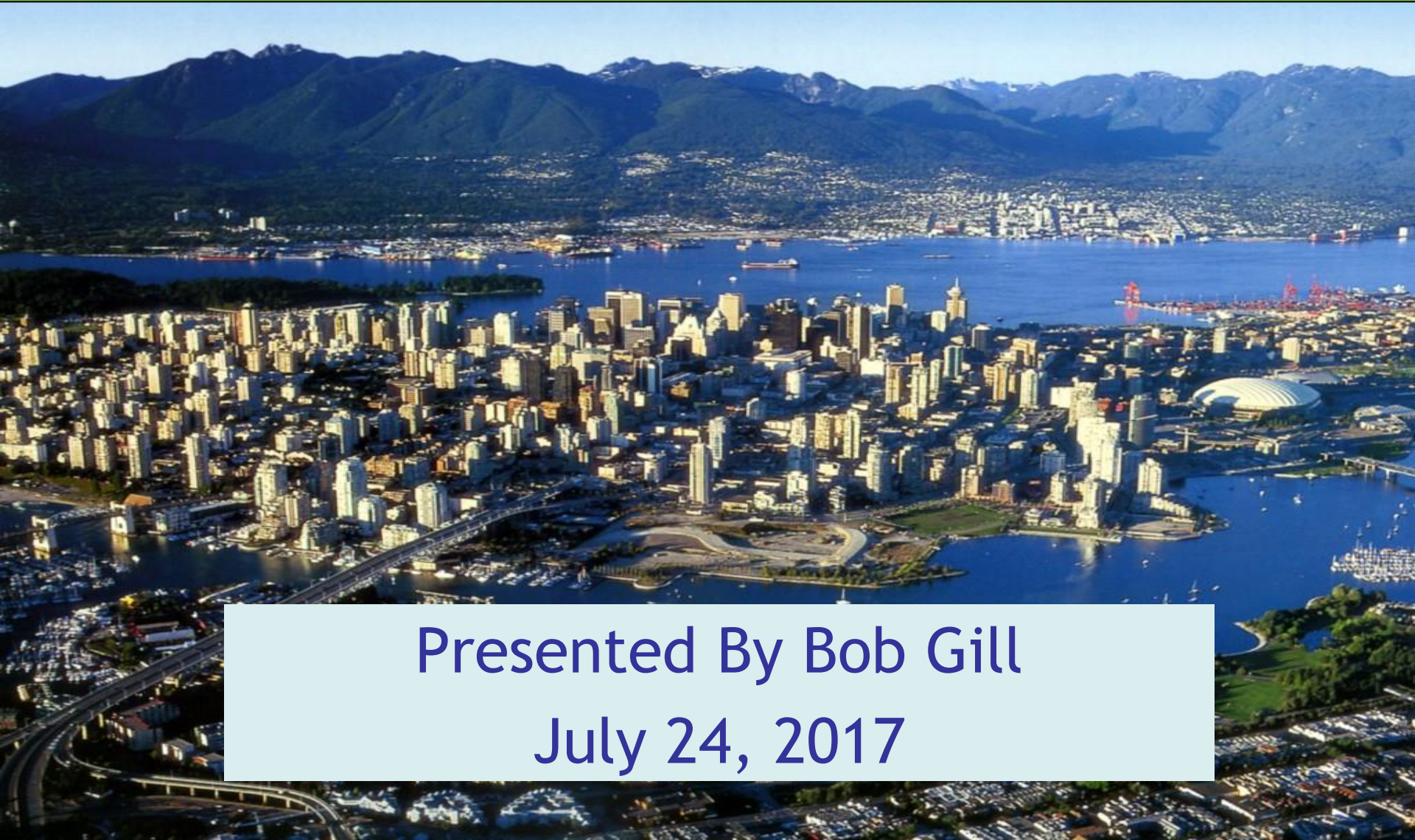


The Permit & Licence Process at the City of Vancouver



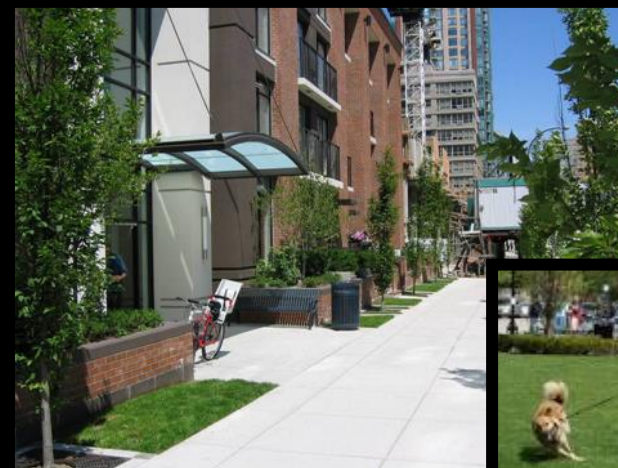
Presented By Bob Gill
July 24, 2017

Presentation Overview

1. Why does the City Issue Permits & Licences?
2. What types of Permits, Licences and other approvals does the City have?
3. Where does their authority come from?
4. The role of Bylaws, Policies and Guidelines
5. The permit sequence
6. “Hot topics”

Why does the City Regulate?

To Protect Life & Property & Enhance Liveability



Types of Activities Regulated through Permits, Licences & Approvals

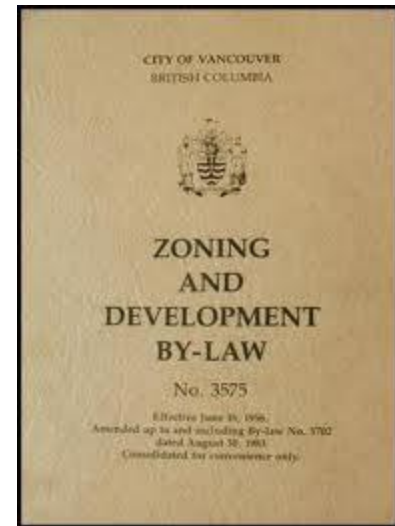
| Most common types | Appx. Annual volume |
|---|---------------------|
| • Business | 50,000 |
| • Security Alarm | 44,000 |
| • Trades (Sprinkler, plumbing, elec, gas) | 22,000 |
| • Dog | 20,000 |
| • Residential Parking | 18,000 |
| • Building | 3,300 |
| • Combined Dev/Building | 3,100 |
| • Sign | 2,200 |
| • Tree Removal | 2,100 |
| • Sewer and Water | 1,200 |
| • Development | 1,100 |
| • Use of public property (multiple types) | 4,500 |
| • Subdivisions | 80 |
| • Rezoning | 40 |

The Vancouver Charter: The City's Governing Authority

- A provincial statute adopted in 1953.
- Gives City Council authority to pass bylaws to regulate such things as noise and land use, property subdivisions, purchase and sale of property, collecting taxes, approving expenditures, taking on debt, giving grants, and hiring and discharge employees.
- Other provincial legislation, such as the BC Police Act, determine the responsibilities of other City boards and commissions.
- All other municipalities are under the Community Charter and Local Government Act

Key differences between Vancouver Charter and Community Charter/ Local Government Act

- Highly discretionary zoning power in Vancouver Charter, akin to Rezoning in other municipalities



- Unique building regulation power in Vancouver Charter



Potential steps in a land development process

1. **Land Use Planning** - sets out high level direction for land uses, built form. Often neighbourhood-based.
2. **Rezoning** - changes the land use and building form rules for a site or area
3. **Development Permit** - regulates land uses and building form according to the rules
4. **Subdivision** - creates or consolidates new parcels of land
5. **Strata Title** - creates separate titles within one building
6. **Building Permit** - allows for construction
7. **Inspections/Occupancy Permit** - allows the building to be occupied

Step 1: LAND USE PLANNING

Area Plans, Policies, Guidelines & Zoning

Regional Plans - *Adopted by Regional District*

Metro Vancouver prepares Regional Growth Strategy, looking 20 years forward. Municipalities' plans and zoning must be consistent with Regional Strategy

Local Area (Community) Plans - *Adopted by City Council*

Long term strategy for land use, usually geographically based

Policies and Guidelines - *Adopted by City Council*, sets out parameters and considerations (e.g. heritage, zone-specific forms of development, affordable housing, green buildings)

