

**Development, Buildings, and Licensing**

**Pre-Application Reviews**

**Landscape Review** – Prior to submitting your permit application, please review the following questions:

1. Is there any ground penetration/excavation proposed within the canopy dripline or Critical Root Zone (CRZ)\*, whichever greater, of existing permit sized on-site trees, neighbour’s trees or street trees?
2. Will there be any storage of materials, equipment, or use of heavy machinery within the canopy dripline or Critical Root Zone (CRZ)\*, whichever greater, of existing permit sized on-site trees, neighbour’s trees or street trees?
3. Are any trees proposed to be removed?

If you answered YES to any of the questions above, a pre-screening with the Landscape Group is required prior to application. Please email your proposal and clarification of your answers to the questions above to [LandscapeStatusRequest@vancouver.ca](mailto:LandscapeStatusRequest@vancouver.ca). An arborist report may be required.

**Planning Review** – For additions or exterior alterations, applicants are encouraged to [obtain advice from a Development Planner](#)<sup>1</sup> prior to submitting their application.

To submit your application online, visit [vancouver.ca/building-development-support](http://vancouver.ca/building-development-support).

When submitting your application package:

1. Ensure that one PDF copy of each required drawing/document is included in your application package
2. Use vector format PDF for drawings (scanned paper drawings will not be accepted).
3. Submit all drawings separately from other non-drawing documents, such as schedules, forms, and reports.
4. Submit landscape drawing separately from all other drawings.
5. Submit an individual file for each document (e.g. schedule, form, report, etc.).

For more information on document submission standards, visit [Electronic permit applications](#)<sup>2</sup>.

Sample drawings are available for reference: [vancouver.ca/files/cov/sample-drawing-package-1and2family.pdf](http://vancouver.ca/files/cov/sample-drawing-package-1and2family.pdf)

Fees are calculated when staff review the application for completeness and must be paid before the detailed review can start.

This checklist is not limited in its content. Upon review of each submitted application, additional documents or drawings may be required to continue the review process.

**Documents required**

Document Title	Details
Application Form	<ul style="list-style-type: none"> <li>• <a href="#">Development and/or Building Application Form</a><sup>3</sup></li> </ul>
Scope of Work Statement	<ul style="list-style-type: none"> <li>• A written statement that describes and discloses all aspects of the work proposed.</li> </ul>
Title Search and Charge Summary	<ul style="list-style-type: none"> <li>• A current title search from the Land Title Office, for each parcel involved in the proposal.</li> </ul> <p>If there are charges on the land title:</p> <ul style="list-style-type: none"> <li>• A written charge summary by a solicitor (on their company letterhead) describing each charge on title (except financial charges) and advising whether the charges are affected by the proposal.</li> </ul>

**Development Permit (DP) applications - additional documents that may be required**

Document Title	Details
Arborist Report and Arborist Letter of Supervision	<p>Arborist Report is required if there are existing trees that are protected by Protection of Trees Bylaw on or adjacent to the site.</p> <p>Review <a href="#">Protection of Trees By-law 9958</a><sup>4</sup> for more information.</p>
Architectural Design Rationale & Relaxation Rationale	<p>Required for conditional applications only.</p> <ul style="list-style-type: none"> <li>• A written statement, with illustrations as needed, conveying the proposal’s urban design and architectural concept and its response to the by-law and relevant sections of the applicable guidelines, including justification of request for any discretionary zoning provisions (relaxations, increases, etc.).</li> </ul>

Combined development/building (DB) applications - Additional documents required	
Document Title	Details
2019 VBBL Schedule E-1	<ul style="list-style-type: none"> <li>• <a href="#">Schedule E-1 Owner's Undertaking Letter</a><sup>5</sup></li> </ul>
Geotechnical Report	Required if the site is located in a soil liquefaction, peat, or floodplain area.
Renovation Energy Upgrade Proposal (REUP)	<p>Required for all Building Permits for all proposals where the estimated cost of work is \$150,000 or greater, and for renovations with significant envelope upgrades.</p> <ul style="list-style-type: none"> <li>• <a href="#">Renovation Upgrade Proposal Form</a><sup>6</sup>, prepared by an <a href="#">Energy Advisor</a><sup>7</sup>.</li> </ul> <p>Visit <a href="#">Energy Requirements for Houses</a><sup>8</sup> for more information.</p>
Letters of Assurance	<ul style="list-style-type: none"> <li>• <a href="#">Schedule B</a><sup>9</sup>, signed and sealed by a Professional Engineer for any structural or geotechnical work proposed.</li> </ul>

