Sample Drawing Package for One and Two Family Dwelling Applications

For a full list of submission requirements, refer to the relevant checklist for your application found on our website:


Common checklists for 1 & 2 Family Dwellings:

- New construction - Outright One or Two Family Dwelling
- Addition/Renovation/Alteration - One Family Dwellings in RS Zones
- Decks in RS Zones

Please note: The drawings contained in this document are to be used as examples only.
General notes:

Pencil drawings or notations are not acceptable.

** Ensure that an area 8” x 11.5” is left blank on the site plans for the Engineering Dept. sticker **

Calculations of Energy Utilization must be provided for all new house applications.

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.

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 & sealed B1/B2 letters of assurance for Geotechnical items must accompany the soils report. A signed statement from the Structural Engineer must on the B1/B2 letter, (or a separate letter signed and sealed by the Professional Engineer) indicating that he has read the Geotechnical report and that the building has been designed to meet the recommendations of that report.

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).

If new construction includes a secondary suite, a registered covenant must be placed against the property title, prohibiting strata.

For renovations and additions, a written scope of work is required, itemizing the work proposed on each floor as well as being clearly indicated on the submitted plans.

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.

Survey Requirements for One and Two Family Dwelling Developments

*** An updated posting plan is required for all new construction, in addition to the surveys ***

See the relevant submission checklist for your project for a full list survey detail requirements: http://vancouver.ca/home-property-development/application-forms-and-checklists.aspx

When a survey is required, it MUST be prepared by a BC Registered Land Surveyor, certified correct with original seals and signatures.

Note: For proposed driveways from a street, contact the Enquiry Centre for Zoning and Development By-law requirements. (A streetscape plan may be required)
Site Plan should include the following:

- Scale not less than 1/8" = 1'-0" (1:100)
- Legal Description and north arrow
- Street names, location and dimension of lanes
- Dimension of site
- Size of all yards, measured from the property line, including front yard, side yards and rear yard.
- Indicate limiting distance
- Indicate location of all window seats, bay windows and/or chimneys.
- Clearly indicate the location of proposed work if adding to the building.
  (highlight or cross hatch)
- Building dimensions - this includes principle building and any accessory buildings
- Indicate access to parking, width of access and the number of parking spaces provided
- Indicate location of existing and/or proposed driveways from a street
- Indicate slab elevation and all floor elevations of the principle building
- Existing and finished grades levels at each corner of the existing and/or proposed principle building
- Indicate the location of any window wells and/or patios wells.
- Indicate the location of trees and tree barriers
- Existing & finished grade 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
- Any right-of-ways, registered easement or encroachments are to be indicated
- Indicate ultimate property lines
- Proposed accessory building slab elevation (Bulletin 92-05)
- Public Sewer and Water Connection Information notes and stickers must be attached to the site plans.
- Public water, storm and sanitary services with sizes & dimensions to the property line.
- Indicate the location of storm sump(s)
- Invert (bottom of pipe) elevations of the storm and sanitary connections
- Water pressures
- Plumbing fixture restrictions (complete "Fixture Restriction Pumping Requirements" table. (obtain decals from Sewers Engineering)
- Location of Gas (Contact BC Gas for location @1-888-224-2710.) It is the Owners/Applicants responsibility to ensure that the Gas service does not conflict with your proposed Sewer & Water services.

Leave 8 ½” x 11” blank for Engineering Dept. stickers

Address ____________________________

Legal Description
Lot _______ Subdivision _______ Block _______
District Lot _______ Plan _______

Site Coverage Statement
Permitted _______ %
Proposed _______ %
Impermeable Material Site Coverage Plan should include the following:

- Scale not less than 1/8" = 1' 0"
- 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.
- Impermeable material site coverage statement (maximum and proposed)

Note: Indicate size & type of material in gravel/rock areas

Address: ________________________________

Impermeable Material Site Coverage

Permitted: ________________  ____%

Proposed:  
- Principle Building  ______
- Accessory Building(s)  ______
- Decks  ______
- Sidewalks  ______
- Other Areas  ______

Total Proposed: ________________  ____%

*** ALL IMPERMEABLE AREAS TO BE LABELED AND DIMENSIONED ***
Floor Plans

Floor Plans should include the following:

- Scale not less than 1/4" = 1’ 0” (1:50)
- Indicate all outside floor dimensions
- Indicate all room uses / dimensions, including finished / unfinished areas
- Indicate stair details (rise / run, width, handrails, headroom, etc.)
- Indicate all door, window and skylight locations and dimensions
- Indicate construction of wall assemblies and fire separations
- Highlight shear walls and cross reference with specific details
- Indicate plumbing fixtures
- Indicate the locations of all smoke alarms on all floors
- Indicate direction, location and size of all joists, beams, lintels, girders, girder supports and trusses
- For floors that have a sloped ceiling, see notes under cross section
- Indicate location and dimensions of any chimneys including vents, bay windows, air conditioning units and/or condensing units
- Clearly indicate proposed work if adding to the building (highlight)
- Hard wired smoke alarms to be provided (☑)
- Floor space ratio statements (maximum and above-grade statements)

BASEMENT/CELLAR/FOUNDATION PLAN

1/4" = 1’ 0”
Floor Space Ratio Statement

Floor area permitted FSR %
Floor area above grade FSR %

Floor area proposed:
  Basement/cellar
  First storey
  Second Storey
  Half storey
  Total proposed FSR %
  Above grade proposed FSR %