Zoning Districts(geographical and site specific) - *Adopted by City Council*

Detailed land use regulations that govern permitted uses, form of development

Examples of Vancouver Area Plans & Policies

Local Area Plans

- Kitsilano
- Oakridge
- DTES
- Marpole

Community Visions: 1974-1995

- Hastings/Sunrise
- West Point Grey
- Kensington/Cedar Cottage

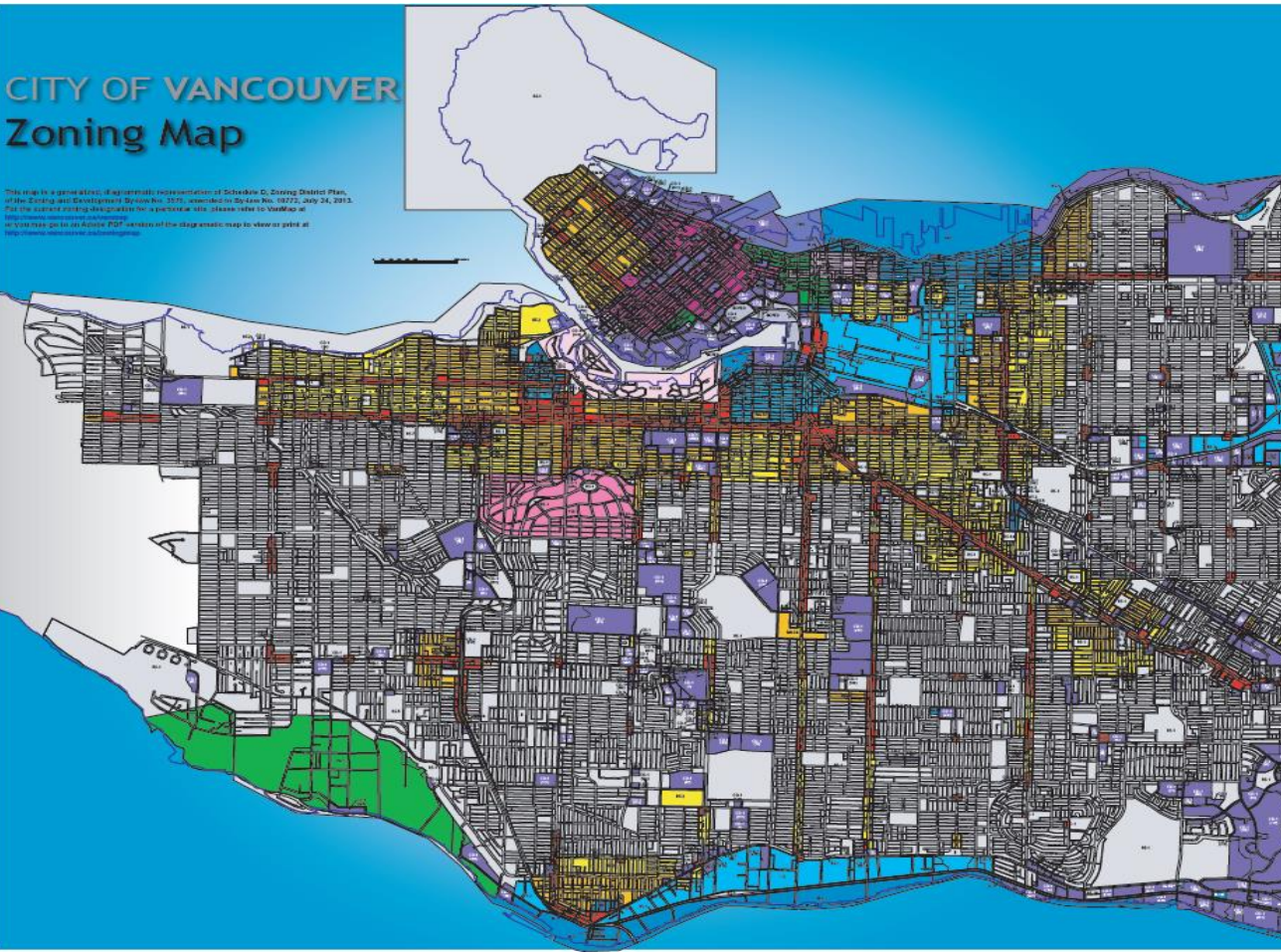
Policy Statements

- Little Mountain Policy Statement
- Rezoning policy for greener buildings
- Central Waterfront HUB framework
- Rental 100



Step 2: CREATE ZONING/REZONING

Vancouver Zoning Districts



Appx. 60 districts:

- Residential – 1&2 family
- Multiple Dwelling
- Commercial
- Manufacturing/Industrial
- Heritage
- CD Zones (site specific zoning)

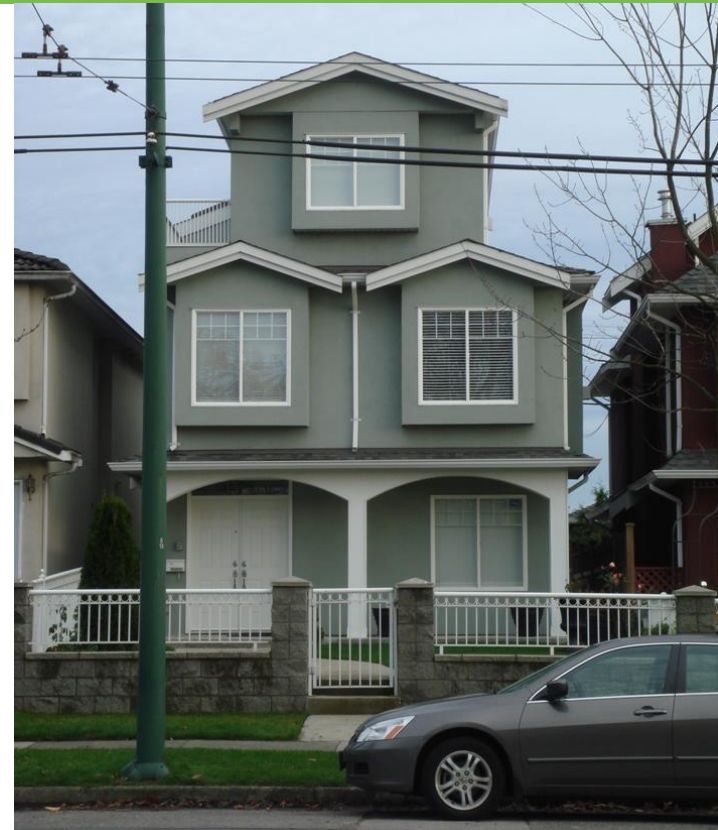
What is a rezoning?

- Requires a policy framework
- Establishes *new* regulations
- Delivers public benefits
- Assesses broader neighbourhood impacts
- Requires City Council approval



What does Zoning govern?

- Permitted Uses
- Form of Development
 - Height
 - Floor Area (Floor Space
 - Setbacks
 - permeable surfaces
- Parking and Loading requirements
(contained in Parking Bylaw)
- Neighbourhood Impacts (for Conditional applications)
- Leads to a Development Permit from the Director of Planning



Step 3: DEVELOPMENT PERMITS

Outright vs. Conditional

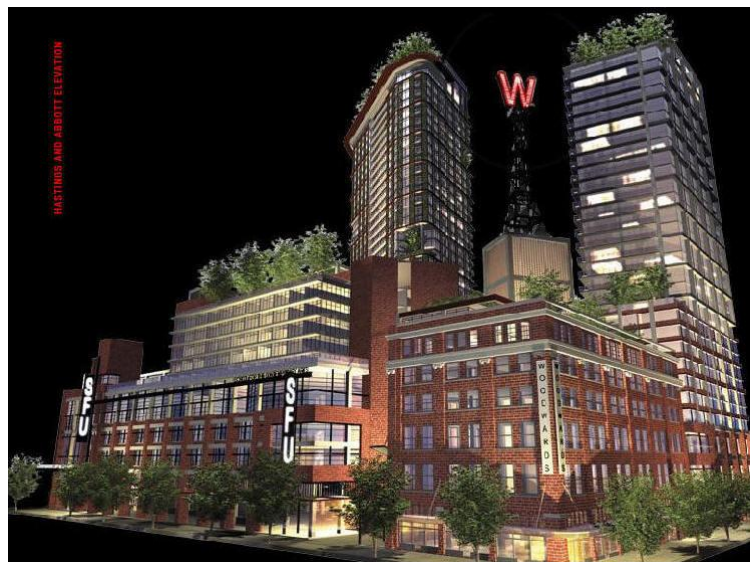
| Outright | Conditional |
|---|--|
| <ul style="list-style-type: none">•At or Less density•Complies with all regs•No Guidelines•Fewer application requirements•No notification•Shorter process•Decisions appealed to Board of Variance | <ul style="list-style-type: none">•More density (or other variances)•Regs have some flexibility (discretion)•Guidelines apply•More application requirements (context photos, material choice, landscape plan, operational plans)•Neighbourhood notification•Longer process•Decisions appealed to Board of Variance |

“Conditional” Development Applications



A wide range of project types and complexities, from one-family dwellings to commercial developments to mixed-use towers

