Submission Requirements and Guide for Construction of Garages and Carports (Accessory to One- and Two-Family Dwellings)

Updated April 2014
## Submission Requirements Checklist

**Construction of Detached Garage or Carport**

Updated: April 2014

**PLANNING AND DEVELOPMENT SERVICES**

This checklist **MUST** be completed by Applicant and submitted with Permit Application. If you have any questions regarding the information requested on this form, please call the Enquiry Centre at 604-873-7611.

Permit Application can be found here: [http://vancouver.ca/files/cov/dev-build-app-form.pdf](http://vancouver.ca/files/cov/dev-build-app-form.pdf)

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### Project Address:

<table>
<thead>
<tr>
<th>Drawings Required</th>
<th>Indication</th>
<th>Notes / Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Indicates items <strong>MUST</strong> be submitted with application</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>Indicates items may be submitted at a later date</td>
<td></td>
</tr>
</tbody>
</table>

#### Drawings Required

<table>
<thead>
<tr>
<th># Sets Required</th>
<th>Prov’d by Applicant</th>
<th>Office Use Only</th>
<th>Drawings</th>
<th>Notes / Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 ✓</td>
<td>1/4&quot; = 1' 0&quot; (1:50) unless otherwise noted</td>
<td>Site Plans</td>
<td>Scale not less than 1/8&quot; =1' 0&quot;(1:100)</td>
<td></td>
</tr>
<tr>
<td>2 ✓</td>
<td>1/4&quot; = 1' 0&quot; (1:50) unless otherwise noted</td>
<td>Impermeable Material site plans</td>
<td>Scale not less than 1/8&quot; =1' 0&quot;(1:100)</td>
<td></td>
</tr>
<tr>
<td>2 ✓</td>
<td>1/4&quot; = 1' 0&quot; (1:50) unless otherwise noted</td>
<td>Floor plans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 ✓</td>
<td>1/4&quot; = 1' 0&quot; (1:50) unless otherwise noted</td>
<td>Elevations</td>
<td>(of each side of the building)</td>
<td></td>
</tr>
<tr>
<td>2 ✓</td>
<td>1/4&quot; = 1' 0&quot; (1:50) unless otherwise noted</td>
<td>Cross Section/s &amp; Structural details</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Documents Required

| 1 ✓ | Application form |
| 1 ✓ | Arborist Report including details of existing site trees and adjacent trees (as noted on the survey) and relevant comments as noted in the Protection of Trees By-law Section 7.2 | Prepared by an ISA Certified Arborist |
| 1 ✓ | Hazardous Material Form | Required for demolition of building |
| 1 ✓ | Proof of ownership | If recently purchased |

#### Letters of Assurance - Professionals must sign & seal each page of all Letters of Assurance submitted

| 1 ✓ | Schedule B1/B2 - Architectural | Not complying with Part 9 of VBBL |
| 1 ✓ | Schedule B1/B2 - Structural |

#### Statements Required

| Site Coverage |
| Impermeable Site Coverage |

### General notes:

Two sets of plans (not pencil drawings or notations), with scale as noted, are required before a permit can be processed. Site Coverage Statement is required as well as an Impermeable Material Site Coverage Statement where the site is located in an RS Zone.

Schedules B1/B2 Structural Letters of Assurance from a Professional Engineer are required where proposed construction includes laminated beams, beams or joists exceeding maximum allowable span in the Vancouver Building By-Law and where masonry/concrete construction is proposed. A registered professional must sign & seal each page of all drawings & details, where required by the Vancouver Building By-Law. This list of requirements is not limited in its content. Review of your application, plans or documents may reveal additional requirements.

Note: If the preliminary plan review reveals that the application does not meet outright Zoning and Development By-law approval requirements and/or Building By-law requirements, additional drawings may be required prior to processing.

The drawings in this guide are for sample purposes only and are not to be used for submission.
Site Plan should include the following:

- Scale not less than 1/8"=1'-0" (1:100)
- Legal Description and north arrow
- Dimensions of site
- Street names, location and dimensions of lanes
- Size of all yards measured from the property line, including front yard, side yards and rear yard
- Building dimensions - this includes the principle building and any existing or proposed accessory buildings
- Existing & finished grade levels at the four corners of the site and at the four corners of the proposed accessory building, and two grade levels at the center line of the lane adjacent to the proposed accessory building (see sample site plan)
- Setbacks must be taken from the established building line where applicable
- Proposed accessory building slab elevation (Bulletin 2000-011-BU)
- Clearly indicate the location of proposed work if adding to the building
- Indicate any right-of-ways, registered easement or encroachments Location of any existing trees with trunks over 8"(20cm) thick, measured 3' (90cm) above the grade
- Width of access to parking and the number of spaces provided
- Indicate the location of existing or proposed driveways from a street
- Indicate ultimate property lines
- Roof drainage system is to be indicated on the site plan (Bulletin 2000-006-BU/PL)

Note: Where lane dedication or building line exists, setbacks must be taken from the dedication line or building line.

Address: _______________________

Legal Description

Lot ______ Subdivision ______ Block ______

District Lot ______ Plan Number ________

Site Coverage

Permitted ___________________ %

Proposed
- Principal Building ___________________
- Accessory Building(s) ________

Total Proposed __________________ %

Site Plan
Impermeable Material Site Coverage Plan should include the following:

- Scale not less than 1/8"=1'0" (1:100)
- Indicate and dimension all impermeable materials, including all buildings, sidewalks, paved areas, decks, pools, plastic planting area sheets and other construction which stops rain water from directly entering the soil on the site
- Impermeable material site coverage statement (maximum and proposed)

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

Address: ________________________________

**Impermeable Material Site Coverage**

<table>
<thead>
<tr>
<th></th>
<th>Permitted</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Principal Building</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Accessory Building(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Decks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Sidewalks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Other Areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Proposed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** ALL IMPERMEABLE AREAS TO BE LABELED AND DIMENSIONED ***
WEST ELEVATION
SCALE: 1/4" = 1'-0"

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

NORTH ELEVATION
SCALE: 1/8" = 1'-0"

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

GARAGE ELEVATION PLANS
**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
- Exterior cladding - finish details and material of exterior
- Existing and proposed grade elevation numbers including building height at the peak, mean and eave elevations
- Eave overhang dimensions including gutters
- Indicate location of all windows, doors and skylights, including sizes
- Indicate the elevation of proposed top of concrete around the perimeter of the building.
- Indicate roof pitch and roofing material

**Construction Detail / Cross Sections should include the following:**

- Scale not less than 1/4" = 1' 0" (1:50)
- Height of all half storeys or dormers where floor area has a minimum ceiling height of 4 feet (1.2m)
- Wall, roof and/or ceiling assemblies
- 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 registered Professional Engineer in BC

**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)

**Floor Plans should include the following:**

- Scale not less than 1/4" = 1'0" (1:50)
- Indicate all outside building dimensions
- Indicate all inside floor dimensions
- Indicate all door and windows sizes
- Indicate any or all plumbing fixtures
- Indicate direction, location and size of all joists, beams, lintels, girders, girder supports and trusses
- Clearly indicate proposed work if adding to an existing building (highlight)
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- Scale not less than 1/4" = 1'0" (1:50)
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- Indicate any or all plumbing fixtures
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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
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