

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>

*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.		
Posting Plan	1	Electronically certified by a B.C. Land Surveyor and Filed in the New Westminster Land Title Office			
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"/> Main & accessory building sizes/dimensions & locations. <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 - 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 locations and trunk sizes. <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"/> Indicate the location of the sewer, water and gas lines <input type="checkbox"/> Development Summary (zoning analysis) ²	1/8"=1'0" (1:100) scale Show roof plan of buildings, NOT floor plan. Laneway House (LWH) requires separate application. If not already approved, 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 and 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 ".		
Roof Plan	3	<input type="checkbox"/> Indicate roof slopes	1/4" = 1'-0" (1:50) scale Separate roof plan required - do not overlay on floor plans.		

DP Checklist - One Family Dwelling (RS-3, RS-3A, RS-5) - Conditional Approval cont'd

Project Address:	Development Application:
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Drawings Required				Staff Use Only	
Drawings	Copies	Details	Notes	Copies Attached	Accepted
Floor Plans	3	<ul style="list-style-type: none"> <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"/> If applicable, indicate line of ceiling heights between 1.2m and 2.3m in height for floor space ratio exclusion¹ 	<p>¼" = 1'-0" (1:50) scale</p> <p>¹Floor plans must indicate locations where ceiling heights of 1.2 m (4') and greater occur in a half-storey or dormer.</p>		
Elevations (all sides of building)	3	<ul style="list-style-type: none"> <input type="checkbox"/> Label all building material, finishes, and trim (with dimensions) <input type="checkbox"/> Door and window sizes <input type="checkbox"/> Existing and proposed grades at the building corners and where relevant <input type="checkbox"/> Porch dimensions and clear height to the underside of the ceiling <input type="checkbox"/> Show all roof ridge & floor elevations 	¼" = 1'-0" (1:50) scale		
Sections	3	<ul style="list-style-type: none"> <input type="checkbox"/> Floor elevations including crawl space and cellar slabs <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		
Drawn Streetscape Analysis	3	<ul style="list-style-type: none"> <input type="checkbox"/> Graphic and written analysis of the streetscape noting the existing architectural and landscape patterns <input type="checkbox"/> Streetscape to be drawn as a continuous elevation, accurately drawn showing spacing between buildings <input type="checkbox"/> Indicate the main ridge heights, door sills, and grade of the adjacent houses <input type="checkbox"/> Plot on sheet and include in the drawing set (no foam core boards permitted). 	<p>Minimum 1/8"=1'0" (1:100) scale</p> <p>See Design Guidelines for information on which houses should form your official and context (link above).</p> <p>The features to be analyzed include the "Streetscape Patterns" described in the Design Guidelines, and any unique features of the subject site surroundings</p>		
Streetscape Photographs	3	Photographs should be linked together in a montage. Comparable in size to the drawn streetscape.	Can be included on the "Drawn Streetscape Analysis" page.		
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.		
Details	3	<ul style="list-style-type: none"> <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.		
Floor Space Ratio (FSR) Compliance	1	<ul style="list-style-type: none"> <input type="checkbox"/> Proof of compliance with Floor Space Ratio. 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. 	<p>Not required at time of application.</p> <p>To be submitted directly to the assigned Project Coordinator.</p>		

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

DP Checklist - One Family Dwelling (RS-3, RS-3A, RS-5) - Conditional Approval cont'd

Project Address:	Development Application:
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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>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>Site Coverage</td><td></td><td></td><td></td></tr> <tr><td>Impermeable Material Site Coverage</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> </tbody> </table>	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					
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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.																																																	

Documents Required				Staff Use Only	
Documents Required	Copies	Details	Notes	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 letter head, 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	<input type="checkbox"/> A written statement, conveying the design proposal, indicating its response to the streetscape context. <input type="checkbox"/> A written rationale for any requests for relaxations of zoning regulations	See RS-3, RS-3A and RS-5 zoning and the RS-5 Workbook for details.		
Arborist Report	1	<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	May be required. Prepared by an ISA Certified Arborist		
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.			

Project Address:

Development Application:

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, main ridge height, and door sill heights of the two adjacent site on each side of the proposed building(s);
- 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 lane 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 Enquiry Centre for Zoning and Development By-law requirements. (A Streetscape Plan and/or Building Grades Plan may be required.)