1000+/-
Conditional
Development
Permits annually



Participants in Rezoning and Development Permits



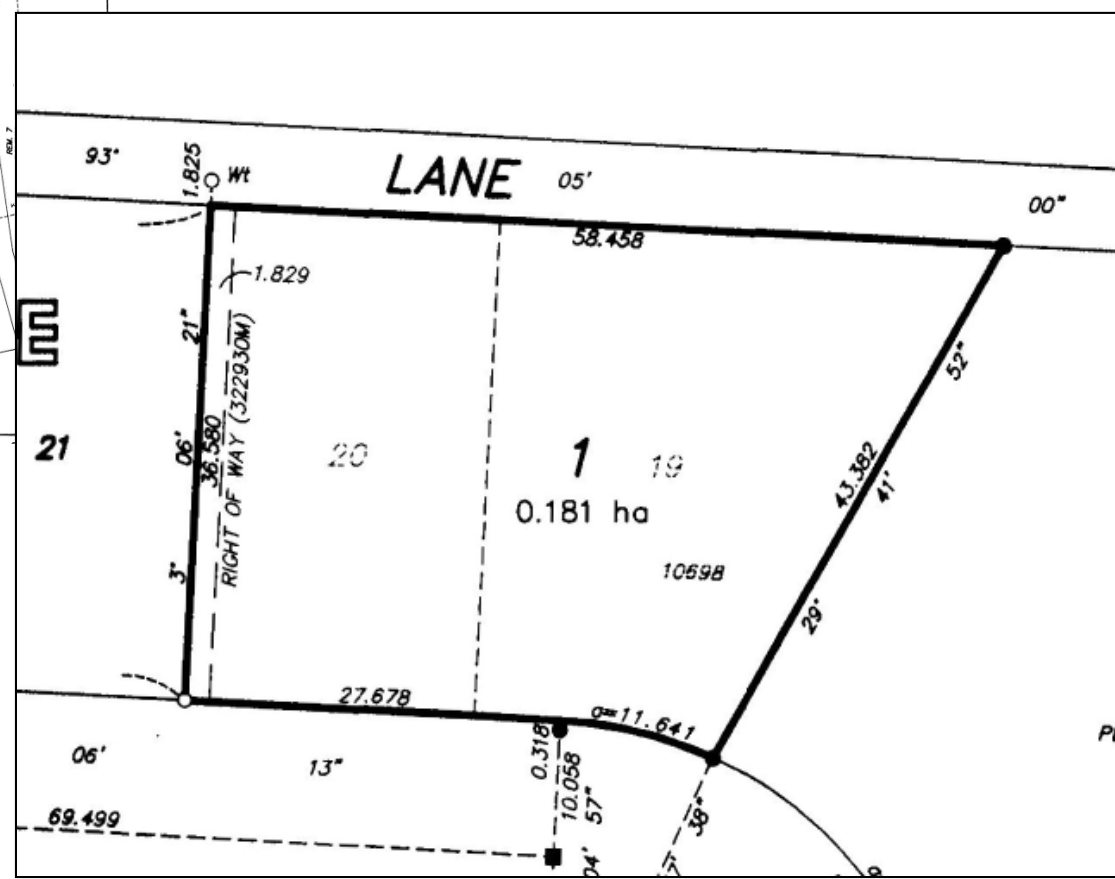
Step 4: SUBDIVISION AND STRATA

- Lot consolidation
 - ✓ Dedication
 - ✓ Minor Subdivision
 - ✓ Major Subdivision
 - ✓ Air Space Subdivision
 - Strata title
-
- ✓ Require Subdivision Approving Officer approval

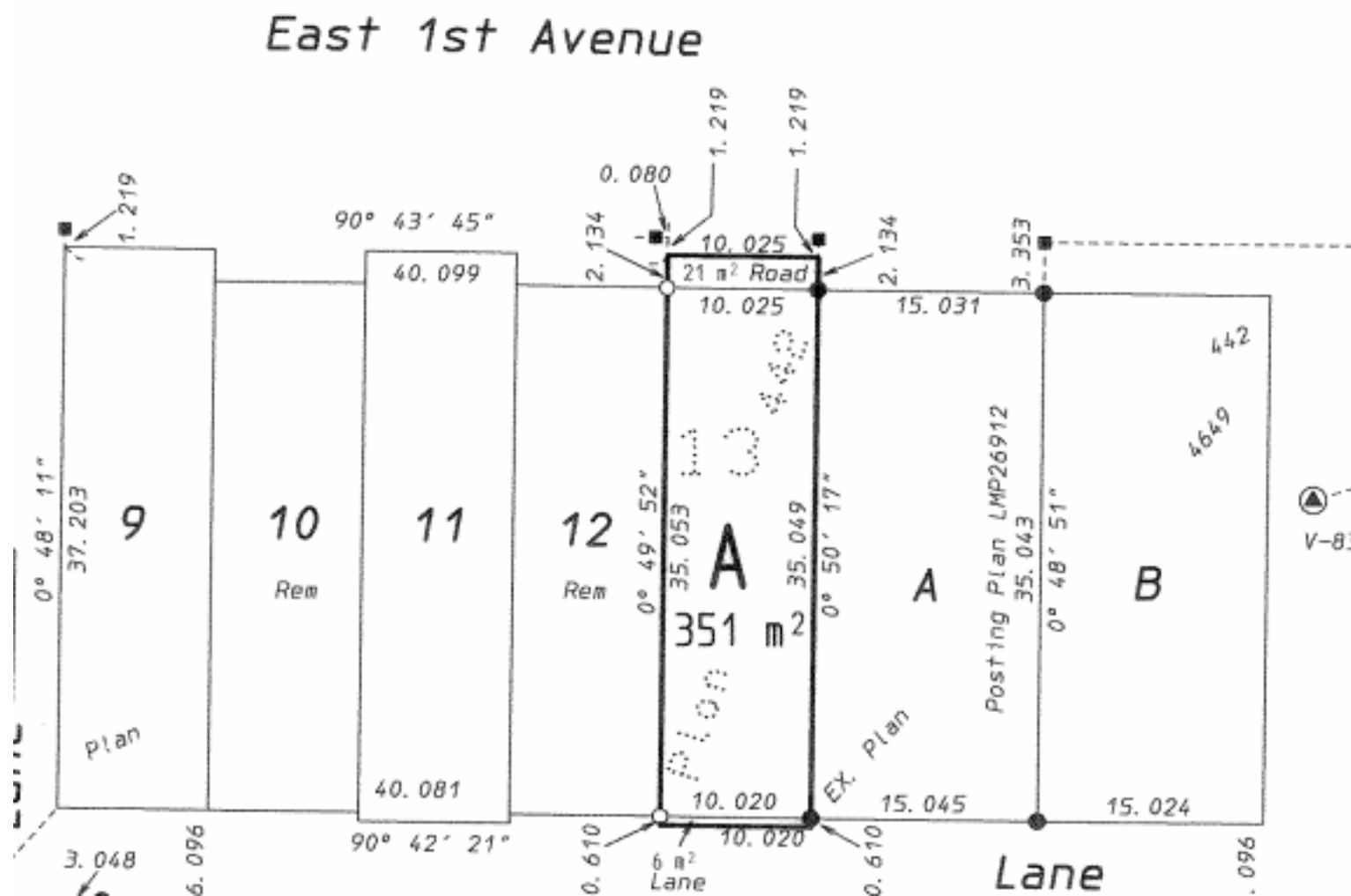
Subdivision Regulations

- The Subdivision By-law regulates the width and area for each zone, as well as parcel configuration.
- The Subdivision By-law also sets standards for streets and lanes, and services such as water, sanitary and storm sewer systems and other utilities.
- If buildings are being retained staff check for compliance with other City By-laws, including Zoning, Building and Parking.
- Approving Officer appointed by City Council

to One



Dedication Plan (Street and Lane)



Minor Subdivision Plan: One property into multiple

SUBDIVISION PLAN OF LOTS 20 AND 21, BOTH OF BLOCK 4, DISTRICT LOT 313, PLAN 8183

B. C. S. 926.025
City of Vancouver

OWNERS

OWNER: Atar Singh Jona
OWNER: Atar Singh Jona
WITNESS: Sukwinder S. Gill
Printed Name of Witness
Address of Witness
Occupation of Witness

PLAN BCP 25107
REF. No. BA12829

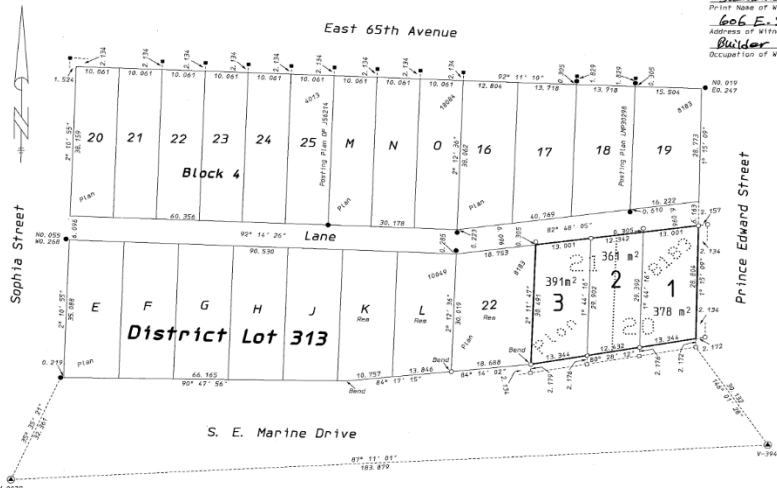
Deposited in the Land Title Office,
at New Westminster, B.C.
This 27 day of JULY, 2006.

