

Information provided within this form may be made public and sent to other authorities during the Building Permit Review Process, and consistent with Access to Information Act.

**Fees:** Vancouver Fraser Port Authority (VFPA) recovers the cost of administering Building Permit reviews from applicants. These costs are based on the Building Code Professional's estimate of professional fees and expenses, plus a 10% administration charge.

**PROJECT TITLE**

**ASSOCIATED PROJECT PERMIT NUMBER, IF APPLICABLE**

**WILL THE SUBMISSION OF BUILDING PERMITS BE PHASED? IF YES, PLEASE ATTACH SCHEDULE DESCRIBING EACH PHASE.**

YES  NO

**SECTION A. CONTACT INFORMATION**

TENANT OR COMPANY NAME			
ADDRESS			
CITY	PROV/STATE	COUNTRY	POSTAL/ZIP CODE
PRIMARY CONTACT NAME		CONTACT COMPANY AND POSITION	
ADDRESS			
CITY	PROV/STATE	COUNTRY	POSTAL/ZIP CODE
PHONE	EMAIL		
SECONDARY CONTACT NAME		CONTACT COMPANY AND POSITION	
ADDRESS			
CITY	PROV/STATE	COUNTRY	POSTAL/ZIP CODE
PHONE	EMAIL		

## SECTION B. PROJECT LOCATION

Please identify project location address and attach a map such as a Google satellite screen shot clearly indicating location of the project.

STREET ADDRESS OR LOCATION DESCRIPTION
MUNICIPALITY

## SECTION C. PROPOSED TIMING AND DURATION OF PROJECT

PROPOSED START DATE (MM/DD/YYYY)

PROPOSED COMPLETION DATE (MM/DD/YYYY)

## SECTION D. PROJECT SUMMARY

Please provide a brief summary of the project including the purpose of the project and all proposed works.

*Attach detailed project description, as required.*

## SECTION E. LIST OF RELEVANT DRAWINGS, PLANS, STUDIES, REPORTS AND OTHER DOCUMENTS

Please note that PDF drawings of the proposed building are required with the submission. These drawings should provide an adequate level of detail for an initial assessment by the VFPA Building Code Professional, including building or structure design and site plan.

*Attach drawings, plans and reports.*

## SUBMITTING YOUR APPLICATION

Please attach a copy of the completed application form and send to the email address [PER@portvancouver.com](mailto:PER@portvancouver.com)