

DEVELOPMENT SERVICES - Enquiry Centre

If you have any questions regarding the information requested on this form, please call 604-873-7611 or 604-873-7613.

Project Address:	BU/DB Number:
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<p>Drawings Required - Required scale 1/4" = 1'0" (1:50) unless otherwise specified in Notes, or if using 1/4" = 1'0" scale (1:50) for plans will require you to provide plans exceeding standard A2 paper (2'x3'), then plans at 1/8" = 1'0" (1:100) scale may be acceptable.</p>	Staff Use Only
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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Architectural Site Plan	2	Site Plans should include the following: <ul style="list-style-type: none"> ■ Dimensions of site (including north arrow) ■ Location and dimension of all buildings on the site including garage and house dimensions ■ Street names and location ■ Legal Description (Lot number, Block number, District Lot number, Plan number) ■ Street address ■ Clear indication of location of work where the deck is located in relation to house, size of yards, measured from the property line including front yard, side yard, rear yard and building depth ■ Impermeable surfaces plan * 	Scale 1/8 or 1/16" = 1'0" (1:200) * Impermeable surfaces include those areas on the ground or above the ground which prevent rain from permeating or soaking back into the ground. This includes structures (house, garage and porch), decks and patios, and paving of any kind. Refer to " How to Checklist..." for houses for an example. (60% of site area, is the Max. Impermeable area permitted.)		
Architectural Floor Plans **	2	Floor Plans should include the following: <ul style="list-style-type: none"> ■ All outside dimensions of deck including the floor area (clearly indicate proposed work vs. existing) 	Scale 1/8" = 1'0" (1:100) or greater ** Floor plans of the house are not normally required, however; if the floor area of the deck is over 8% of the 60% of the site area, then floor plans of the house may also be required.		
Architectural Elevations	2	Elevations should include the following: <ul style="list-style-type: none"> ■ Side elevation(s) of the proposed deck including how it relates to the house ■ Rear elevation of proposed deck including rear elevation of house ■ Dimensions for height of deck above finished grade ■ Dimensions of exterior guards/details where applicable ■ Indication of all window and door openings ■ Indication of proposed work 	Photos of adjacent neighbours, 1 each side and their back yard helps to understand your proposal in relation to your neighbours.		
Construction Details	2	<ul style="list-style-type: none"> ■ Details of footings for posts ■ Details of stairs/railing/guardrails ■ All framing members sizing and spacing Any other material proposed that is relevant and would describe your project			
Structural	2	<ul style="list-style-type: none"> ■ Structural drawings sign and sealed by structural engineer 	(if any structural work taking place)		

Development and Building Application Submissions Requirements for Decks in RS Zones

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Documents Required				Staff Use Only	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
Application form/fees	1				
Owner's Undertaking Letter	1		Form letter available. All letters/documents must be originals with original signatures. No photocopies or fax copies will be accepted.		
Letters of Assurance - *Professionals must sign & seal all individual pages of the Letters of Assurance					
Schedule B1/B2	1	Structural	(if any structural work taking place)		
Additional Information & Comments					
<ul style="list-style-type: none"> ▪ Refer to RS District Schedules Section 4.7.3 wherein total open sundeck area shall not exceed 8% of the permitted floor area. In the event that such area exceeds this allowance, the amount in area surplus will be added to overall floor area of the house. ▪ Refer to section 4.5, 4.6, 4.16 of RS District Schedules for Building Depth and required yards. Please note that decks (over 2' from the ground) will count in Building Depth calculations. (Note: There is no Building Depth clause in RS-2 District Schedule.) ▪ A separate Development permit may be required if the proposal does not comply with the regulations set forth in the applicable district schedule. (Refer to the " How to.. No. 1 " brochure (When Are Development Permits Required in Vancouver?) ▪ Covered Decks are counted in floor area calculations (FSR) and are subject to further review of regulations. ▪ Good neighbours make good sense. Consider your neighbours, their privacy and overlook issues when creating your deck design and discuss your project with them. Work to put yourself in their shoes towards understanding the impacts of your project. Often times if you have included them in you process, then they will not end up in opposition to your proposal. 					
General Requirements					
<ul style="list-style-type: none"> ▪ All developments are subject to review under the Tree By-Law ▪ Building permit application fees must be submitted at the time of application. Payment may be made by cheque, cash, VISA, Mastercard, American Express or Bank debit card, however, due to fluctuating currency rates, cheques can not be accepted from out of country financial institutions ▪ Two sets of plans are required. NO PENCIL drawings, free hand drawings, sketches or notations are accepted. 					