IAN MACDONALD
Deputy Registrar

Approved under the Land Title Act,
This 27 day of JULY, 2006.

Pak Simha
Supervising Officer
City of Vancouver

MORTGAGEE: Yankee City Services Credit Union
Authorized Signatory: Paul Smith

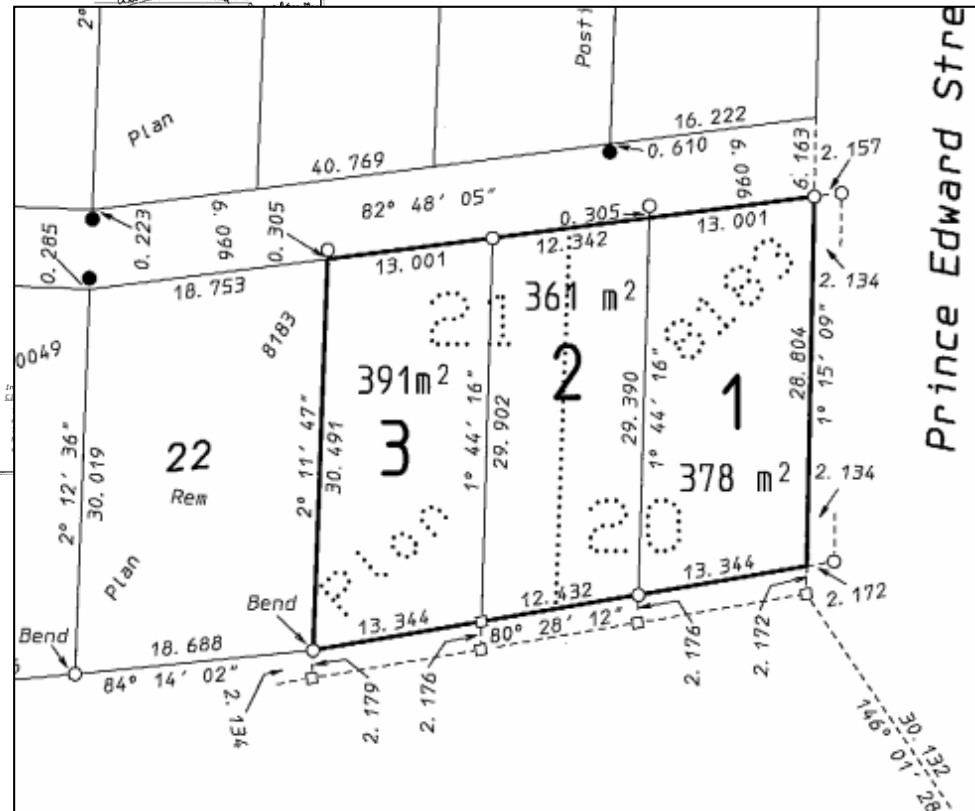


This plan lies within the
SCARLETT RECREATION
Regional District
G.R. WILLIAMS LAND SURVEYING LTD.
B.C. Land Surveyor
380 East 48th Avenue
Vancouver, B.C. V5M 2E3
Tel: 779-320-0949
325-6767

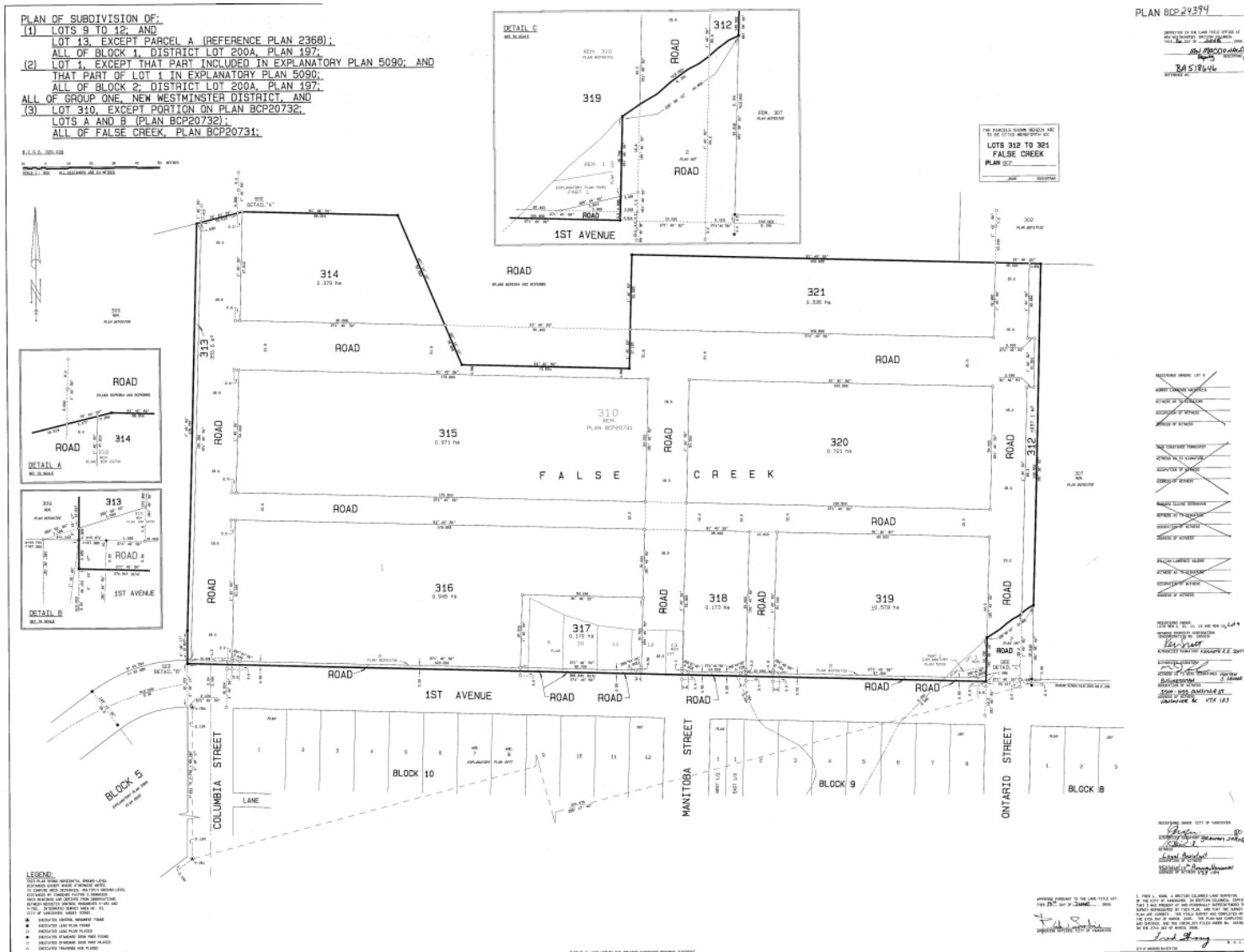
Scale 1:500
All dimensions are expressed as metres and decimals thereof
Grid bearings are derived from observations between control monuments
V-2039 and V-2045. Integrated survey area within 31.
Legend:
● Lead Plug Found
● Standard Iron Post Found
● Non-Standard Square Iron Post
● Standard Concrete Post Found
● Control Monument Found
○ Lead Plug Placed
○ Standard Iron Post Placed
○ Non-Standard Round Iron Post Found
○ Unregistered Evidence Found
W: Witness

I, George R. Williams, a British Columbia Land Surveyor,
of the City of Vancouver, in British Columbia,
certify that I am present at and personally
superintended the survey represented by this plan
and that the survey and plan are correct. The field
survey was completed on the 10th day of June, 2006.
The plan was compiled and checked, and the checklist
filled under 6-0995, on the 15th day of June, 2006.

