

**DEVELOPMENT SERVICES – Processing Centre**

If you have any questions regarding the information requested on this form, please call 604-871-6477.

Once you are ready to submit for permit application please call 604-871-6526 to book an appointment for Intake.

*(This form MUST be completed by Applicant and attached to submission)*

<b>Project Address:</b>	<b>Building Permit:</b>
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<b>Drawings Required - Professional must sign and seal each page of all drawings and details.</b> Scale not less than 1/4" = 1'0" (1:50) unless otherwise noted. See sample plans attached.				Staff Use Only	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
Building Grades Plan	1		If required - to be determined by City staff.		
Survey Plan [ Scale NOT less than 1/20" = 1'0"]	2	Survey Plan prepared by a BC Registered Land Surveyor, certified correct with original seals and signatures should include the following: <ul style="list-style-type: none"> <li>■ The PID (The Property Identifier Number)</li> <li>■ Legal description (found on tax notice)</li> <li>■ Street address, street name(s) and location, as well as location and width of any lane(s)</li> <li>■ Dimensions of site including north arrow</li> <li>■ Indicate location of lead plugs, iron pins &amp; show corner angles, datum</li> <li>■ Indicate location and dimensions of all existing buildings on the site for proposed additions</li> <li>■ 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 &amp; Development Bylaw requirements)</li> <li>■ Indicate front and rear yard depth at each corner of the house (especially important where site dimensions are irregular)</li> <li>■ Setbacks must be taken from the established building line (where applicable)</li> <li>■ If rear yard compatibility is being used, the rear yard setbacks of the buildings on the adjacent sites are required</li> <li>■ Ultimate property line (where lane "dedications" are required, setbacks must be measured from the dedication line)</li> <li>■ Lane dedications, registered easements, encroachments &amp; right-of-ways must be indicated on the surveys</li> <li>■ Indicate location of existing street crossings</li> <li>■ Indicate existing grades at the top and bottom of all retaining walls at 3 metre (10'0") intervals</li> <li>■ Indicate existing grades at each of the four corners of the site</li> </ul>	Signed/sealed by BCLS less than 6 months ago.  For proposed driveways from a street, contact the Enquiry Centre for Zoning and Development By-law requirements. (A streetscape plan may be required.)		

## Construction of an Outright One/Two Family Dwelling cont'd

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Survey Plan (cont'd)	2	<ul style="list-style-type: none"> <li>■ Indicate existing grades at each corner of the existing and/or proposed principle building envelope (based on Zoning &amp; Development Bylaw requirements)</li> <li>■ Indicate existing grades on the adjacent property, parallel to side property lines at regular intervals approximately 3 metres (10'0") into the neighbouring sites.</li> <li>■ Indicate existing grade levels at the four corners of the proposed accessory building envelope</li> <li>■ 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)</li> <li>■ 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 metres (4'6") above the ground including their drip lines.</li> <li>■ Indicate location, height &amp; diameter of all stumps 20cm (8") caliper or greater</li> <li>■ Along the road &amp; 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 metres (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)</li> <li>■ For 3 metres (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 metre (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 metre (10'0") increments.</li> </ul>			
Additional Survey for Engineering Department	1		For "Pre-Application for Engineering Services". Contact Engineering Client Services at 604-873-7323 for more information.		
Posting Plan	1		An updated posting plan is required for all new construction, in addition to the surveys.		

