

Development, Buildings, and Licensing

Applicants are encouraged to obtain advice from a Development Planner prior to proceeding to an intake appointment. Please review the [“Online Pre-Application Advice Instructions”](#) document for information on how to request a meeting.

To submit your permit application, an intake appointment must be booked in advance. To request an intake appointment, visit <https://vancouver.ca/building-development-support> to submit an online form and upload your submission.

If you have any questions regarding the information requested on this checklist, please call 604-873-7611 or submit an online form: <https://vancouver.ca/building-development-support>

Sample drawings: <https://vancouver.ca/files/cov/sample-drawing-package-1and2family.pdf>

Project Address:	Development Application:
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Drawings Required				Staff Use Only	
Document	Copies	Details	Notes	Copies Attached	Accepted
Reduced Drawings	1	<input type="checkbox"/> A complete set of reduced drawings on minimum 8½" x 11" paper (11" x 17" preferred)	Required for projects requesting a relaxation or for conditional applications.		
Survey Plan (by registered BC surveyor)	3	See survey requirements listed at the end of this checklist.	Minimum of 2 original, sealed surveys. A survey will be required for most renovation projects involving an addition, raising the building, or re-constructing the foundation. For small renovations, the survey requirement may be waived.		
Site Plan	3	<input type="checkbox"/> Legal description and address <input type="checkbox"/> Street names <input type="checkbox"/> Dimensions of site <input type="checkbox"/> All buildings dimensioned to outermost cladding. This includes the main house & all accessory buildings (i.e. garages, carports, sheds, etc.) <input type="checkbox"/> Front yard, side yards and rear yard setbacks <input type="checkbox"/> Access to parking and number of spaces provided <input type="checkbox"/> All retaining walls, fences, and similar structures <input type="checkbox"/> All existing and proposed grades as per the Survey Plan (see note). <input type="checkbox"/> Front yard of the two adjacent sites on both sides of the lot (4 in total) and extent of the existing porches of the adjacent properties.	Required for ALL applications. Scale not less than 1/8" = 1'0". For horizontal additions, provide dimensions for the existing building size AND for the addition. Building additions are to be clearly identified on the site plan, or separate existing vs proposed site plans are to be submitted. For new and existing retaining walls, top of wall and bottom of wall elevations must be indicated. NOTE: In the event a survey is waived, site grading information may still be required, based on the proposed scope of work.		
Site Coverage Plan	3	<input type="checkbox"/> Dimensions of site <input type="checkbox"/> All buildings dimensioned to outermost cladding. This includes the main house & all accessory buildings (i.e. garages, carports, sheds, etc.)	Required for ALL applications. Scale not less than 1/8" = 1'0".		
Impermeable Material Site Coverage Plan	3	<input type="checkbox"/> Indicate and dimension all impermeable material, including all buildings (to the outermost walls), decks, pools, plastic planting area sheets, sidewalks, paved areas, asphalt, concrete, brick, stone, wood, and other construction which stop rain water from directly entering the soil on a site. <input type="checkbox"/> Impermeable material site coverage calculation and statement	For applicable zones only. Refer to the District Schedule to determine if impermeable materials are regulated in the zone. May be combined with the Site Coverage Plan. Scale not less than 1/8" = 1'0"		

Addition/Renovation Checklist - One Family Dwelling (RS Zones) cont'd.

Drawings Required			Staff Use Only		
Floor Plans	3	<input type="checkbox"/> All outside floor dimensions including all areas with a ceiling height of 1.2 m (4'-0") and above in a half-storey or dormer. <input type="checkbox"/> Room uses and dimensions indicating finished and unfinished rooms <input type="checkbox"/> Door and window sizes (label as existing or new) <input type="checkbox"/> Show plumbing fixtures <input type="checkbox"/> Distinguish new vs existing conditions <input type="checkbox"/> Floor plan for half-storey or dormer area must indicate the exact location of the 1.2 m (4'-0") ceiling height	Required for ALL applications. Scale not less than 1/4" = 1'0". Clearly indicate existing vs proposed walls and areas (or provide separate existing/demo/proposed plans).		
Elevations	3	<input type="checkbox"/> Additions and exterior alterations - sufficient number of elevations to represent the proposal <input type="checkbox"/> Finish details and materials of exterior <input type="checkbox"/> Door and window sizes <input type="checkbox"/> Existing and proposed grades at the building corners and where relevant (i.e. where grade steps down). <input type="checkbox"/> Porch dimensions and clear height to the underside of the ceiling <input type="checkbox"/> Show peak elevation of house <input type="checkbox"/> Show floor elevations For RS-1, also: <input type="checkbox"/> Show building height envelope, including primary and secondary envelopes <input type="checkbox"/> Show critical elevations for both primary and secondary height envelopes	Required for ALL applications. Scale not less than 1/4" = 1'0". Clearly indicate existing vs proposed walls and areas (or provide separate existing/demo/proposed plans).		
Cross-Section	3	<input type="checkbox"/> Floor levels indicated and height above and below finished grades (cellar and basement heights) <input type="checkbox"/> Stair detail <input type="checkbox"/> Height of all crawl spaces to u/s structure <input type="checkbox"/> Height of half-storey or dormers where floor area has a minimum ceiling height of 1.2 m (4'-0") <input type="checkbox"/> Floor, wall, and roof assembly details For RS-5, also: <input type="checkbox"/> Areas between 1.2 m to 2.3 m (4'-0" to 7'-6") in height shown as excluded from Floor Area if beneath a 7:12 roof slope	Required for ALL applications. Scale not less than 1/4" = 1'0". Cross-section for half-storey or dormer must indicate exact location where a minimum ceiling height of 1.2 m occurs and the location of floor below; show minimum required heights for existing requirements.		
Accessory Buildings (Garage/ Carport)	3	<input type="checkbox"/> See Guide for Permit Application for Detached Garages and Carports	Required if in scope of work Refer to Section 11.1 for setbacks on corner flanking sites		
Context Plan	3	<input type="checkbox"/> Drawings showing the relationship of the proposed buildings to surrounding development at front, rear and sides (in plan and elevation) <input type="checkbox"/> Windows, uses and private open space in adjacent buildings (secondary buildings and significant features must be indicated)	May be required.		
Zoning Analysis	3	<input type="checkbox"/> Details on Permitted vs Existing vs Proposed for height, setbacks, floor area, site coverage, etc. (refer to Zoning District Schedule to determine the list of regulated items)	Required for ALL applications. To be provided on the drawings (on the cover page or site plan page is preferred) *** See the sample "Development Data Summary" at the end of this checklist ***		

Addition/Renovation Checklist - One Family Dwelling (RS Zones) cont'd.

Drawings Required				Staff Use Only	
Construction Details	3	<input type="checkbox"/> Drawn large scale details that outline all salient construction details for the project to demonstrate compliance with the V.B.B.L.	* Required for combined DB (Development and Building) applications or for Building Permit application after an approved Development Permit. Provide standard CMHC detailing or details sealed by a licensed professional either architect or engineer.		
Retention Drawings	3	<input type="checkbox"/> Floor plans, elevations, building sections, and a roof plan of the existing building and on those, clearly identify the portions which are to be retained <input type="checkbox"/> Information regarding structural members, finish materials, building assemblies, windows and doors to be retained	May be required for conditional applications. A registered professional may be required to sign and seal the submitted retention drawings.		
NOTE: Separate Landscape drawings are no longer required at time of application. Please refer to the tree requirements listed under the Site Plan Details.					

Documents and Additional Information Required				Staff Use Only	
Form letters can be found here: http://vancouver.ca/home-property-development/application-forms-and-checklists.aspx					
Application Form / Fees	1	Development/Building permit application form (1 and 2 family)	Form letter available online.		
Scope of Work Statement	1	A written statement that describes and discloses all aspects of the work to be carried out for the project.	Required for ALL applications. This statement shall take precedence over the drawings when required.		
Design Rationale	1	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 r of request for any discretionary zoning provisions (relaxations, increases, etc.)	Required for conditional applications only.		
Context Photographs and Photos of Existing Buildings	1	<input type="checkbox"/> A set of colour photos is required <input type="checkbox"/> Photos showing relationship of the proposed building(s) to surrounding development at front, rear and sides <input type="checkbox"/> Four sides of the building <input type="checkbox"/> Typical views of the property and streetscape <input type="checkbox"/> Adjacent streetscape and houses	May be required for conditional applications. Can be submitted within the drawing set. (Need not be mounted on a board)		
Material and Colour Sample Board	1		May be required.		
Title Search	1	A copy of a current title search from the Land Title Office	Required for ALL applications. Note: A charge summary may also be requested.		
Arborist Report	1	Report to include 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 Not required for applications without site or adjacent trees, or for applications that meet Section 7.3 of the Protection of Trees By-law.		

Addition/Renovation Checklist - One Family Dwelling (RS Zones) cont'd.

Statements Required					Staff Use Only																																																												
Statements	Copies	Details		Notes	Copies Attached	Accepted																																																											
Development Data Summary (Zoning Analysis)	3	<input type="checkbox"/> Full zoning analysis required (see sample below)		To be located on the cover sheet of the drawing sets.																																																													
		<table border="1"> <thead> <tr> <th>Site</th> <th>Dimension (Total Area)</th> <th>Permitted/Required</th> <th>Proposed</th> </tr> </thead> <tbody> <tr><td>Floor area (basement)</td><td></td><td></td><td></td></tr> <tr><td>Floor area (main)</td><td></td><td></td><td></td></tr> <tr><td>Floor area (upper)</td><td></td><td></td><td></td></tr> <tr><td>Floor area & FSR Total</td><td></td><td></td><td></td></tr> <tr><td>FSR Total - above grade</td><td></td><td></td><td></td></tr> <tr><td>Front Yard</td><td></td><td></td><td></td></tr> <tr><td>Side Yard (n/s/e/w)</td><td></td><td></td><td></td></tr> <tr><td>Side Yard (n/s/e/w)</td><td></td><td></td><td></td></tr> <tr><td>Rear Yard</td><td></td><td></td><td></td></tr> <tr><td>Building Depth</td><td></td><td></td><td></td></tr> <tr><td>Deck Area</td><td></td><td></td><td></td></tr> <tr><td>Covered Porch</td><td></td><td></td><td></td></tr> <tr><td>Site Coverage</td><td></td><td></td><td></td></tr> <tr><td>Impermeable Material Site Coverage</td><td></td><td></td><td></td></tr> </tbody> </table>	Site	Dimension (Total Area)	Permitted/Required	Proposed	Floor area (basement)				Floor area (main)				Floor area (upper)				Floor area & FSR Total				FSR Total - above grade				Front Yard				Side Yard (n/s/e/w)				Side Yard (n/s/e/w)				Rear Yard				Building Depth				Deck Area				Covered Porch				Site Coverage				Impermeable Material Site Coverage						
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Site Coverage and Impermeable Material Site Coverage Calculation	3	<input type="checkbox"/> Show maximum permitted and proposed (including breakdown of calculations as per example)		To be located on the site coverage and impermeable material site coverage plan.																																																													

“COMBINED DEVELOPMENT & BUILDING (DB) PERMIT” OR “BUILDING PERMIT (BP) AFTER DEVELOPMENT PERMIT (DP)”

In addition to the items list previously, these items are also required for these applications:

Form letters can be found here: <http://vancouver.ca/home-property-development/application-forms-and-checklists.aspx>

In addition to the items list previously, these items are also required for these applications:					Staff Use Only	
Owner’s Undertaking Letter	1	Schedule E-1		Form letter available online (link above). Original signed letter only.		
EnerGuide (EGH) Report	1	Required for all projects with an estimated cost of work of \$5,000 or greater. Determine if an EnerGuide Report and upgrading is required: http://vancouver.ca/files/cov/energuide-assessment-flow-chart.pdf		If an EnerGuide report is required, select a Certified Energy Advisor (CEA) from a list of qualified experts available here: http://www.cacea.ca		

Letters of Assurance - *Professionals must sign & seal all individual pages of the Letters of Assurance

Schedule B	1	Structural		If any structural work taking place. Form letter available online (link above).		
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Survey Plan (by BC Registered Surveyor) Requirements:

- The PID (Property Identifier Number)
- Legal description
- 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 of the two adjacent site on each side of the proposed building(s). NOTE: Where rear yard compatibility is requested, existing rear yard setbacks of one adjacent building on each side of the site is to be provided.
- 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 principle building envelope (based on Zoning and Development By-law requirements)
- Existing grades 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 the lane is 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 (10'-0")
- Location, height and diameter of all stumps 20 cm (8") caliper or greater
- Location, species, and drip line (crown of trees or extent of tree branches) of all existing trees (including adjacent property trees within 2 m (6'-6") 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'-6") above the ground
- Tree grades (existing tree base elevations) for those trees exceeding 20 cm (8") in diameter that are affected by development
- For 3 m (10'-0") from any street or lane frontage, or right-of-way (ROW), extending to the opposite side of the street/lane/ROW, locate the following: all utility manhole covers, fire hydrants, street lights, utility kiosks, utility poles with anchor rod locations, catch basins, any other street furniture,
- For 3 m (10'-0") from any street or lane frontage, or right-of-way (ROW), extending to the opposite side of the street/lane/ROW, provide the centre line elevation (in 3 m (10'-0") increments) of all streets, lanes, ROW's, sidewalks and curbs, and also provide the elevation of any gutters and utility manhole covers

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.)