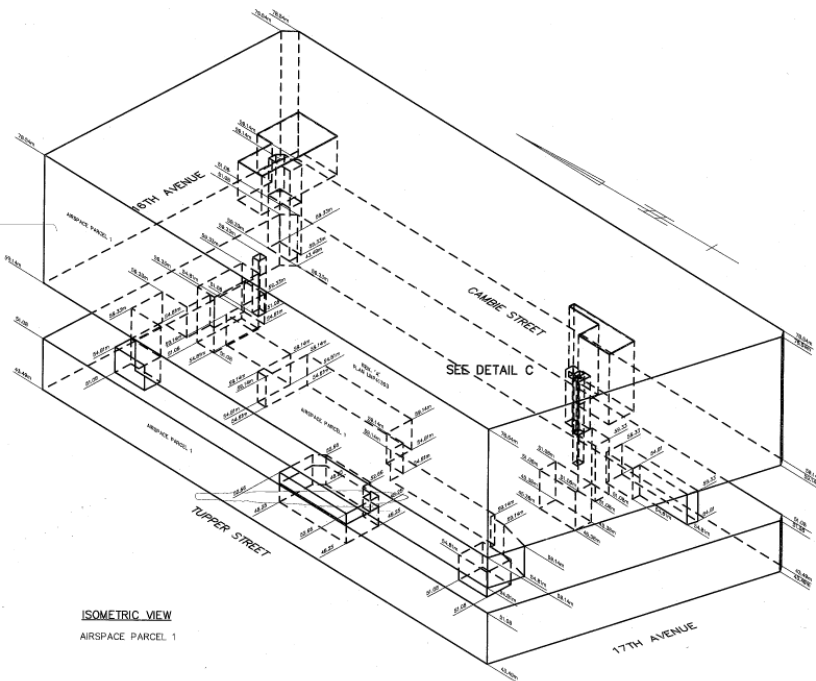
George R. Williams
B.C.L.S.



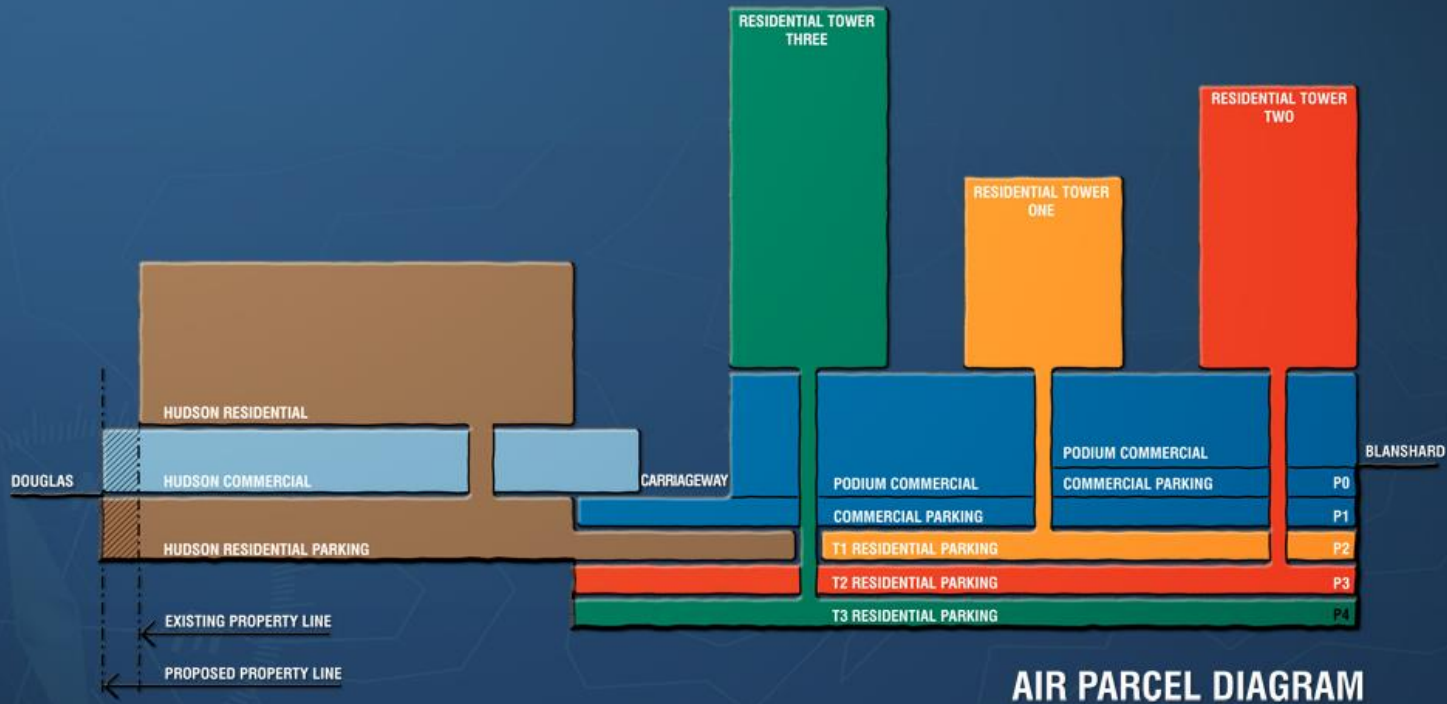
Major Subdivision Plan



Air Space Subdivision - The Olive

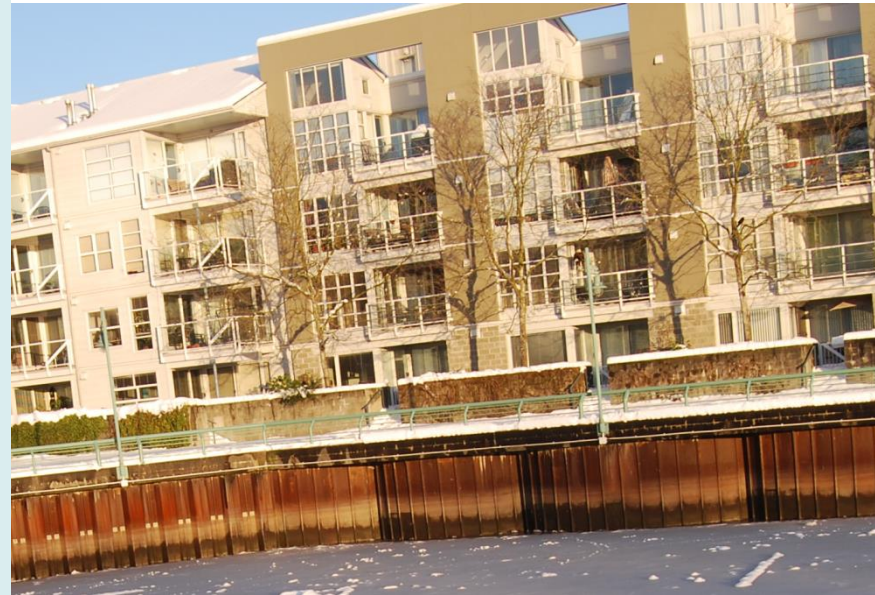


Air Space: Schematic Cross-Section



Strata Title Property

- Property owner owns their individual unit, plus a share of the common areas of the site, or “common property”.
- Residential, commercial, industrial and other types of buildings may be subdivided by way of a strata plan.
- The governing legislation regarding strata title property is the British Columbia *Strata Property Act*.

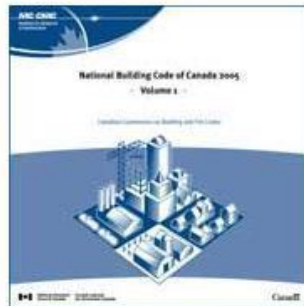


Strata Conversion

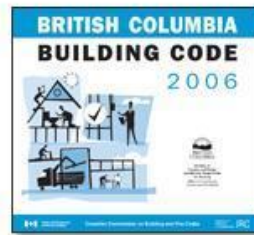
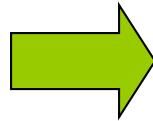


Carves up
an existing
building into
separate
strata units

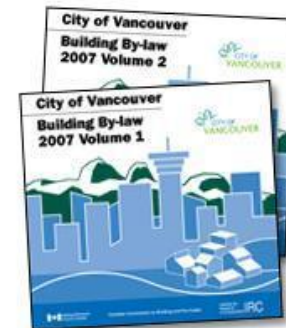
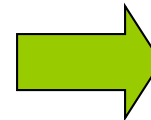
Step 5: BUILDING PERMITS



***National Building Code
2005***



***B.C. Building Code
2006***



***Vancouver Building Bylaw
2007***

WHY ? Building Permit overview

- Allows for **construction**, consistent with any corresponding Development Permit
- Council passes bylaws that classify buildings, regulate construction, require building permits, certify fitness for occupancy, and order removal of structures
- City cannot refuse to issue a building permit if all conditions set out in the building bylaw are met



Building Permit Applicants: Roles and Responsibilities

Anybody can apply for a permit, but...

