, etc.)

2.2.1 Naming standard for Civic Addresses: Address – Drawing Set Name and Sheet Numbers

Examples:

- 1370 Crown St – Architectural Drawings
- 1370 Crown St – Interior Design Drawings
- 1370 Crown St – Mechanical Drawings

2.2.2 Naming standard for Addresses with a Unit: Unit # - Address – Document Title

Examples:

- 110 -1150 Lynn Valley Rd – Architectural Drawings
- 110 -1150 Lynn Valley Rd – Interior Design Drawings
- 110-1150 Lynn Valley Rd – Mechanical Drawings

2.3 Revised Drawings

If you are submitting revised drawings electronically once the permit has been accepted, please ensure a full set of drawings are submitted with changes bubbled.

2.3.1 Naming standard for Revisions: Application # - Address – Document Name – Revision Date

Examples:

- BLD2024-00001 – 355 W Queens Rd – Structural Drawings S1-4 – Revised Feb 27, 2024
- BLD2024-00001 – 355 W Queens Rd – Architectural Drawings A1-14 – Revised Feb 27, 2024

Step 3: How to Submit Electronic Documents to the District of North Vancouver

- 3.1 Email building@dnv.org to request an ownCloud link to upload your PDF files
- 3.2 Building staff will let you know once your submission has been reviewed for completeness

Note: If your building permit submission is incomplete and rejected more than 2 times, a charge will apply for the 3rd submission onwards.

Step 4: After Submission

- 4.1 After your submission is accepted, you will be sent a link to pay online for partial permit fees
- 4.2 Planning, Properties & Permits reserves the right to request hard copy permit application submissions when appropriate, as they may be necessary depending on the scope of work and project size. If hard copies are required, we'll let you know after you've submitted your electronic application