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Site Plans	2	<p>Site Plans should include the following:</p> <ul style="list-style-type: none"> <li>■ Legal Description and north arrow</li> <li>■ Street names, location and dimension of lanes</li> <li>■ Dimension of site</li> <li>■ Size of all yards, measured from the property line, including front yard, side yards and rear yard</li> <li>■ Indicate limiting distance</li> <li>■ Indicate location of all window seats, bay windows and/or chimneys</li> <li>■ Building dimensions - this includes principal building and any accessory buildings</li> <li>■ Indicate access to parking, width of access and the number of parking spaces provided</li> <li>■ Indicate location proposed driveways from a street</li> <li>■ Indicate slab elevation and all floor elevations of the principal building</li> <li>■ Existing and finished grades levels at each corner of the proposed principal building</li> <li>■ Indicate the location of any window wells and/or patios wells</li> <li>■ Indicate the location of trees and tree barriers</li> <li>■ Existing and finished grades levels at the four corners of the proposed accessory building and two grade levels at the centerline of the lane adjacent to the proposed accessory building</li> <li>■ Any right-of-ways, registered easement or encroachments are to be indicated</li> <li>■ Indicate ultimate property lines</li> <li>■ Proposed accessory building slab elevation (Bulletin 92-05)</li> <li>■ Public Sewer and Water Connection Information notes and stickers must be attached to the site plans</li> <li>■ Public water, storm and sanitary services with sizes and dimensions to the property line</li> <li>■ Indicate the location of storm sump(s)</li> <li>■ Invert (bottom of pipe) elevations of the storm and sanitary connections</li> <li>■ Water pressures</li> <li>■ Plumbing fixture restrictions (complete "Fixture Restriction Pumping Requirements" table (obtain decals from Sewers Engineering))</li> <li>■ Location of Gas (contact BC Gas for location at 1-888-224-2710). It is the Owners/Applicants responsibility to ensure that the Gas service does not conflict with your proposed Sewer and Water services.</li> </ul>	<p>Scale not less than 1/8" = 1'0".</p> <p>With Engineering Department Sewer/Water decals attached.</p>		

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Site Coverage and Impermeable Material Site Coverage Plan	2	<p>Site Coverage and Impermeable Material Site Coverage Plan should include the following:</p> <ul style="list-style-type: none"> <li>■ Scale not less than 1/8" = 1'0"</li> <li>■ Indicate and dimension all impermeable material, including all buildings, sidewalks, paved areas, decks, pools, plastic planting area sheets and other construction which stop rain water from directly entering the soil on a site</li> <li>■ Impermeable Material Site Coverage statement (maximum and proposed)</li> <li>■ Site Coverage Statement</li> </ul>			
Floor Plans	2	<p>Floor Plans should include the following:</p> <ul style="list-style-type: none"> <li>■ Scale not less than 1/4" = 1' 0" (1:50)</li> <li>■ Required for principal and accessory buildings</li> <li>■ Indicate all outside floor dimensions (to be taken to the extreme outer limits of the building)</li> <li>■ Proposed building width and depth match what is shown on Site plan</li> <li>■ Indicate all room uses/dimensions, including finished/unfinished areas</li> <li>■ Indicate stair details (rise/run, width, handrails, headroom etc)</li> <li>■ Indicate all door, window and skylight locations and dimensions</li> <li>■ Indicate construction of wall assemblies and fire separations</li> <li>■ Highlight shear walls and cross reference with specific details</li> <li>■ Indicate plumbing fixtures</li> <li>■ Indicate the locations of all smoke and carbon monoxide alarms on all floors</li> <li>■ Indicate direction, location and size of all joists, beams, lintels, girders, girder supports and trusses</li> <li>■ For floors that have sloped ceiling, see notes under cross section</li> <li>■ Indicate location and dimensions of any chimneys including vents, bay windows, air conditioning units and/or condensing units</li> <li>■ Indicate location of In Home Display (IHD)*</li> <li>■ Indicate location of Heat Recovery Ventilator*</li> <li>■ Indicate location of pre-pipe for roof-mounted solar energy generation*</li> <li>■ Plug in for electric vehicles*</li> </ul>	<p>(*) Part of Green homes Program - New VBBL requirements for 1 &amp; 2 Family Dwellings effective September 5, 2008. For more information visit <a href="http://vancouver.ca/greenhomes">http://vancouver.ca/greenhomes</a></p>		

