



Engineering Services &
Development Services

Steps for Applying for One & Two Family Dwelling Permits

General Information

Prior to finalizing and submitting your plans for Development/Building permit, you must first obtain your Public Sewer and Water servicing information from the Engineering Department and show this information on your site plan. In order to obtain this information you need to complete the Engineering Pre-Application form and submit it along with a Certified Legal Survey Plan (see survey requirements). The Pre-Application form is available from the Client Service Centre on the first floor of the main building. The Pre-Application form and survey can be mailed in or hand-delivered to **the Engineering Department on the Fifth floor of the Cross Road building at 507 W Broadway**. If you have any questions please contact Engineering Services at **604-873-7357**.

NOTE: Pre-Applications will not be processed without a Certified Legal Survey plan.

Following review of your Pre-application Survey plan, the Engineering Department will send the following information to the person named on the "Pre-application for Engineering Services" form:

- Location of the Public water, storm and sanitary connections at your property line
- Invert elevations of storm and sanitary connections
- Plumbing Fixture Restrictions and pumping requirements
- Size of water connection
- Winter, summer and residual water pressure
- Public sewer and Water Connection Information to be included on your plans

Prior to Plan Preparation

- Commission a BC Land Surveyor to prepare the survey plan as per the survey requirements noted in the attached "Survey Requirements" and the Development Services checklist for New One & Two Family Dwellings
- The customer submits the signed, sealed survey plan and a "Pre-application" form directly to Engineering Services for review. Submission can be made either by mail or by hand. Hand deliveries may be made to Client Service Centre
- Await review and details from Sewer Design office
- Engineering Services will then provide sewer invert elevations and locations

Plan Preparation

Architect or design professional creates design and prepares the plans according to the relevant Zoning and Development By-law, Building By-law and the information provided by the Sewer Design office. If your home design can meet the above requirements, then you may call the **Dedicated Appointment line** for One & Two family Dwellings at **604-871-6526**.

Construction Plan Submissions

All submissions must be made in person at the pre-application appointment time, with two complete sets of plans and all related paperwork and documentation. The submission must include all details of the sewer requirements and must be stamped "ENGINEERING SERVICES OK"

TO ACCEPT". Plans will only be accepted and an appointment made when the required clearances from Engineering Services have been received.

Your site plans must show the following information:

(Please see "Additional Engineering Information To Be Added On Site Plan")

- Public Sewer and Water Connection Information as supplied by the City of Vancouver
- Public water, storm and sanitary services with sizes and dimensions at the property line
- Location of storm sump(s)
- Invert (bottom of pipe) elevations of the storm and sanitary connections at the property line
- Plumbing Fixture Restrictions as supplied by the City of Vancouver (complete the "Fixture Restriction Pumping Requirements" table
- Water pressures as supplied by the City of Vancouver (include meter location details and domestic flow rates in U.S. gallons per minute if lot greater than ½ acre)
- Location of Gas - Contact BC Gas for location @1-888-224-2720)

Note: It is the responsibility of the owner to ensure that the gas service does not conflict with your proposed Sewer and Water Service.

An appointment will be scheduled with a Project Coordinator in Development Services - Processing on the 3rd floor of the East Wing. Your plans, application and other documentation will be forwarded to the Project Coordinator for review.

Appointment Day

On the appointment day, the customer will attend the 3rd floor Processing Centre to meet with the Project Coordinator assigned to their project and will then be directed to **the Client Service Centre in the Engineering Department on the Fifth floor of the Cross Road building at 507 W Broadway**, to pay all of the fees and deposits relating to Engineering Services. Once clearance has been obtained from Client Service Centre in Engineering and all information is correctly noted on your plans, final review and permit issuance may proceed. The customer will return to the Project Coordinator for payment of the relevant fees required for permit issuance. If changes are necessary during your plan review that result in changes to the Sewer Design information, you must ensure that these changes are conveyed to Sewers Design and an approval given before your building permit can be issued.

If you have any questions regarding requirements for servicing, please contact Engineering Services at 604-873-7357.

[Survey Requirements for One & Two Family Dwelling Developments]

Note: An updated posting plan is required for all new construction, in addition to the survey. 3 copies of Surveys prepared by a BC Registered Land Surveyor, certified correct with original seals and signatures should include the following:

- Scale not less than 1/20" = 1'0"
- The PID (The Property Identifier Number)
- Legal description (found on tax notice)
- Street address, street name(s) and location, as well as location and width of any lane(s)
- Dimensions of site including north arrow
- Indicate location of lead plugs, iron pins & show corner angles, datum
- Indicate location and dimensions of all existing buildings on the site for proposed additions
- Indicate front yard setback of the two adjacent sites on each side of the proposed building(s) as well as side yard setbacks (based on Zoning & Development Bylaw requirements)
- Indicate front and rear yard depth at each corner of the house (especially important where site dimensions are irregular)
- Setbacks must be taken from the established building line (where applicable)
- If rear yard compatibility is being used, the rear yard setbacks of the buildings on the adjacent sites are required
- Location and elevations at the top and bottom of any existing retaining walls at regular intervals of approximately every 3 meters (10'0")
- Ultimate property line (where lane "dedications" are required, setbacks must be measured from the dedication line)
- Lane dedications, registered easements, encroachments & right-of-ways must be indicated on the surveys
- Indicate location of existing street crossings
- Indicate existing grades at the top and bottom of all retaining walls at 3 meter (10'0") intervals
- Indicate existing grades at each of the four corners of the site
- Indicate existing grades at each corner of the existing and/or proposed principle building envelope (based on Zoning & Development Bylaw requirements)
- Indicate existing grades on the adjacent property, parallel to side property lines at regular intervals approximately 3 meters (10'0") into the neighboring sites.
- Indicate existing grade levels at the four corners of the proposed accessory building envelope
- Indicate elevations along the centre line of the lane opposite to the centre line of the accessory building envelope (if lane paved, elevations must also be shown along the centre-line of the gutter)
- Indicate location, height & diameter of all stumps 20cm (8") caliper or greater
- Indicate location of all existing trees 20cm (8") in diameter or greater (and all multi-branching trees where the combined diameters of the three largest stems equal 20cm (8") caliper or greater) when measured 1.4 meters (4'6") above the ground including their drip lines.
- Along the road & lane frontages including registered right-of-ways and extending to the opposite side of the street, lane and registered right-of-ways, to a point 3 meters (10'0") beyond either side of the property lines, right-of-ways, locate the following: all utility manhole covers and their elevations, fire hydrants, street lights, utility kiosks, utility poles and their anchor rod locations, catch basins, any other street furniture, street(s), lane(s) and/or registered right-of-ways, as well as sidewalk(s), curb(s) and gutter(s)
- For 3 meters (10'0") adjacent to the property and extending to the opposite side of the street(s) or lane(s) and or registered right-of-ways at 3 meter (10'0") increments, provide the centre line elevation of all street(s), lane(s) and/or registered right-of-ways, as well as sidewalk(s), curb(s) and gutter(s) at 3 meter (10'0") increments.

Note: For proposed driveways from a street, please contact the Enquiry Centre for Zoning and Development Bylaw requirements (A streetscape plan may be required.)