- ***Engineer or Architect must certify.***
- ***These professionals take responsibility & liability for Code compliance***

Architect: Responsible for fire separation, building envelope design

Engineer: Responsible for Structural, mechanical, electrical, geotechnical



Building Permit: Two City processes

1. Certified Professional Process(**CP**)

An architect or engineer who:

- ✓ Has attended a specially designed building code course
- ✓ Has passed the examination
- ✓ Hired by the owner/developer or tenant

The City relies on **CP** to:

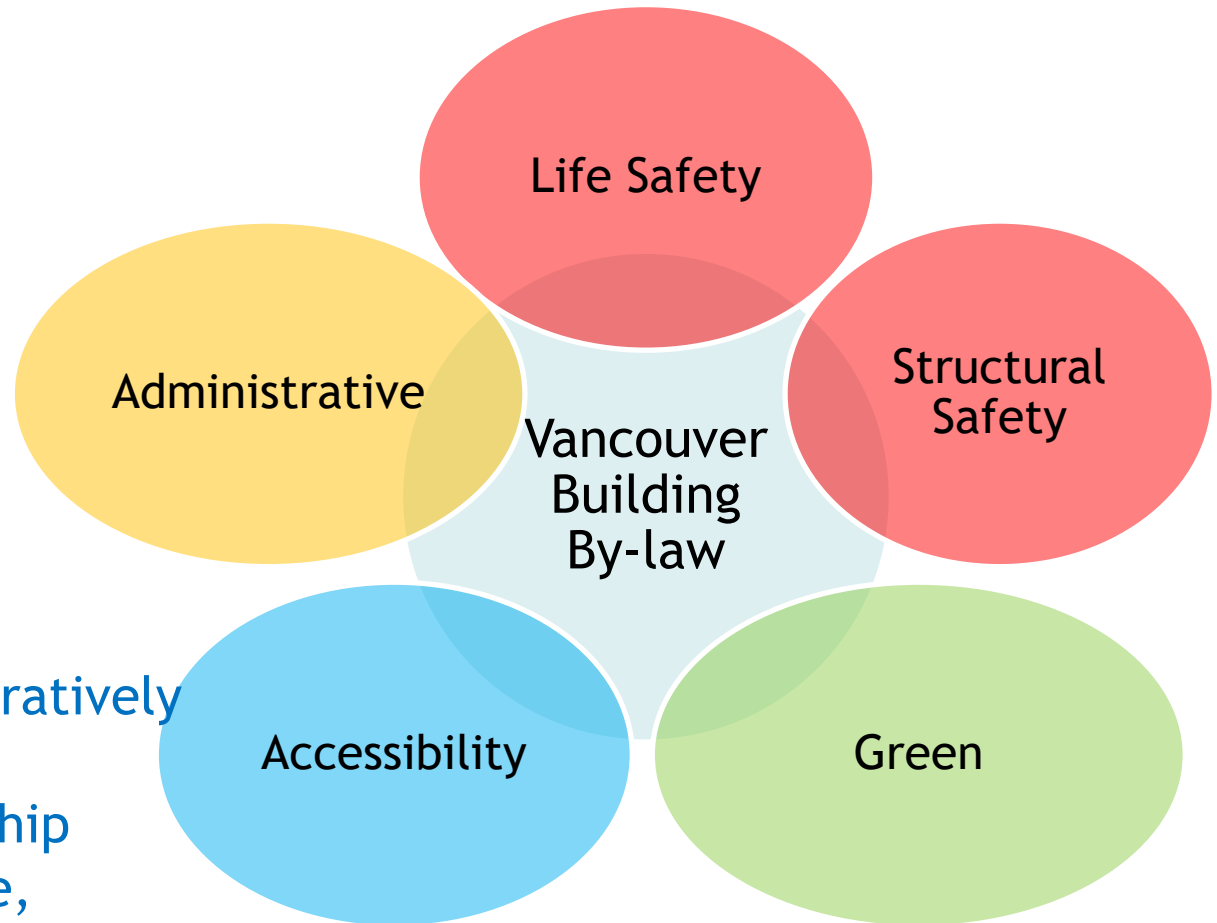
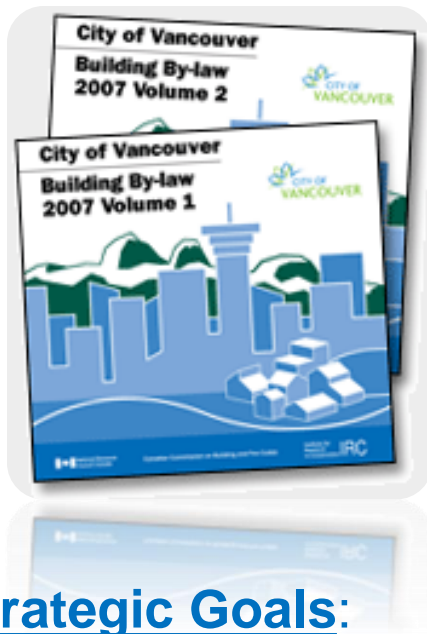
Carry out full code review for the building permit, and perform building field inspections

City staff monitors the process

2. Non-CP Process

Staff do full Code compliance review and inspections

Vancouver Building By-law Objectives & Alignment with Strategic Goals



Strategic Goals:

- Excellent and administratively effective services
- Green building leadership
- Sustainable, affordable, livable, inclusive city
- Safe and secure city

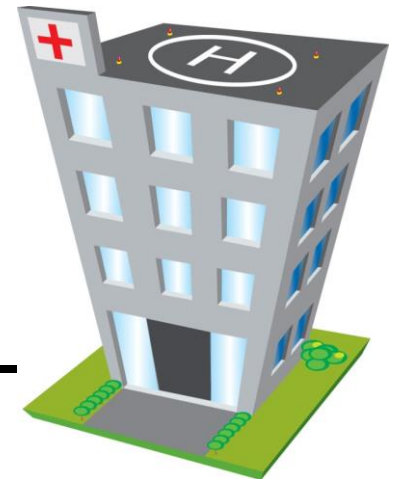
Vancouver Building By-law

Key Sections - Part 3, 9 and 11



- 3 storeys or less
- 600 m² or less in building area
- NO group A, B, F1 major occupancies

Part 3 vs Part 9



- More than 4 stories
- More than 600 m² in building area
- ALL group A, B, F1 major occupancies
- All post disaster buildings

Vancouver Building By-law

Key Sections

Part 11 Existing Buildings



- Upgrade Objectives
- Trigger Mechanisms
- Heritage Provisions

Components of the Building Review



Type of Construction permitted or required

- Combustible (wood frame) (now up to 6 storeys)
- or
- Non-combustible (steel stud or concrete)