## Construction of an Outright One/Two Family Dwelling cont'd

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Elevations	2	<p>Elevations should include the following:</p> <ul style="list-style-type: none"> <li>▪ Required for principle and accessory - all four elevations(front, rear and two sides)</li> <li>▪ Exterior cladding - finish details and material of exterior</li> <li>▪ Floor levels elevations indicated as well as height above and below finished grade (basement/cellar heights) including below grade patio and window wells</li> <li>▪ Elevation at the top of wall under the eaves is required to calculate exposed building face</li> <li>▪ Proposed building envelope-primary and secondary</li> <li>▪ Dimensions of any exterior guards and guard details</li> <li>▪ Indicate location of bay windows, window wells, chimneys including height to roof ratio</li> <li>▪ Existing and proposed grade elevation numbers</li> <li>▪ Eave overhang dimensions including gutters</li> <li>▪ Indicate location and sizes of all windows, doors and skylights including safety glass where required (must match floor plans)</li> <li>▪ Elevation of proposed top of concrete around the perimeter of the building</li> <li>▪ Porch dimensions and clear height to the underside of the ceiling</li> <li>▪ Horizontal Datum Plane (Required for RS-6 &amp; RS-7)</li> <li>▪ Roof pitch and roofing material</li> <li>▪ Guy wire and anchor location (where applicable)</li> </ul>			
Roof Plans	2				
Cross Sections and Structural Details	2	<p>Construction Detail/Cross Sections should include the following:</p> <ul style="list-style-type: none"> <li>▪ Stair dimensions (width, rise, run, number of risers) height of guards, handrails and guardrails)</li> <li>▪ Ceiling height of crawl spaces and all habitable floors (floor to ceiling)</li> <li>▪ Height of all half storeys or dormers where floor area has a minimum ceiling height of 4 feet (1.2m)</li> <li>▪ Details of vaulted areas and adjacent attic spaces</li> <li>▪ Wall, floor, roof and/or ceiling assemblies</li> </ul>	<p>More than one cross section may be required, particularly if the lot is sloped. (i.e slab on grade at one end of the proposed building and raised slab at the other) The area under the raised slab may be included in the floor area calculations if the distance from finished grade to the underside of the slab is four (4) feet or more.</p> <p>*New insulation &amp; window requirements effective September 5, 2008. Visit <a href="http://vancouver.ca/greenhomes">http://vancouver.ca/greenhomes</a> for more information.</p>		

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Cross Sections and Structural Details (cont'd)	2	<ul style="list-style-type: none"> <li>■ Indicate fire and/or sound separations between principle dwelling unit &amp; secondary suite. For two family dwellings, indicate assemblies and numbers of VBBL code references, (All code references to be cross referenced to location on the floor plans)</li> <li>■ Fire &amp; sound ratings between dwelling unit and garage should be indicated</li> <li>■ Bay window, window seat and window well details</li> <li>■ Crawl space details, showing ventilation requirements and access including size of access door</li> <li>■ Insulation, vapour barriers, damp proofing and waterproofing details</li> <li>■ Lintel, beam, joist and stud sizes including spacing and lumber grade</li> <li>■ Prefabricated roof trusses/ Laminated wood or steel beams (2 sets -signed and sealed ) Certified by a Professional Engineer registered in British Columbia</li> <li>■ Details of prefabricated fireplaces/chimneys (CSA approved)</li> <li>■ Details of factory built homes in accordance with CSA Standard CAN/CSA-A277 including CSA label</li> <li>■ For attached carports/garages - detail of fire/smoke/gas barrier, door closures &amp; weather stripping.</li> <li>■ Shear wall details (with plywood or OSB as part of the assembly) continuous from the foundation to roof top including hold-down details and nailing patterns</li> <li>■ Details of pony walls that need reinforcement to withstand lateral movement</li> <li>■ Sheathing and strapping details If concrete roof tiles are being used</li> <li>■ Shear walls should be cross referenced on the floor plan (indicated by highlighting which walls are shear walls)</li> <li>■ Seismic note signed and sealed by a Professional Engineer</li> <li>■ Include Rainscreen details - refer to Bulletin 2007-004-BU</li> </ul>	<p>More than one cross section may be required, particularly if the lot is sloped.</p> <p>*New VBBL requirements effective September 5, 2008. Visit <a href="http://vancouver.ca/greenhomes">http://vancouver.ca/greenhomes</a> for more information.</p>		
<b>Documents/Statements Required</b>					
Application Form	1				
Demo Rental Form	1		Required for all residential demolitions.		
Energy Utilization Calculations Statement	1		i.e. heat loss calculations.		
Engineering Decals	2		Must be completed and attached to site plans.		
Erosion and Sediment Control Plan	1		See Bulletin 2002-023-EV ( <a href="http://www.vancouver.ca/commsvcs/LICANDINSP/bulletins/2002/2002-023.pdf">www.vancouver.ca/commsvcs/LICANDINSP/bulletins/2002/2002-023.pdf</a> )		

