

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>

Example drawings can be viewed at: <https://vancouver.ca/files/cov/sample-drawing-package-1and2family.pdf>

This form MUST be completed by Applicant and attached to submission

Project Address:	Development Application:
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Drawings Required				Staff Use Only	
Drawings	Copies	Details	Notes	Copies Attached	Accepted
Survey Plan (By BC Registered Surveyor)	3	See survey requirements listed at the end of this checklist.	Minimum of 2 original, sealed surveys.		
Building Grades Plan	1	RS-7 only. Apply online: http://vancouver.ca/home-property-development/building-grades-for-sidewalk-and-street-elevation.aspx			
Reduced Drawings	1	A complete set of reduced drawings on minimum 8½" x 11" paper (11" x 17" preferred)			
Subdivision Plan	1	If applicable			
Site Plan	3	<input type="checkbox"/> Address <input type="checkbox"/> Legal description (found on tax notice) <input type="checkbox"/> Street names and/or lanes labelled <input type="checkbox"/> North Arrow <input type="checkbox"/> Dimensions of site <input type="checkbox"/> Principle, infill, and accessory building sizes, dimensions, and locations on site <input type="checkbox"/> Access to parking, number, and size of spaces provided <input type="checkbox"/> Front yard, side yard, and rear yard setbacks <input type="checkbox"/> Front yard of two adjacent sites on either side of lot (4 in total) - show extent of porches on adjacent properties <input type="checkbox"/> All retaining walls, fences, & similar structures <input type="checkbox"/> Trees on site and adjacent to site (existing trees to be retained, existing trees to be removed, and proposed replacements). Indicate location and trunk size. <input type="checkbox"/> Existing and proposed grade elevations around all corners and perimeter of proposed building <input type="checkbox"/> Existing and proposed grade elevations along both sides of property lines where the front yard setback line and rear setback ¹ line intersect <input type="checkbox"/> Location of the sewer, water and gas lines <input type="checkbox"/> Drainage plan, if applicable <input type="checkbox"/> Development Summary (zoning analysis) ²	1/8"=1'0" (1:100) scale A Laneway House (LWH) requires a separate application. If not already approved with a separate permit, the LWH is not to be shown nor included in this application. ¹ Setbacks must be taken from the established Building Line (where applicable) ² See page 4 of this checklist for a sample development summary		
Site Coverage & Impermeable Material Site Coverage Plan	3	<input type="checkbox"/> All property dimensions <input type="checkbox"/> Outside building dimensions of all buildings: principle and accessory(garages, shed, etc.) <input type="checkbox"/> Dimensions of all areas covered by impermeable materials to be clearly shown	1/8"=1'0" (1:100) scale For more info, see also the “RS Zones Impermeable Materials Site Coverage Guidelines” .		

DP Checklist - One Family Dwelling (RS-1, RS-6, and RS-7) - Conditional Approval cont'd