Drawings required	
Drawing Title	Details
Survey Plan	<p>Required for most renovation projects including, but not limited to: addition, raising the building, re-constructing the foundation, and/or altering grades.</p> <p>Prepared, signed, and sealed by a BC Land Surveyor.</p> <p>See <a href="#">Survey Plan Requirements</a> listed at the end of this checklist.</p>
Site Plan	<p>Required for ALL applications.</p> <ul style="list-style-type: none"> <li>• Address and street name(s)</li> <li>• Legal description</li> <li>• North arrow</li> <li>• Dimensions of site and site area</li> <li>• All buildings on site dimensioned to outermost cladding. This includes the main house and all accessory buildings (i.e. garages, carports, sheds, etc).</li> <li>• All required yards, setbacks and building lines</li> <li>• Size, location, and number of all off-street parking</li> <li>• Access to parking, including all curbs and paving materials</li> <li>• All retaining walls, fences, and similar structures</li> <li>• Top of wall and bottom of wall elevations for all retaining walls (existing and/or new)</li> <li>• All existing and proposed grades as per the Survey Plan.</li> <li>• Location of existing permit-size trees on-site and on adjacent sites, and all street trees</li> </ul> <p>For horizontal additions:</p> <ul style="list-style-type: none"> <li>• Provide dimensions for the existing building size AND for the addition. Building additions must be clearly identified on the site plan, or separate existing vs proposed site plans are to be submitted.</li> </ul> <p>If applicable (based on scope of work and regulations in the relevant zone's district schedule),</p> <ul style="list-style-type: none"> <li>• Front yard of two adjacent sites on both sides of the lot (4 in total)</li> <li>• Extent of existing porches on the adjacent properties</li> </ul>
Site Coverage and Impermeable Material Site Coverage Plan	<p>For applicable zones only.</p> <p>Refer to the zone's <a href="#">District Schedule</a><sup>10</sup> to determine if impermeable materials are regulated.</p> <p>Must be a separate drawing from the site plan.</p> <ul style="list-style-type: none"> <li>• All property dimensions</li> <li>• Outside building dimensions of all buildings</li> <li>• Dimensions of all areas covered by impermeable materials to be clearly shown</li> </ul> <p>Refer to the <a href="#">RS Zones Impermeable Materials Site Coverage Guidelines</a><sup>11</sup> for more information.</p>