Components of the Building Review

Exit capacity of stairs



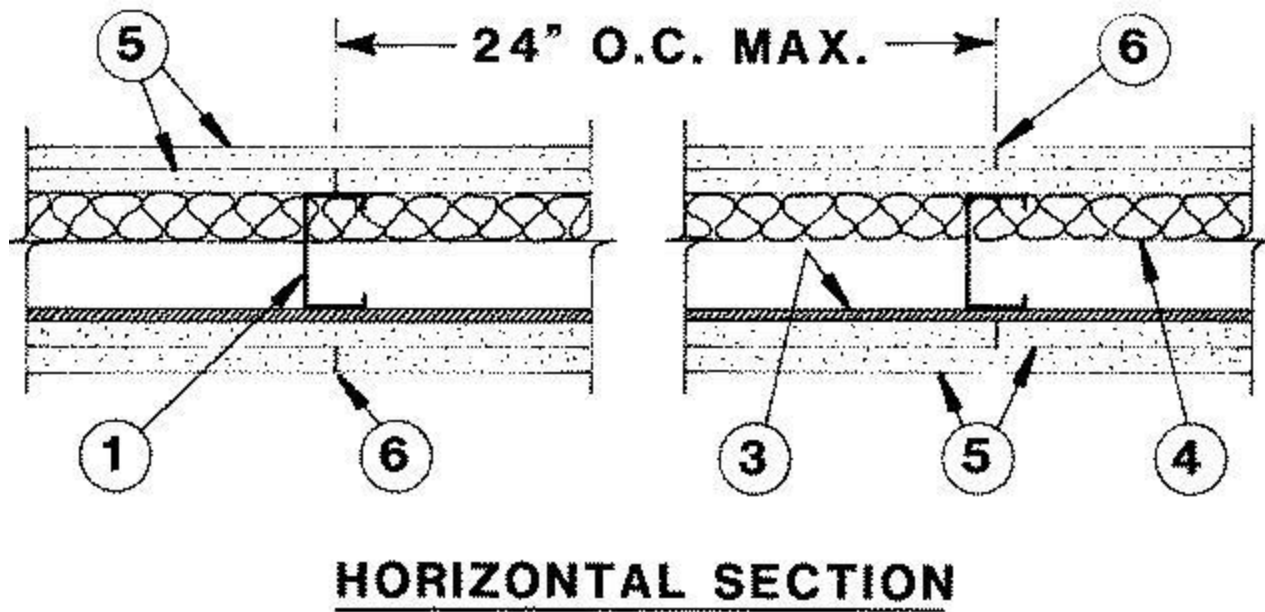
Components of the Building Review

Whether a fire alarm system or a fire sprinkler system is required



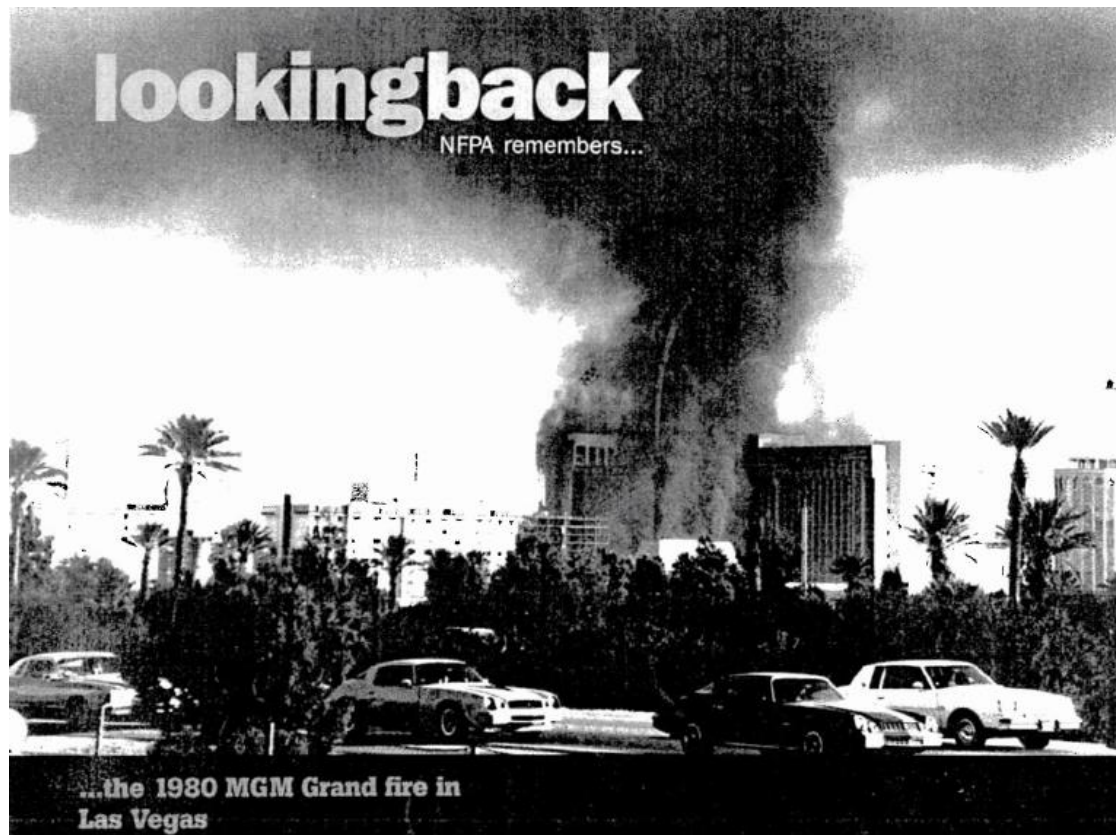
Components of the Building Review

Fire-Resistance of Walls and Floors



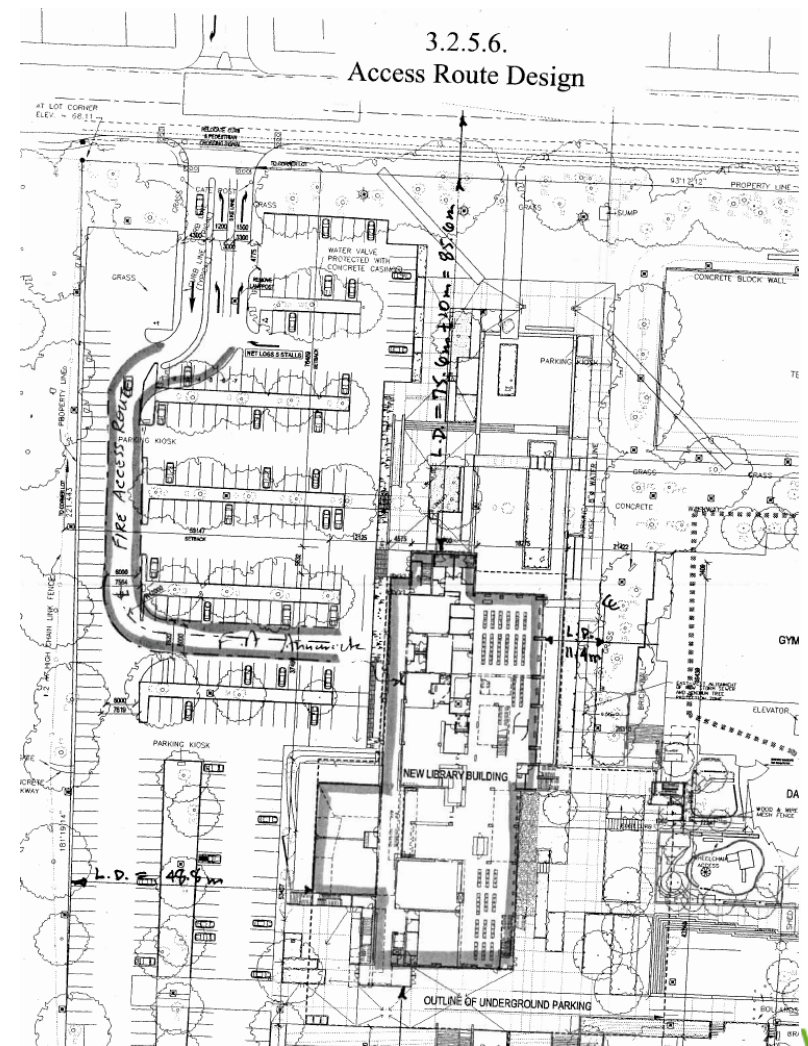
Components of the Building Review

Smoke control systems in highrises



Components of the Building Review

Streets, lanes
and access
routes for fire
trucks



Components of the Building Review

Cladding type, window placement



What We Look At

- Accessibility for persons with disabilities
 - Washrooms
 - Ramps

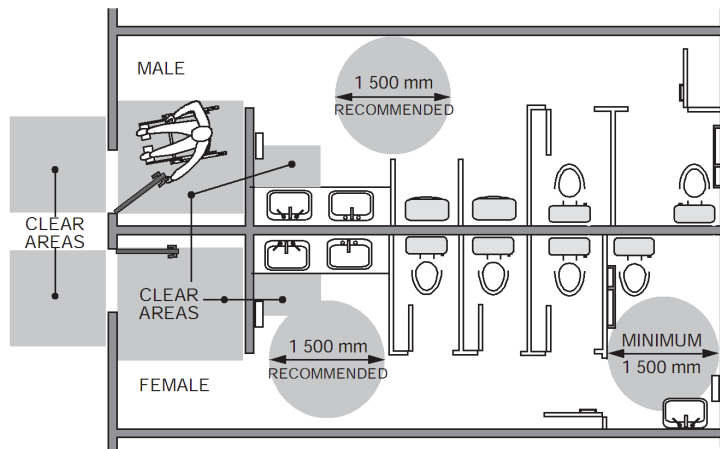
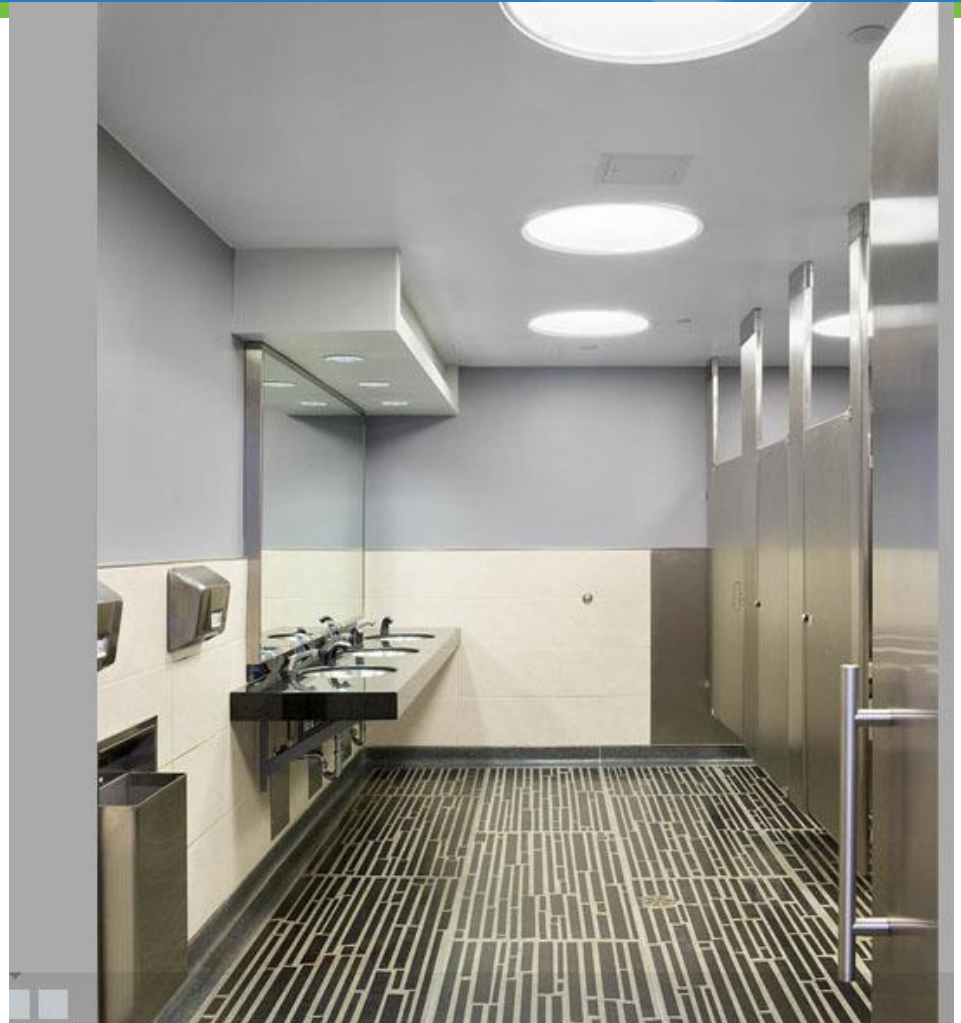