Project Address:	Development Application:
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Drawings Required				Staff Use Only	
Drawings	Copies	Details	Notes	Copies Attached	Accepted
Roof Plan	3	<input type="checkbox"/> Indicate roof slopes	¼" = 1'-0' (1:50) scale Separate roof plan required - do not overlay on floor plans.		
Floor Plans	3	<input type="checkbox"/> North arrow <input type="checkbox"/> All outside floor dimensions <input type="checkbox"/> Room uses and dimensions indicating finished and unfinished rooms <input type="checkbox"/> All door and window sizes <input type="checkbox"/> Plumbing fixtures <input type="checkbox"/> Indicate line of ceiling heights of 1.2m or less <input type="checkbox"/> Indicate line of ceiling heights between 1.2m and 2.3m in height if using an applicable floor space ratio exclusion ¹	¼" = 1'-0' (1:50) scale ¹ Floor plans must indicate locations where ceiling heights of 1.2 m (4') and greater occur in a half-storey or dormer.		
Elevations (all sides of building)	3	<input type="checkbox"/> Label all building material, finishes, and trim (with dimensions) <input type="checkbox"/> Existing and proposed grades at the building corners <input type="checkbox"/> Porch dimensions and clear height to underside of ceiling <input type="checkbox"/> Show all roof ridge & floor elevations <input type="checkbox"/> Door and window sizes <input type="checkbox"/> Chimney material and detail <input type="checkbox"/> All peak roof height elevations (in survey or building grade datum) <input type="checkbox"/> The height of the building shall be measured as the vertical distance that the building extends above the base surface <input type="checkbox"/> All interpolated elevation points relative to roof height elevations (in survey or building grade datum) <input type="checkbox"/> Show peak elevation of house <input type="checkbox"/> For RS-1: <ul style="list-style-type: none"> • Show building height envelope, including primary and secondary envelopes • Show critical elevations for both primary and secondary height envelopes <input type="checkbox"/> For RS-6 and RS-7: <input type="checkbox"/> Show the Horizontal Datum Plane	¼" = 1'-0' (1:50) scale		
Sections	3	<input type="checkbox"/> Floor elevation levels indicated <input type="checkbox"/> Cellar and/or basement height above or below finished grades <input type="checkbox"/> Floor-to-ceiling heights, including crawl spaces <input type="checkbox"/> Stair detail <input type="checkbox"/> Height line where floor area has a minimum ceiling height of 1.2 m <input type="checkbox"/> If applicable, height line where floor area has a ceiling height between 1.2m and 2.3m for floor space ratio exclusion. Indicate roof pitch for these areas.	¼" = 1'-0' (1:50) scale		
Details	3	<input type="checkbox"/> Enlarged details of architectural elements such as front porch, guardrails, gable treatments, window & door trims, eaves and brackets, etc.	Minimum 1"=1'-0" (1:10) scale or larger, depending on the element.		
Accessory Building (Garage)	3	See " Guide for Permit Application for Detached Garages and Carports ".	Refer to Section 11.1 for setbacks on corner flanking lots.		

DP Checklist - One Family Dwelling (RS-1, RS-6, and RS-7) - Conditional Approval cont'd

Project Address:	Development Application:
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Drawings and/or Photos Required				Staff Use Only	
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Drawings	Copies	Details	Notes	Copies Attached	Accepted
Floor Space Ratio (FSR) Compliance	1	<input type="checkbox"/> Proof of compliance with FSR. Can take the form of colour-coded floor plans cross-referenced to data sheets. Verification using computer generated illustrations or other means acceptable to the Project Coordinator.	Not required at time of application. To be submitted directly to the assigned Project Coordinator.		
Floor Space Ratio (FSR) Exclusion	1	If applying for floor space exclusion for exterior wall thickness in accordance with Section 10 of the Zoning & Development By-law. Refer to the Planning By-law Administration Bulletin " Floor Area Exclusions for Improved Building Performance (Thermal Insulation and Rain Screen) ". Wall assembly details and other items may be required.			
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, including secondary buildings and significant features must be indicated	May be required.		
Context Photographs	3	<input type="checkbox"/> Photographs of the existing streetscape for the whole block	May be required.		
Photos of Existing Buildings	3	<input type="checkbox"/> If applicable, photos of the existing building for character retention applications			

NOTE: If applying for conditional above-grade floor space ratio, drawings and documentation of the houses on each side and others in the area that are at the higher floor space ratio will be required.

NOTE: Separate Landscape drawings are no longer required at time of application. Please refer to the tree requirements listed under the Site Plan Details.

Statements Required				Staff Use Only	
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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.		