<b>Drawings required, continued</b>	
<b>Drawing Title</b>	<b>Details</b>
Floor Plans	<ul style="list-style-type: none"> <li>• North arrow</li> <li>• All outside floor dimensions (outer wall to outer wall)</li> <li>• Rooms uses and dimensions, indicating finished rooms, unfinished rooms, and adjacent attic spaces</li> <li>• All door, window and skylight sizes and locations</li> <li>• All plumbing fixtures, appliances, etc.</li> <li>• Decks and porches indicated and fully dimensioned</li> <li>• Indicate line of ceiling heights of 1.2 metres or less</li> <li>• Indicate line of ceiling heights between 1.2 meters and 2.3 metres in height, if applying an applicable floor space ratio exclusion</li> <li>• Indicate locations where ceiling heights of 1.2 metres and greater occur in a half-storey or dormer</li> <li>• Clearly indicate existing vs proposed work or provide separate existing/demo/proposed plans</li> </ul>
FSR Compliance	<ul style="list-style-type: none"> <li>• Proof of compliance with FSR (colour-coded floor plans cross-referenced to data sheets)</li> </ul> Review <a href="#">Area Calculation and Tracing Overlay Requirements</a> <sup>12</sup> for more information.
Roof Plan	Separate roof plan is required. Do not overlay on a floor plan. <ul style="list-style-type: none"> <li>• Indicate all roof slopes</li> </ul>
Sections (Longitudinal and Cross)	<ul style="list-style-type: none"> <li>• Indicate floor-to-ceiling heights of all floors, including crawl spaces</li> <li>• Stair details, including headroom dimension</li> <li>• Height line where ceiling height is 1.2 metres</li> <li>• Height line where ceiling height is between 1.2 metres and 2.3 metres in height, if applying an applicable floor space ratio exclusion. Indicate roof pitch for these areas</li> <li>• Bay window, window seats and window well details</li> <li>• Show and dimension roof overhang and gutter</li> <li>• Show footings and drain tile</li> <li>• Provide existing and proposed construction assembly details for floor, walls, and roof</li> </ul>
Elevations	Include all elevations that are relevant to the proposed scope of work. <ul style="list-style-type: none"> <li>• Label all building material, finishes, and trim (with dimensions)</li> <li>• Existing and proposed grades at the building corners</li> <li>• Porch dimensions and clear height to underside of ceiling</li> <li>• Show all roof ridge &amp; floor elevations</li> <li>• Door and window sizes and operation</li> <li>• Chimney material and detail</li> <li>• All peak roof height elevations (in survey or building grade datum)</li> <li>• The height of the building shall be measured as the vertical distance that the building extends above the base surface</li> <li>• All interpolated elevation points relative to roof height elevations (in survey or building grade datum)</li> <li>• Show peak elevation of house</li> <li>• Clearly indicate existing vs proposed work or provide separate existing/demo/proposed plans</li> </ul> <p><b>For RS-1, also:</b></p> <ul style="list-style-type: none"> <li>• Show building height envelope, including primary and secondary envelopes</li> <li>• Show critical elevations for both primary and secondary height envelopes</li> </ul>
Details	Enlarged details of architectural elements, including but not limited to: <ul style="list-style-type: none"> <li>• Front porch</li> <li>• Guardrails</li> <li>• Gable Treatments</li> <li>• Window and door trims</li> <li>• Eaves and brackets</li> <li>• Relevant construction details to demonstrate compliance with the Vancouver Building By-law are required for combined Development/Building (DB) applications and for Building Permit (BP) applications after approved Development Permit (DP).</li> </ul>

Additional drawings or items that may be required	
Drawing Title	Details
Accessory Building drawings (garage or carport)	Review <a href="#">Construction of Detached Garage or Carport</a> <sup>13</sup> for more information and sample drawings. For corner-flanking lots, view <a href="#">Section 10.27</a> <sup>14</sup> of the Zoning and Development By-law for setback requirements.
Context Plan	If applicable, as determined by the assigned Planner. <ul style="list-style-type: none"> <li>• Drawings address privacy concerns.</li> <li>• Show the relationship of the proposed buildings and surrounding development at front, rear and sides (in plan and elevation)</li> <li>• Indicate windows, uses, private open space in adjacent buildings (including secondary buildings), and significant features</li> </ul>
Context and Streetscape Photos	If applicable, as determined by the assigned Planner. <ul style="list-style-type: none"> <li>• Colour photos showing the relationship of the building(s) to surrounding development at front, rear, and sides</li> <li>• Photos of all four sides of the existing building</li> <li>• Photos of typical views of the property and streetscape</li> <li>• Photos of the streetscape linked together in a montage (comparable in size to the drawn streetscape).</li> </ul>
Drawn Streetscape Analysis	If applicable, as determined by the assigned Planner. <ul style="list-style-type: none"> <li>• Graphic and written analysis of the streetscape noting the existing architectural and landscape patterns</li> <li>• Streetscape to be drawn as a continuous elevation, accurately drawn showing spacing between the buildings</li> <li>• Indicate the main ridge heights, door sills, and grade of the adjacent houses</li> </ul>
FSR Exclusion	<ul style="list-style-type: none"> <li>• Indicate floor space exclusion for additional wall thickness to control Building Envelope Leaks and other excluded areas.</li> </ul> Review <a href="#">Floor Area Exclusions for Improved Building Performance</a> <sup>15</sup> for more information.
Landscape Plan	For applicable zones only. Refer to the zone's <a href="#">District Schedule</a> <sup>16</sup> or <a href="#">Design Guidelines</a> <sup>17</sup> to determine if landscape materials or design are regulated. Must be a separate drawing from the site plan. <ul style="list-style-type: none"> <li>• All existing landscaping details shown on the legal survey transferred to the Landscape Plan(s).</li> <li>• Illustrate both common and botanical names, sizes and quantity of all proposed plant material</li> <li>• Proposed plant material, paved surfaces, other landscape elements and existing trees</li> <li>• Details for planters, fences, trellis, or similar elements</li> <li>• Existing site contours, landscaping and material to be removed, including size, common name, and placement</li> <li>• All landscape elements and details, including new/existing surfaces to be retained, enclosures, furniture and structures</li> </ul>
Retention Drawings for Heritage or Character Merit Buildings	Required for projects involving Heritage or Character Merit buildings. <ul style="list-style-type: none"> <li>• Floor plans, elevations, building sections, and a roof plan of the existing building which clearly identify portions to be retained</li> <li>• Information regarding structural members, finish materials, building assemblies, windows and doors to be retained</li> <li>• Retention drawings must be signed and sealed by a registered professional.</li> </ul> Refer to <a href="#">Retention and Renovation of Character Merit Buildings – Scope and Documentation</a> <sup>18</sup> for more information.
Shadow Analysis	If applicable, as determined by the assigned Planner. <ul style="list-style-type: none"> <li>• An analysis of sun and shadow patterns on adjoining properties and the street as well as on usable outside open spaces on the subject site (equinox March 21 &amp; September 21 at 10 am, 12 noon and 2 pm)</li> </ul>