Deck area permitted %
Deck area proposed %
Covered Porch proposed %

FIRST FLOOR - Scale 1/4" = 1'0"
Elevations should include the following:

- Scale not less than 1/4" = 1' 0" (1:50)
- New buildings - all four elevations (front, rear and two sides)
- Additions and exterior alterations - sufficient number of elevations to adequately represent the proposal
- Clearly indicate area being added (if adding to an existing building)
- Exterior cladding - finish details and material of exterior
- Floor levels elevations indicated as well as height above and below finished grade (basement/cellar heights) including below grade patio and window wells
- Elevation at the top of wall under the eaves is required to calculate exposed building face
- Proposed building envelope-primary and secondary (measured from the lowest of the four corner elevations of the proposed building)
- Dimensions of any exterior guards and guard details
- Indicate location of bay windows, window wells, chimneys including height to roof ratio
- Existing and proposed grade elevation numbers
- Eave overhang dimensions including gutters
- Indicate location and sizes of all windows, doors and skylights including safety glass where required
- Elevation of proposed top of concrete around the perimeter of the building (min. 6" above grade)
- Roof pitch and roofing material

Construction Detail / Cross Sections should include the following:

- Scale not less than 1/4" = 1' 0" (1:50)
- Stair dimensions (width, rise, run, number of risers) height of guards, handrails and guardrails)
- Ceiling height of crawl spaces and all habitable floors (floor to ceiling)
- Height of all half storeys or dormers where floor area has a minimum ceiling height of 4 feet (1.2m)
- Details of vaulted areas and adjacent attic spaces
- Wall, floor, roof and/or ceiling assemblies
- Indicate fire and/or sound separations between principle dwelling unit & secondary or family 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)
- Fire & sound ratings between dwelling unit and garage should be indicated
- Bay window, window seat and window well details
- Crawl space details, showing ventilation requirements and access including size of access door
- Insulation, vapour barriers, damp proofing and waterproofing details
- Lintel, beam, joist and stud sizes including spacing and lumber grade
- Prefabricated roof trusses/ Laminated wood or steel beams (2 sets - signed and sealed ) Certified by a Professional Engineer registered in British Columbia
- Details of prefabricated fireplaces/chimneys (CSA approved)
- Details of factory built homes in accordance with CSA Standard CAN/CSA-A277 including CSA label
- For attached carports/garages - detail of fire/smoke/gas barrier, door closures & weather stripping.
- 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
- Details of pony walls that need reinforcement to withstand lateral movement
- Sheathing and strapping details If concrete roof tiles are being used
- Shear walls should be cross referenced on the floor plan (indicated by highlighting which walls are shear walls)
- Seismic note signed and sealed by a Professional Engineer

Note: 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.
Elevation Plans

NORTH ELEVATION
SCALE: 1" = 1'-0"

SOUTH ELEVATION
SCALE: 1" = 1'-0"
Elevation Plans
WEST ELEVATION
SCALE: 1/4" = 1'-0"

EAST ELEVATION
SCALE: 1/4" = 1'-0"

NORTH ELEVATION
SCALE: 1/4" = 1'-0"

SOUTH ELEVATION
SCALE: 1/4" = 1'-0"

GARAGE ELEVATION PLANS
Frequently Called Numbers

CITY OF VANCOUVER DEPARTMENTS:

Development Services - Enquiry Centre ............................................................... 604-873-7611
  Zoning & Development By-law Information
  Vancouver Building By-law Information
  Landscape Technicians

1 & 2 Family Dwellings - Appointment Line ..................................................  604-873-7611

Property Information ........................................ From within Vancouver call 3-1-1 or 604-873-7000
  Building Plans
  Approved use of residential building
  *(Plan copies may be obtained from the Property Information Counter, 2nd floor of the East Wing;
   written authorization from the current property owner is required; service fees applicable)*

By-law Administration
  Building Permit Extensions .................. 604-873-7054 or 604-873-7760
  Refund Requests ..................................................... 604-871-6137
  File Research ...................................................... 604-873-7111 or 604-871-6418

Inspections ........................................... From within Vancouver call 3-1-1 or 604-873-7000
  24 Hour Message Line for Building Inspections .................. 604-873-7058
  24 Hour Message Line for Electrical Inspections .................. 604-873-7059
  24 Hour Message Line for Plumbing/Gas Inspections .......... 604-873-7061

Engineering Department ........................................... From within Vancouver call 3-1-1 or 604-873-7000
  Public Information Counter ........................................ 604-871-6730

Subdivision & Strata Title ........................................................ 604-873-7556 or 604-871-6627

Board of Variance (call to set up an appointment) ........................................ 604-873-7723

EXTERNAL AGENCIES:

Archeological Branch ............................................................... 250-356-0882

Architectural Institute of BC .......................................................... 604-683-8588

Homeowner Protection Office .......................................................... 604-646-7050
  http://www.hpo.bc.ca/

BC One Call - Call Before You Dig™ ............................................. 1-800-474-6886
  or *6886 on cell phone
  www.bconecall.bc.ca

Fortis BC (formerly BC Gas) - Location of Gas Lines .................................. 1-888-224-2710
  www.fortisbc.com

Professional Engineers & Geo-Scientists of BC ........................................... 604-430-8035