

Development, Buildings, and Licensing

This checklist applies to proposals for a new Single Detached House or Duplex requiring a separate Development Permit.

We strongly recommend that you get advice and feedback on how your proposed design or land use addresses applicable by-laws, policies, and guidelines before you submit a formal development permit application. We are available to answer your questions and provide guidance on your proposal at any time. [Make a development permit enquiry](#).

Any proposal to redevelop in an RA-1 zone requires approval from the Provincial [Agricultural Land Commission \(ALC\)](#), prior to the submission of a Development Permit application.

More information on submitting your application package is available at [vancouver.ca/DevelopmentPermit](http://vancouver.ca/DevelopmentPermit)

This checklist is not limited in its content. Upon review of each submitted application, additional plans or documents may be required to continue the review process.

Documents required	
Document Title	Details
Architectural Design Rationale & Relaxation Rationale	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.).
BC Hydro Infrastructure Checklist	<a href="#">Clearance Declaration Form</a>
Site Disclosure Statement (SDS)	Complete the <a href="#">Site Disclosure Statement</a> through the Province of BC website and provide with your application.  More information on <a href="#">identifying and disclosing sites that may be contaminated</a> is available at the Province of BC website.
Title Search and Charge Summary	A current title search from the Land Title Office for each parcel included in the proposal is required.  If there are non-financial charges on the land title, a written charge summary (prepared by a solicitor on their company letterhead) must be provided describing each charge, and advising whether the charges are affected by the proposal (non-financial charges need not be included).

Additional documents that may be required	
Document Title	Details
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> . Review <a href="#">Protection of Trees</a> 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.
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</a> webpage.

Additional documents that may be required	
Document Title	Details
Building Envelope Letter	<p>Required if applying for Floor Area Exclusions for Exterior Wall Thickness, under <a href="#">Section 10.15</a> of the General Regulations of the Zoning and Development By-law.</p> <p>A letter from a Building Envelope Professional, wall assembly details and other items may be required. Review <a href="#">Floor Area Exclusions for Improved Building Performance</a> for more information.</p>

Drawings and details required	
Drawing Title	Details
Technical Data Summary	<p>Cover Sheet on the drawings with project statistics referenced to corresponding By-law sections, including but not limited to:</p> <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>• Site coverage and impermeable site coverage</li> <li>• Building height(s);</li> <li>• Yard setbacks;</li> <li>• Covered porch, open balconies</li> <li>• FSR statement, including FSR exclusions;</li> </ul> </li> <li>• Dwelling unit size legend, detailing each dwelling unit floor area by housing type and net dwelling unit floor area;</li> <li>• List of proposed relaxations.</li> </ul>
Survey Plan	<p>Prepared, signed, and sealed by a BC Land Surveyor.</p> <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 (if 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>• 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> </ul>

## Drawings and details required

Drawing Title	Details
Site Plan	<ul style="list-style-type: none"> <li>• Address and street name(s)</li> <li>• Legal description</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 measured to the outside of both foundation and cladding.</li> <li>• Size and location of all off street parking</li> <li>• Access to parking, including all curbs and paving materials</li> <li>• Size of maneuvering aisles</li> <li>• Location of existing trees, as noted on the Survey</li> <li>• Sewer, water and gas lines on the property</li> <li>• Existing and finished grade levels Estimated location of rainwater detention tank</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.) and location of proposed Pad Mounted Transformer (PMT)</li> </ul>
Site Coverage and Impermeable Material Site Coverage Plan	<p>Must be a separate drawing from the site plan</p> <ul style="list-style-type: none"> <li>• All property dimensions</li> <li>• Outside building dimensions of all buildings</li> <li>• Dimensions of all areas covered by impermeable materials to be clearly shown</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>• Finished floor elevation</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 addition</li> <li>• Number of dwelling units - existing and/or proposed, including details on tenure and type</li> </ul>
Floor Space Ratio (FSR) Compliance Plans	<p>Separate plans must be provided to demonstrate compliance with floor area and FSR requirements, including all areas eligible for exclusion in accordance with the Zoning and Development By-law:</p> <ul style="list-style-type: none"> <li>• All areas, including all levels below grade and outdoor spaces</li> <li>• Dimensions to the outer most surface of all exterior walls</li> <li>• Dimensions of excluded floor areas (e.g. wall assemblies, parking etc.) in compliance with applicable By-laws, Policies, Guidelines, Bulletins</li> <li>• Areas broken down into geometric shapes, color coded or patterns for clarity</li> <li>• All spaces clearly labelled</li> <li>• Cross reference with Technical Data Summary</li> </ul>
Roof Plan	<ul style="list-style-type: none"> <li>• All roof slopes</li> <li>• Dimensions of any roof overhangs</li> <li>• Geodetic elevations for roofline and rooftop elements including structures and appurtenances.</li> </ul>
Elevations	<ul style="list-style-type: none"> <li>• Elevations of all sides of the building</li> <li>• All floor levels and height above and below finished grades, and existing and proposed grades at building corners</li> <li>• Indication of all building material, finishes and trim (with dimensions)</li> <li>• All peak roof height elevations, and interpolated elevation points relative to roof height elevations (using survey datum)</li> <li>• Chimney details</li> <li>• Door and window details and sizes</li> <li>• Fencing and accessory building details</li> </ul>