<b>Statements Required</b>																																																											
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Technical Data Summary (Zoning Analysis)	Cover Sheet on the drawings with project statistics provided, including but not limited to: <ul style="list-style-type: none"> <li>Total site area;</li> <li>Required and Proposed – Parking spaces</li> <li>List of proposed relaxations</li> <li>The items listed in this sample table:</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Site</th> <th style="width: 15%; padding: 5px;">Dimension (Total Area)</th> <th style="width: 15%; padding: 5px;">Permitted or Required</th> <th style="width: 20%; padding: 5px;">Proposed</th> </tr> </thead> <tbody> <tr><td style="padding: 5px;">FSR Total</td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;">FSR Total above grade</td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;">Floor area of each floor basement/main/upper</td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;">Front Yard</td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;">Side Yard (N/S/E/W)</td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;">Side Yard (N/S/E/W)</td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;">Rear Yard</td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;">Building Height</td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;">Building Depth</td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;">Site Coverage</td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;">Impermeable Material Site Coverage</td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;">Deck Area</td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;">Covered Porch</td><td></td><td></td><td></td></tr> </tbody> </table>			Site	Dimension (Total Area)	Permitted or Required	Proposed	FSR Total				FSR Total above grade				Floor area of each floor basement/main/upper				Front Yard				Side Yard (N/S/E/W)				Side Yard (N/S/E/W)				Rear Yard				Building Height				Building Depth				Site Coverage				Impermeable Material Site Coverage				Deck Area				Covered Porch			
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Impermeable material site coverage statement and calculation	For applicable zones only. Refer to the zone's <a href="#">District Schedule</a> <sup>19</sup> to determine if impermeable materials are regulated.  To be located on the site coverage and impermeable site coverage drawing sheet. <ul style="list-style-type: none"> <li>Show maximum permitted and proposed impermeable material</li> <li>Include the breakdown of calculations</li> </ul> Refer to the <a href="#">Sample Drawing Package</a> <sup>20</sup> for an example.																																																										