## Construction of an Outright One/Two Family Dwelling cont'd

				Staff Use Only	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
Floor Space Ratio Statement	1				
Geo-technical Report	1		If peat bog/soil liquefaction potential area.		
Hazardous Material Form	1		Required for all demolitions.		
Homeowner Protection Office Form	1		Visit <a href="http://hpo.bc.ca">http://hpo.bc.ca</a> for more information.		
Owner's Undertaking Letter	1				
Impermeable Material Site Coverage Statement	1				
Pre-application for Engineering Services	1		Must be cleared by Engineering staff prior to submission.		
Proof of Ownership	1				
Site Coverage Statement	1				
Spatial Calculations	1				
<b>Letters of Assurance</b>					
Schedule B1/B2 - Architectural	1		Buildings not complying with Part 9 of VBBL (i.e. use of spray foam insulation)		
Schedule B1/B2 - Geo-technical	1		Required when excavation exceeds 4'0"		
Schedule B1/B2 - Structural	1				

## Construction of an Outright One/Two Family Dwelling cont'd

General Notes	Staff Use Only	
	Copies Attached	Accepted
<p>Two sets of plans, with scale as noted, are required before application can be processed. Pencil drawings or notations are not acceptable.</p> <p><b>** Ensure that an area 8" x 11.5" is left blank on the site plans for the Engineering Dept. sticker **</b></p> <p>Calculations of Energy Utilization and Spatial Separation Calculations must be provided with the drawings, as well as Floor Space Ratio Statement (above grade FSR and maximum), A Site Coverage Statement must be provided as well as an Impermeable Material Site Coverage Statement with a detailed breakdown, if the building is located in a Zoning District that requires it.</p> <p>If the building site is located in a known peat bog area or in an area where the soil is subject to liquefaction due to an earthquake or in a flood plain area, a soils report from a Geotechnical Engineer is also required, stating the soil type and conditions as well as a recommendation of the type of foundations, footings and excavation details required for that particular site. Signed &amp; sealed B1/B2 letters of assurance for Geotechnical items must accompany the soils report.</p> <p>A signed statement from the Structural Engineer must be on the plans, indicating that he has read the Geotechnical report and that the building has been designed to meet the recommendations of that report. The statement must make reference to the Report number, the date the report was made and the name and firm of the Geo-technical Engineer.</p> <p>A signed statement from a Structural Engineer that the building design complies with Section 9.4 of the VBBL must be included on the plans submitted (refer to Bulletin 2001-011-BU)</p> <p>If new construction includes a secondary suite, a registered covenant must be placed against the property title, prohibiting strata. This process is initiated by Processing Centre staff; however, a permit will not be issued until the covenant is fully registered at the Land Title Office.</p> <p><b>Note: If the preliminary plan review reveals that the application does not meet outright Zoning and Development Bylaw approval requirements and/or Vancouver Building Bylaw requirements, additional drawings and information may be required prior to processing.</b></p> <p>The list of requirements is not limited in its content. Further review of the application, plans or documents may reveal additional requirements.</p>		