FIGURE 3.8.45. – Washrooms



Components of the Building Review

Number of water closets required



Components of the Building Review

Energy Performance - Ashrae 90.1



Components of the Building Review

Excavations:

- Underpinning
- Soil issues



Components of the Building Review

Flood plains:

- Design features below floodplain
- Legal Agreements



Components of the Building Review

Building form and treatment:

- Confirm Development Permit conditions are met



Components of the Building Review

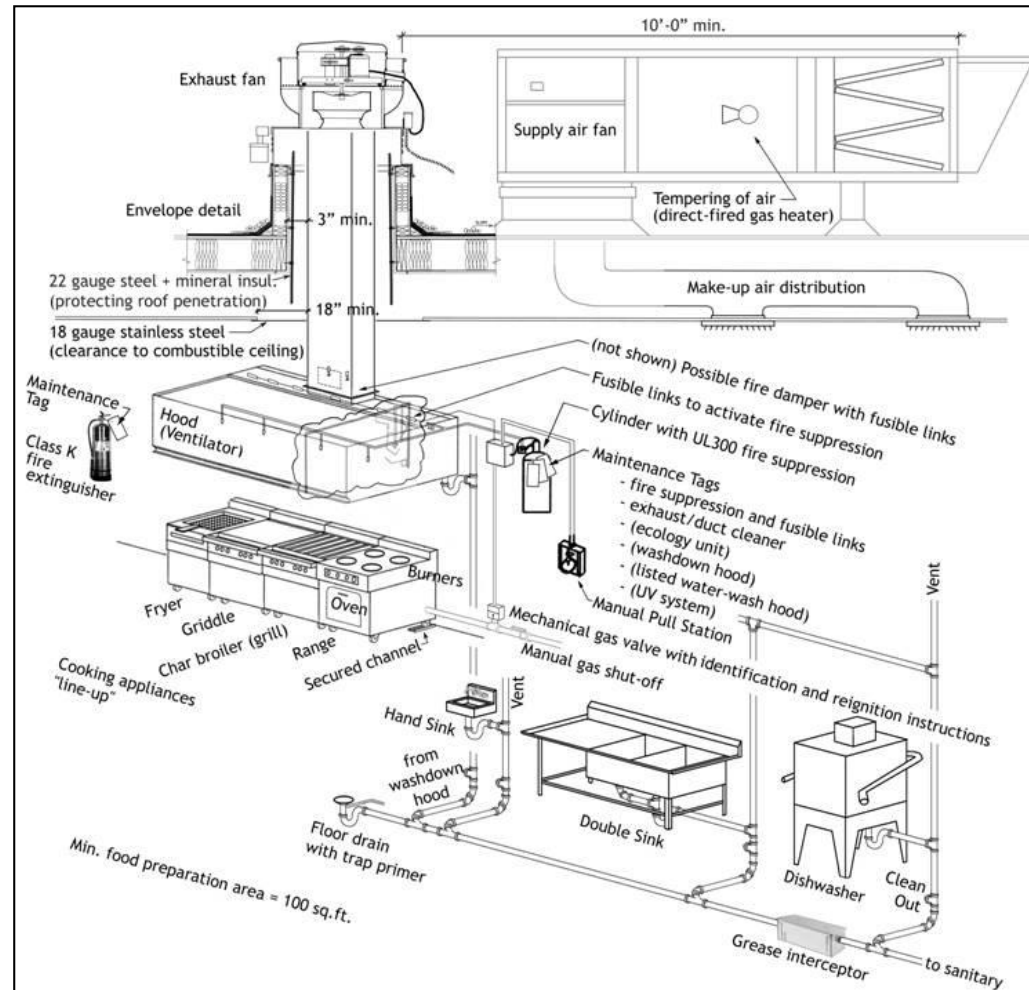
Street Use/ New City Service Connections



Components of the Building Review

Restaurants

- Kitchen ventilation & Grease traps
- Vancouver Coastal Health Dept referrals



Trades:

- Electrical, plumbing, gas, sprinkler



- ## -Tree removal



- ## -Signs



Inspections and Occupancy approvals

During Construction...

- Multiple inspections by multiple disciplines (or CP)
- Plan revisions, new permit approvals, sometimes required
- Final Inspection approval prior to occupancy (or partial occupancy)



Work without Permit

 **CITY OF VANCOUVER**
COMMUNITY SERVICES GROUP
Licences and Inspections

LEGAL NOTICE

Whereas a violation of _____ Date Posted 24 July 13

☒ THE VANCOUVER BUILDING BY-LAW
☐ THE VANCOUVER ELECTRICAL BY-LAW
☐ THE VANCOUVER PLUMBING BY-LAW
☐ THE GAS FITTING BY-LAW
☐ THE ZONING AND DEVELOPMENT BY-LAW
☐ OTHER _____

has been found, it is hereby ordered in accordance with the above By-Law that all persons must

STOP WORK
IMMEDIATELY

on construction / installation being carried out at:
Property Address _____
(specifics of Property Address _____)

☒ without permit hazardous materials removal
specifics: and demolition without permit
☐ not in accordance with _____

No further work is to be proceeded with until approval is obtained from the designated City Official.

Warning
The site and / or building must be left
in a safe / secure condition at all times.

☒ CITY BUILDING INSPECTOR
☐ CITY ELECTRICIAN
Per: _____

No person shall remove or in any way tamper with this Notice.

Lic B Imp - 1.004 (Revised: July 2006)

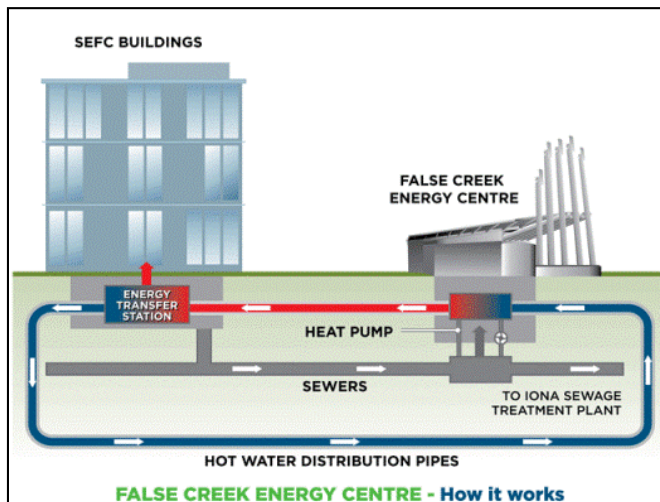
A Simple Rule...
Don't Do It!

- Unsafe
- Results in Fines
- Hurts the Economy

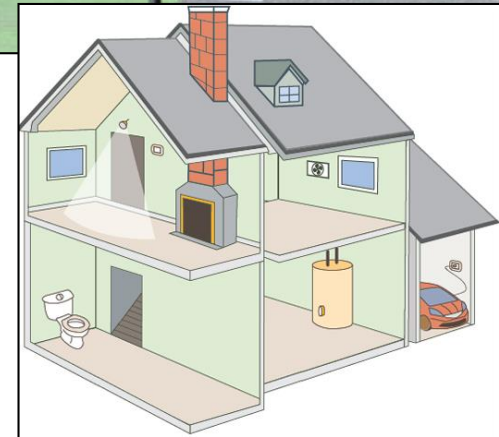
Council Priorities

- Greenest City
- Jobs and Economy
- Planning for the Future
- Ending Homelessness

Vancouver: The Greenest City by 2020



- LEED Gold
- Green Homes
- Food Production
- Transportation



Jobs and Economy



Planning for the Future



Homelessness