Site	Dimension (Total Area)	Permitted/Required	Proposed
FSR Total			
FSR Total above grade			
Front Yard			
Side Yard (n/s/e/w)			
Side Yard (n/s/e/w)			
Rear Yard			
Building Depth			
Site Coverage			
Impermeable Material Site Coverage			
Deck Area			
Covered Porch			

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.		
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DP Checklist - One Family Dwelling (RS-1, RS-6, and RS-7) - Conditional Approval cont'd

Project Address:	Development Application:
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Statements Required	Staff Use Only	
Statements	Copies Attached	Accepted
Additional Information and Details Required for RS-6		
FSR calculation tracing overlay for <input type="checkbox"/> All floors including basement <input type="checkbox"/> All impermeable materials on site plan <input type="checkbox"/> Areas of roof decks and roof gardens <input type="checkbox"/> Areas of dormers <input type="checkbox"/> Bay windows	<ul style="list-style-type: none"> ▪ 4.7.1 - 4.7.4 ▪ 4.8.4 ▪ 4.17.8 ▪ 4.17.9 ▪ 4.17.11 and 4.7.2 	
Show calculation regarding <input type="checkbox"/> Horizontal datum plane <input type="checkbox"/> Side yard <input type="checkbox"/> Rear yard <input type="checkbox"/> Width and area of garage	<ul style="list-style-type: none"> ▪ 4.3.3 ▪ 4.5.1 ▪ 4.6.1 ▪ 2.2A(c), (d) and 4.6.1 	
Provide dimensions in compliance with <input type="checkbox"/> Envelope height <input type="checkbox"/> Building depth <input type="checkbox"/> Roof slopes and other information <input type="checkbox"/> Gable end walls <input type="checkbox"/> Projecting basements <input type="checkbox"/> Covered porches <input type="checkbox"/> Covered porch columns	<ul style="list-style-type: none"> ▪ 4.3.1 ▪ 4.16 ▪ 4.17.6 ▪ 4.17.10 ▪ 4.17.12(c) ▪ 4.17.31 ▪ 4.17.32 	
Specify <input type="checkbox"/> Window glass <input type="checkbox"/> Exterior wall cladding <input type="checkbox"/> Roofing material and colour (a sample may be requested)	<ul style="list-style-type: none"> ▪ 4.17.33 ▪ 4.17.34 ▪ 4.17.35 	
For applications seeking more than FSR 0.16 + 130 m ² for new houses or more than 0.20 + 130 m ² for additions, submit a plan showing site landscaping (Design Guidelines Section 8).		
A statement noting any relaxations requested under the RS-6 District Schedule, including relaxations under Section 5.4 and 5.5.		
Other materials may be requested should specific aspects of the proposed design warrant.		

DP Checklist - One Family Dwelling (RS-1, RS-6, and RS-7) - Conditional Approval cont'd

Documents Required			Staff Use Only	
Documents Required	Copies	Details	Copies Attached	Accepted
Application Form	1	Required for all applications. https://vancouver.ca/files/cov/dev-build-app-form.pdf		
Fee Payment	1	Payable at time of application.		
Title Search	1	Required for all applications. A copy of a current title search from the Land Title Office. See also Charge Summary below.		
Charge Summary	1	If there are charges on title, a charge summary will also be required. Written summary by a solicitor, on their company letterhead, describing each charge on title (except financial charges) and advising whether the current proposal affects the charge on title.		
Architectural Design and Relaxation Rationale	3	May be required. <input type="checkbox"/> 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.)		
Arborist Report	1	May be required. <input type="checkbox"/> 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 <input type="checkbox"/> 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.		
Arborist letter of supervision assurance**	1	May be required. If an arborist report is submitted, the arborist will stipulate if a supervision letter is required.		
View Analysis	1	May be required. <input type="checkbox"/> An analysis of the impact of the development on any existing view corridors or any view impacts on adjacent properties or nearby public open spaces and an analysis of any skyline impacts as seen from afar as they impact sea or mountain views or the crest of any hill		
Material and Colour Samples	1	May be required.		

Project Address:	Development Application:
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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 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 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 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 (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 Development, Buildings, and Licensing Services Centre for Zoning and Development By-law requirements. (A Streetscape Plan and/or Building Grades Plan may be required.)