## Survey Plan (by BC Registered Surveyor) Requirements:

- The PID (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 and site area, including north arrow;
- Location of lead plugs, iron pins and show corner angles, datum;
- Location and dimensions of all existing buildings on the site for proposed additions;
- Front yard setback, main ridge height, and door sill heights of the two adjacent site on each side of the proposed building(s);
- Front, side and rear yard setbacks to each corner of the permitted building envelope, based on Zoning and Development By-law requirements;
- Setbacks must be taken from the established building line (where applicable);
- Ultimate property line;
- Lane dedications, registered easements, encroachments and right-of-ways must be indicated on the surveys. Where lane dedications are required, setbacks must be measured from dedication line;
- Location of existing street crossings;
- Existing grades at each of the four corners of the site;
- Existing grades at each corner of the existing and/or proposed principal building envelope (based on Zoning and Development By-law requirements);
- Existing grade on the adjacent property, parallel to side property lines at regular intervals approximately 3 m (10'0") into the neighbouring sites;
- Existing grade levels at the four corners of the proposed accessory building envelope;
- 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);
- Location and elevations at the top and bottom of any existing retaining walls at regular intervals of approximately every 3 m (9.84');
- Location, height and diameter of all stumps 20 cm (8") caliper or greater;
- Location of all existing trees (including adjacent property trees within 2 m (6.56') of the property line and trees on any City street or lane allowance adjacent to the site) that are 20 cm (8") in diameter or greater (and all multi-branching trees where the combined diameters of the three largest stems equal 20 cm (8") caliper or greater) when measured 1.4 m (4.60') above the ground;
- Tree grades (existing tree base elevations) for those trees exceeding 20 cm (8") in diameter that are affected by development;
- The drip line (crown of trees or extent of tree branches) and species or type of trees (for all trees exceeding 20 cm (8") in diameter when measured 1.4 m (4.60') above the ground);
- Along the road and 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 m (9.84') 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 &/or guy wire locations, existing transformers, 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 m (9.84') 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 m (9.84') 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 m (9.84') increments.

**Note:** For proposed driveways from a street, contact the Enquiry Centre for Zoning and Development By-law requirements. (A Streetscape Plan and/or Building Grades Plan may be required.)

<sup>1</sup> <https://vancouver.ca/files/cov/online-feedback-permit-instructions.pdf>

<sup>2</sup> <https://vancouver.ca/home-property-development/electronic-permit-applications.aspx#upload>

<sup>3</sup> <https://vancouver.ca/files/cov/dev-build-app-form.pdf>

<sup>4</sup> <https://vancouver.ca/your-government/protection-of-trees-by-law.aspx#propertydevelopment>

<sup>5</sup> <https://vancouver.ca/files/cov/schedule-e-1-owners-undertaking-letter-building-by-law-2019.pdf>

<sup>6</sup> <https://vancouver.ca/files/cov/renovation-energy-upgrade-proposal-form.xlsm>

<sup>7</sup> <https://betterhomesbc.ca/ea/>

<sup>8</sup> <https://vancouver.ca/home-property-development/energy-requirements-for-single-family-home-renovations.aspx>

<sup>9</sup> <https://vancouver.ca/files/cov/schedule-b-assurance-professional-design-field-review-building-by-law-2019.pdf>

<sup>10</sup> <https://vancouver.ca/home-property-development/zoning-and-land-use-policies-document-library.aspx#regulation>

<sup>11</sup> <https://guidelines.vancouver.ca/R003.pdf>

<sup>12</sup> <https://bylaws.vancouver.ca/bulletin/bulletin-floor-area-calculation-tracing-overlay.pdf>

<sup>13</sup> <https://vancouver.ca/files/cov/garage-guide-and-submission-checklist.pdf>

<sup>14</sup> <https://bylaws.vancouver.ca/zoning/zoning-by-law-section-10.pdf#page=12>

<sup>15</sup> <https://bylaws.vancouver.ca/bulletin/bulletin-floor-area-exclusion-improved-building-performance.pdf>

<sup>16</sup> <https://vancouver.ca/home-property-development/zoning-and-land-use-policies-document-library.aspx#regulation>

<sup>17</sup> <https://vancouver.ca/home-property-development/zoning-and-land-use-policies-document-library.aspx#guidelines>

<sup>18</sup> <https://bylaws.vancouver.ca/bulletin/bulletin-character-buildings-retention-and-renovation.pdf>

<sup>19</sup> <https://vancouver.ca/home-property-development/zoning-and-land-use-policies-document-library.aspx#regulation>

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