

**DEVELOPMENT SERVICES, BUILDING AND LICENSING DEPARTMENT**

If you have any questions regarding the information requested on this form, please call 604-873-7611.

**NOTE: An electrical permit is required**

Project Address:

Permit Number:

**Documents Required (BRB or POD will indicate what is required)**

**Staff Use Only**

Document	Copies Required	Details	Notes	Copies Attached	Accepted
Application Form & Fees	1	Development and Building (DB) Permit Building Permit (BU) or Minor DP amendment	Electrical Permit (required) as separate submission.		
Owner and Lessee Undertaking Letters	1		Form letter available at: <a href="http://vancouver.ca/files/cov/owners-undertaking-letter.pdf">http://vancouver.ca/files/cov/owners-undertaking-letter.pdf</a> All letters / documents must have original signatures; no photocopies or fax copies will be accepted.		
Strata Council Authorization Letter	1		If building is strata titled, letter must be signed by the strata's chairperson indicating knowledge and acceptance of proposal; no photocopies or fax copies will be accepted.		

**Drawings Required - Scale not less than 1/4" = 1'0" (1:50) unless otherwise noted.**

Site Plan	3	Site Plan should include the following: <ul style="list-style-type: none"> <li>▪ Dimensions of site (including North arrow)</li> <li>▪ Location of the building(s) on the site</li> <li>▪ Street address, street names and location as well as location of any lanes</li> <li>▪ Building setback dimensions from property lines</li> </ul>	Minimum scale: 1/16" = 1'-0" (1:200) For 1 and 2 family homes clear, legible and precisely dimensioned sketches may be acceptable.		
Roof Plan and Elevations	3	Roof Plan: <ul style="list-style-type: none"> <li>▪ Show roof dimensions, roof line/parapet height</li> <li>▪ Show proposed lay-out of panel system complete with footing locations, footing connection details and an indication of clearances between the panel system and roof perimeter and edges</li> <li>▪ Indicate any rooftop mechanical units, skylights, accessible decks, guard rails, planters, landscaping and standpipes</li> </ul> Elevations: <ul style="list-style-type: none"> <li>▪ Drawing to scale of street facing elevations</li> </ul>	Affected elevations only (all street-facing elevations)  For 1 and 2 family homes clear, legible and precisely dimensioned sketches may be acceptable.		
System component specification sheet	1	<ul style="list-style-type: none"> <li>▪ Specification sheets required for:</li> <li>▪ Collector(s)</li> <li>▪ Inverter(s) model and number of inverters</li> <li>▪ Controller(s)</li> </ul>	Must include Total kW capacity of collectors		
Rack (roof or wall) / Ballast detail OR specification sheets	1	<ul style="list-style-type: none"> <li>▪ Must include installed system weight</li> </ul>			
Schematics or sketch of system layout	1	<ul style="list-style-type: none"> <li>▪ Must show components and indicating electrical circuits</li> </ul>			

Retro-fits for Solar Panels (PV)  
 In Single and Multiple Family Dwellings and Commercial Buildings

Architectural Building Envelope roof/wall penetration Details	3 Signed & Sealed	Construction details  Attachment details if not covered in system component specifications	Scale not less than 3" = 1'-0" (1:4).  For 1 and 2 family homes signed and sealed drawings are not required. Clear, legible and precisely dimensioned sketches may be acceptable		
Structural	3 Signed & Sealed	Structural framing details of installation area and panel to roof connection	For 1 and 2 family homes, a comfort letter for Structural Engineer may replace signed/sealed drawings if certain criteria are met. Check with building staff.		

<b>Project Address:</b>	<b>Permit Number:</b>
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Document	Copies Required	Details	Notes	Copies Attached	Accepted
<b>Letters of Assurance - Design Professionals must sign and seal all individual pages of the Letters of Assurance</b>					
Schedule A	1				
Schedule B	1	Architectural	Not required for 1 and 2 family dwellings		
Schedule B	1	Structural	Professional structural concept review will be required for a Part 4 building structure  For 1 and 2 family dwellings structural letter of assurance is only required in specific cases.		
Schedule D1	1	Building Envelope	Not required for 1 and 2 family dwellings		

**Additional Information**

**\*\* NOTE \*\*** Work on/near the property line may require a Street Occupancy (Hoarding) Permit.  
 Contact the Engineering Department at 604-873-7322 or 604-873-7773.