Drawings and details required	
Drawing Title	Details
Sections	<ul style="list-style-type: none"> <li>• Longitudinal and cross sections</li> <li>• Floor to ceiling heights of all floors – including crawl spaces, and height line where ceiling height is 1.2 meters (if applicable)</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>
Details	<p>Enlarged details of architectural elements including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Front porch</li> <li>• Guardrails</li> <li>• Gable treatments</li> <li>• Window and Door trims</li> <li>• Eaves and brackets</li> </ul>
Photo Montage Streetscape	<ul style="list-style-type: none"> <li>• Provide photos of the streetscape, adjacent properties to the subject site, linked continuously together in a montage. In the case where a drawn streetscape is provided, provide montage in a comparable size to the drawn streetscape.</li> </ul>

Additional Drawings or Details Required	
Drawing Title	Details
Building Grade Plan	<p>Building Grades issued by the City of Vancouver Engineering Services Department.</p> <p>In most cases these will not be required for the development of a new single detached house or duplex, but can be required based on the zoning district and/or details of the site. Visit <a href="#">Building Grades for Sidewalk and Street Elevation</a> to confirm if your site is exempt from this requirement.</p>
Streetscape Analysis	<p>Required for projects that are seeking relaxations of height either at the pre-application stage, or determined post application following a technical review.</p> <ul style="list-style-type: none"> <li>• Streetscape to be drawn as a continuous elevation, accurately indicating spacing between buildings (side yards) to the extent possible</li> <li>• Indicate the main ridge heights, door sills, and grade of the adjacent houses</li> </ul>
Landscape Drawings and Plant List	<p>Required for all proposals located in FSD, and RA-1, or where design guidelines specific to landscape apply.</p> <ul style="list-style-type: none"> <li>• All existing landscaping details shown on the legal survey transferred to the Landscape Plan(s)</li> <li>• Illustrate both common and botanical names, sizes and quantity of all proposed plant material</li> <li>• Proposed plant material, paved surfaces, other landscape elements and existing trees</li> <li>• Details for planters, fences, trellis, or similar elements</li> <li>• Existing site contours, landscaping and material to be removed, including size, common name and placement</li> <li>• All landscape elements and details, including new/existing surfaces to be retained, enclosures, site furniture and structures</li> <li>• Location of sewer, water and gas lines.</li> </ul>
Flood Proofing Design	<p>Required for development in all lands designated as flood plains and subject to flood construction level (FCL) requirements. This includes all proposals in the RA-1 zoning district.</p>
Filling and Drainage Plan	<p>Required for development in all lands designated as flood plains and subject to flood construction level (FCL) requirements. This includes all proposals in the RA-1 zoning district.</p> <p>To be prepared and certified by a Professional Engineer registered in the Province of BC For proposals in RA-1, review <a href="#">Section 7 of the Southlands RA-1 Guidelines</a> for more information.</p>