Submission Requirements and Guide for Construction of Garages and Carports (Accessory to One- and Two-Family Dwellings)

Updated November 2020
## Submission Requirements Checklist
### Construction of Detached Garage or Carport

**Updated November 2020**

If you have any questions regarding the information requested on this form, please contact our Enquiry Centre at 604-873-7611 or permitquestions@vancouver.ca.

### Project Address:

#### Drawings Required

<table>
<thead>
<tr>
<th># Sets Required</th>
<th>Prov’d by Applicant</th>
<th>Office Use Only</th>
<th>Drawings</th>
<th>Notes / Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>Site Plan</td>
<td>Scale not less than 1/8&quot; = 1’-0&quot; (1:100)</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>Impermeable Material site coverage plan</td>
<td>Scale not less than 1/8&quot; = 1’-0&quot; (1:100)</td>
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<tr>
<td>2</td>
<td></td>
<td></td>
<td>Floor plan</td>
<td>Scale not less than 1/4&quot; = 1’-0&quot; (1:50)</td>
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<tr>
<td>2</td>
<td></td>
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<td>Elevation of each side of the building</td>
<td>Scale not less than 1/4&quot; = 1’-0&quot; (1:50)</td>
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<tr>
<td>2</td>
<td></td>
<td></td>
<td>Cross Section(s) &amp; Structural details</td>
<td></td>
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</tbody>
</table>

#### Documents Required - Visit [https://vancouver.ca/buildingapplications](https://vancouver.ca/buildingapplications) for forms.

| 1               | Application form | Form available. |
| 1               | Schedule E-1 Owner’s Undertaking Letter | Form available. |
| 1               | Arborist Report including 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](https://vancouver.ca/buildingapplications) 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. |
| 1               | Hazardous Material Form | Required for demolition of an existing garage or carport building |
| 1               | Proof of ownership (Land Title Office Form A) | If the property is recently purchased |

### Letters of Assurance - Professionals must sign & seal each page of all Letters of Assurance submitted

| 1               | Schedule B - Architectural | If design does not comply with Part 9 of VBBL |
| 1               | Schedule B - Structural | See note below(1) |

### Statements Required

- Site Coverage Calculation
- Impermeable Site Coverage Calculation

### General notes:

Two sets of plans (not pencil drawings or notations), with scale as noted, are required before a permit can be processed. Site Coverage Statement is required as well as an Impermeable Material Site Coverage Statement where the site is located in an RS Zone.

(1) Schedule B - Structural Letter of Assurance from a Professional Engineer is required where proposed construction includes laminated beams, beams or joists exceeding maximum allowable span in the Vancouver Building By-Law and where masonry/concrete construction is proposed. A registered professional must sign & seal each page of all drawings & details, where required by the Vancouver Building By-Law. This list of requirements is not limited in its content. Review of your application, plans or documents may reveal additional requirements.

Note:

If the preliminary plan review reveals that the application does not meet outright Zoning and Development By-law approval requirements and/or Building By-law requirements, additional drawings may be required prior to processing.

Proposal to construct an accessory building does not authorize the removal of any trees. Locations of existing landscape features, including trees may require additional design considerations and must be in compliance with the “Protection of Trees By-law”.

The drawings in this guide are for sample purposes only and are not to be used for submission.
Site Plan should include the following:

- Scale not less than 1/8"=1'0" (1:100)
- Legal Description and north arrow
- Dimensions of site
- Street names, location and dimensions of lanes
- Size of all yards measured from the property line, including front yard, side yards and rear yard
- Building dimensions - this includes the principle building and any existing or proposed accessory buildings
- Existing & finished grade levels at the four corners of the site and at the four corners of the proposed accessory building, and two grade levels at the center line of the lane adjacent to the proposed accessory building (see sample site plan)
- Setbacks must be taken from the established building line where applicable
- Proposed accessory building slab elevation (Bulletin 2000-011-BU)
- Clearly indicate the location of proposed work if adding to the building
- Indicate any right-of-ways, registered easement or encroachments Location of any existing trees with trunks over 8"(20cm) thick, measured 3' (90cm) above the grade
- Width of access to parking and the number of spaces provided
- Indicate the location of existing or proposed driveways from a street
- Indicate ultimate property lines
- Roof drainage system is to be indicated on the site plan (Bulletin 2000-006-BU/PL)

Note: Where lane dedication or building line exists, setbacks must be taken from the dedication line or building line.

Address: ________________________________

Legal Description

Lot _____ Subdivision _____ Block _____
District Lot _____ Plan Number _________

Site Coverage

Permitted ___________ _____ %

Proposed
- Principal Building ___________
- Accessory Building(s) _________
Total Proposed ___________ _____ %

Site Plan
Impermeable Material Site Coverage Plan should include the following:

- Scale not less than 1/8"=1'0" (1:100)
- Indicate and dimension all impermeable materials, including all buildings, sidewalks, paved areas, decks, pools, plastic planting area sheets and other construction which stops rain water from directly entering the soil on the site
- Impermeable material site coverage statement (maximum and proposed)

Note: Indicate size and type of material in gravel / rock areas.

Address: ________________________________

Impermeable Material Site Coverage

Permitted _______ %

Proposed
- Principal Building _______
- Accessory Building(s) _______
- Decks _______
- Sidewalks _______
- Other Areas _______

Total Proposed _______ %

*** ALL IMPERMEABLE AREAS TO BE LABELED AND DIMENSIONED ***
WEST ELEVATION
SCALE: 1/4" = 1'-0"

EAST ELEVATION
SCALE: 1/4" = 1'-0"

NORTH ELEVATION
SCALE: 1/4" = 1'-0"

SOUTH ELEVATION
SCALE: 1/4" = 1'-0"

GARAGE ELEVATION PLANS
### Elevations should include the following:

- Scale not less than 1/4" = 1’ 0” (1:50)
- New buildings - all four elevations (front, rear and two sides)
- Additions and exterior alterations - sufficient number of elevations to adequately represent the proposal
- Exterior cladding - finish details and material of exterior
- Existing and proposed grade elevation numbers including building height at the peak, mean and eave elevations
- Eave overhang dimensions including gutters
- Indicate location of all windows, doors and skylights, including sizes
- Indicate the elevation of proposed top of concrete around the perimeter of the building.
- Indicate roof pitch and roofing material

### Construction Detail / Cross Sections should include the following:

- Scale not less than 1/4" = 1’ 0” (1:50)
- Height of all half storeys or dormers where floor area has a minimum ceiling height of 4 feet (1.2m)
- Wall, roof and/or ceiling assemblies
- Lintel, beam, joist and stud sizes including spacing and lumber grade
- Prefabricated roof trusses/ Laminated wood or steel beams- 2 sets -signed and sealed ) Certified by a registered Professional Engineer in BC

### Impermeable Material Site Coverage Plan should include the following:

- