

## Development, Buildings, and Licensing

For multiple dwelling projects that include 3 or more dwelling units, a 12’ by 12’ area with overhead clearance must be shown on plans at the lane frontage to accommodate a Pad-Mounted Transformer (PMT) or a Low-Profile Transformer (LPT) or confirmation from BC Hydro exempting the project from a PMT / LPT.

**Utility requirements, such as common utility rooms, must be considered as part of the proposal.**

To submit your BC Hydro check, log into My Hydro account or contact BC Hydro Express Connect at 1-877-520-1355

To submit your application online, visit <https://vancouver.ca/building-development-support>.

**Specify that the request is for the development of a “multiplex” to ensure it is distributed to the appropriate review stream.**

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>1</sup>.

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	<a href="#">Development Application Form</a> <sup>2</sup>
Relaxation Rationale	A written statement, with illustrations as needed, conveying the proposal’s response to the by-law, including justification of request for any discretionary zoning provisions (relaxations, increases, etc.).
BC Hydro Infrastructure Checklist	Checklist found in <a href="#">Checklist for Clearances from Existing BC Hydro Infrastructure</a> <sup>3</sup> , completed by a registered professional.
Site Disclosure Statement (SDS)	<a href="#">British Columbia – Ministry of Environment and Climate Change - Schedule 1 Site Disclosure Statement</a> <sup>4</sup> Visit <a href="#">Province of BC’s Site Identification</a> <sup>5</sup> for more information
Title Search and Charge Summary	A current title search from the Land Title Office, for each parcel involved in the proposal.  If there are charges on the land title: 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.
Arborist Report	Required when a site has permit-sized trees (on site and/or adjacent to the site) as defined by the <a href="#">Protection of Trees By-law</a> <sup>6</sup> . Review <a href="#">Protection of Trees</a> <sup>7</sup> for more information.  An arborist report must be prepared by an ISA Certified Arborist to assess existing trees either for retention or removal. Refer to “Submission of arborist’s report” section of the Protection of Trees By-law for more information.

Additional documents that may be required	
Document Title	Details
Arboricultural Letter of Assurance (LOA)	Required when there is proposed work within the critical root zone to verify that the arborist hired will supervise and direct work within the area. Must include signatures by the owner, contractor and arborist to confirm that all parties are aware of the roles and responsibilities.
Arboricultural Neighbouring Owner Letter of Consent	Required for proposals to remove a protected size tree that is neighbor-owned or is a shared tree. A letter signed by the neighbouring property owner confirming their consent to remove a permit sized tree. For more information, visit the <a href="#">Protection of Trees<sup>8</sup></a> webpage.
Building Envelope Letter, if applicable	Required if applying for Floor Area Exclusions for Exterior Wall Thickness, found in <a href="#">Section 10<sup>9</sup></a> of the Zoning and Development By-law. <ul style="list-style-type: none"> <li>A letter from a Building Envelope Consultant. Wall assembly details and other items may be required.</li> </ul> Review <a href="#">Floor Area Exclusions for Improved Building Performance<sup>10</sup></a> for more information.

**Drawings required - All drawings, with the exception of the site plan and details, should be designed to ¼” = 1’-0” scale.**

Drawing Title	Details
Survey Plan	Prepared, signed, and sealed by a BC Land Surveyor. <ul style="list-style-type: none"> <li>The PID (The Property Identifier Number)</li> <li>Legal description (found on tax notice)</li> <li>Street address, street name(s) and location, as well as location and width of any lane(s)</li> <li>Dimensions of site and site area, including north arrow</li> <li>Location and dimensions of all existing buildings on the site</li> <li>Front and rear yard depth at each corner of the proposed building</li> <li>Setbacks must be taken from the established building line (where applicable)</li> <li>Location and elevations at the top and bottom of any existing retaining walls at regular intervals of approximately every 3 metres (10' 0")</li> <li>Ultimate property line</li> <li>Lane dedications, registered easements, encroachments and right-of-ways must be indicated on the surveys</li> <li>Location of existing street crossings</li> <li>Existing grades at each of the four corners of the site</li> <li>Existing grades at each corner of the existing and/or proposed principle building envelope (based on Zoning and Development By-law requirements)</li> <li>Existing grade levels at the four corners of the proposed accessory building envelope</li> <li>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)</li> <li>Indicate location of all existing trees, refer to the Protection of Trees By-law 9958<sup>11</sup></li> <li>Location, height and diameter of all stumps 20 cm (8") caliper or greater;</li> <li>Location of all existing permit sized 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);</li> <li>Tree grades (existing tree base elevations) for those permit sized trees affected by development;</li> <li>The drip line (crown of trees or extent of tree branches) and species or type of permit sized trees</li> <li>For 3 metres (10'0") 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 metre (10'0") increments, provide the centre line elevation of all tree(s), lane(s) and/or registered right-of-ways, as well as sidewalk(s), curb(s) and gutter(s) at 3 metre (10'0") increments</li> </ul>

