

Vancouver Bathroom Renovation Permit Checklist

A practical 2026 planning worksheet for Vancouver and West Vancouver homeowners

Use this worksheet before requesting quotes or authorising demolition. It is a planning document, not a permit decision. Confirm the final scope with the City of Vancouver or District of West Vancouver, the applicable trade authority, and your strata council where relevant.

1. Property and Approval Authority

- ☐ Record the full property address.
- ☐ Confirm whether the property is in the City of Vancouver or District of West Vancouver.
- ☐ Identify the building type: detached home, duplex, townhouse, condo, or other strata property.
- ☐ Obtain the current municipal permit guidance for that jurisdiction.
- ☐ For strata property, obtain the bylaws, renovation rules, permitted work hours, and alteration application requirements.

2. Freeze the Bathroom Scope

- ☐ Mark every fixture that will remain in its present location.
- ☐ Mark every sink, toilet, tub, or shower that will move or be added.
- ☐ Identify new or relocated drains, vents, and water supply lines.
- ☐ Identify new circuits, receptacles, light locations, fans, or electric heated floors.
- ☐ Identify walls, doors, structural floors, fire separations, or openings that will change.
- ☐ Note whether the work touches shared pipes, common walls, limited common property, or common property.
- ☐ List the waterproofing system and wet-area substrate in the written scope.

3. Confirm Each Permit Path

- ☐ Ask whether a building permit applies.
- ☐ Ask whether a plumbing permit applies.
- ☐ Ask whether an electrical permit applies.
- ☐ Record who is legally eligible to apply for each permit.
- ☐ Confirm whether the project is eligible for Vancouver's Residential Renovation Fast Track.
- ☐ Obtain current fees from the municipality; do not rely on an old quote or another jurisdiction's schedule.
- ☐ Do not start work until every required permit and written strata approval is in place.

4. Put Responsibility in the Contract

- ☐ Name who prepares drawings and supporting documents.
- ☐ Name who submits each application.
- ☐ State who pays permit, revision, and re-inspection fees.
- ☐ State who communicates with the municipality and strata.
- ☐ State who books inspections and keeps regulated work exposed.
- ☐ State how permit-driven scope changes will be priced and approved.
- ☐ Require copies of permits, inspection results, and final approvals at close-out.

5. Strata Submission Package

Ask the council what it requires. A practical package may include the final scope, drawings, contractor information, proof of insurance, municipal permit records where applicable, schedule, work hours, elevator or access bookings, debris-removal plan, and protection for common areas. This is practical guidance rather than a universal legal checklist.

6. Before Demolition

- ☐ Permits issued and displayed or available as required.
- ☐ Written strata approval received.
- ☐ Contractor and trade responsibilities confirmed.
- ☐ Inspection stages identified.
- ☐ Work that must remain visible for inspection identified.
- ☐ Neighbour and building-manager notices delivered where required.
- ☐ Final scope, schedule, and change-order method signed.

7. Project Close-Out

- ☐ All required inspections passed.
- ☐ Deficiencies corrected and re-inspected.
- ☐ Final approvals collected.
- ☐ Product, fixture, and waterproofing records retained.
- ☐ Strata close-out requirements completed.
- ☐ Permit and inspection records stored with the property documents.

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