<b>Drawings required, continued</b>	
<b>Drawing Title</b>	<b>Details</b>
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>• Permitted and Proposed:                             <ul style="list-style-type: none"> <li>• Total floor space;</li> <li>• Building height(s);</li> <li>• Yard setbacks;</li> <li>• FSR statement, including accessory uses, amenities and FSR exclusions (e.g., enclosed balconies or bulk storage)</li> </ul> </li> <li>• Required and Proposed - Parking, loading, bicycle parking, and passenger spaces statement;</li> <li>• Statement of dwelling uses (units/types/sizes);</li> <li>• Statement of balconies (if applicable); and</li> <li>• List of proposed relaxations.</li> </ul>
Site Plan	<ul style="list-style-type: none"> <li>• Address and street name(s)</li> <li>• Legal description (found on tax notice)</li> <li>• North arrow</li> <li>• Dimensions of site and site area</li> <li>• Location and dimensions of all buildings (principal and accessory)</li> <li>• Required yards, setbacks and building lines</li> <li>• Size and location of all off street parking and loading</li> <li>• Access to parking and loading</li> <li>• Size of manoeuvring aisles</li> <li>• Location of existing trees, as noted on the Survey and tree barriers, refer to the Protection of Trees By-law 9958.</li> <li>• Indicate the location of new tree requirements as per section 2.2 of the applicable <a href="#">zoning district schedule</a><sup>11</sup></li> <li>• Sewer, water and gas lines on the property</li> <li>• Indicate all curbs and paving materials</li> <li>• Existing and finished grade levels</li> <li>• Treatment of open areas, courtyards, pedestrian areas, etc.</li> <li>• Subdivision plan</li> <li>• Location of garbage facilities</li> <li>• Location of fire hydrants and their distance from the subject site</li> <li>• Fire access routes or lanes</li> <li>• Location of existing BC Hydro infrastructure (e.g. power poles, transformers, etc.)</li> <li>• Location of electrical box (PMT or LPT), when required by BC Hydro. Dimension size and clearances in accordance to BC Hydro requirements.</li> </ul>
Parking, Loading, Bicycle, and Passenger Space Plans	Proposed development to comply with relevant sections of the <a href="#">Parking By-law</a> <sup>12</sup> : Review <a href="#">Parking and Loading Design Guidelines</a> <sup>13</sup> for more information. <ul style="list-style-type: none"> <li>• Access to spaces (include elevations to verify)</li> <li>• Length and width of all spaces to be indicated</li> <li>• Accessible parking spaces designed and provided, in accordance with section 4.8 of the Parking By-law.</li> </ul>
Floor Plans	<ul style="list-style-type: none"> <li>• All storeys, with all outer wall to outer wall dimensions provided</li> <li>• Indicate all room uses and dimensions, including finished and unfinished areas</li> <li>• All door, window, and skylight locations</li> <li>• For floors that have sloped ceiling, see notes under cross section</li> <li>• Location of vents, bay or box windows, air conditioning units and/or condensing units</li> <li>• Floor space ratio permitted and proposed for new buildings and additions</li> <li>• Number of dwelling units</li> </ul>

<b>Drawings required, continued</b>	
<b>Drawing Title</b>	<b>Details</b>
FSR Compliance	<p>Not required at time of application submission. May be submitted directly to the Project Coordinator, when assigned.</p> <ul style="list-style-type: none"> <li>Proof of compliance with FSR (colour-coded floor plans cross-referenced to data sheets)</li> </ul> <p>Review <a href="#">Area Calculation and Tracing Overlay Requirements</a><sup>14</sup> for more information.</p>
Roof Plan	<ul style="list-style-type: none"> <li>Details of any screening</li> <li>Dimensions of any roof overhang</li> </ul>
Elevations	<p>Elevations of all sides of the building, sufficient elevations to clearly represent the proposal.</p> <ul style="list-style-type: none"> <li>Four elevations, front, rear and two sides</li> <li>All floor levels and height above and below finished grades</li> <li>Finish details and materials of exterior</li> <li>Elevation on each floor level, peak of pitched roof or parapet wall of flat roof</li> <li>Chimney details</li> <li>Door and window details and sizes</li> <li>Weather protection</li> <li>Fencing and accessory building details</li> <li>Layout of heating, ventilation, air conditioning, mechanical structures, or equipment</li> <li>Detailed elevations of screening</li> <li>Reflective elevations showing relationship to windows</li> </ul>
Sections	<ul style="list-style-type: none"> <li>Longitudinal and cross sections</li> <li>Details of vaulted areas and adjacent attic spaces</li> <li>Envelope or height protrusions</li> <li>Bay window, window seats and window well details</li> </ul>

<sup>1</sup> <https://vancouver.ca/home-property-development/electronic-permit-applications.aspx#upload>

<sup>2</sup> <https://vancouver.ca/files/cov/dev-build-app-form.pdf>

<sup>3</sup> <https://vancouver.ca/files/cov/existing-bc-hydro-checklist.pdf>

<sup>4</sup> [https://www2.gov.bc.ca/assets/gov/environment/air-land-water/site-remediation/docs/forms/site\\_disclosure\\_statement.pdf?forcedownload=true](https://www2.gov.bc.ca/assets/gov/environment/air-land-water/site-remediation/docs/forms/site_disclosure_statement.pdf?forcedownload=true)

<sup>5</sup> <https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/site-identification>

<sup>6</sup> <https://bylaws.vancouver.ca/9958c.PDF>

<sup>7</sup> <https://vancouver.ca/your-government/protection-of-trees-bylaw.aspx>

<sup>8</sup> <https://vancouver.ca/your-government/protection-of-trees-bylaw.aspx>

<sup>9</sup> <https://bylaws.vancouver.ca/zoning/zoning-by-law-section-10.pdf>

<sup>10</sup> <https://bylaws.vancouver.ca/bulletin/bulletin-floor-area-exclusion-improved-building-performance.pdf>

<sup>11</sup> <https://vancouver.ca/home-property-development/zoning-and-land-use-policies-document-library.aspx#zoning-regulations>

<sup>12</sup> <https://vancouver.ca/your-government/parking-bylaw.aspx>

<sup>13</sup> <https://bylaws.vancouver.ca/bulletin/parking-loading-design-supplement-bulletin.pdf>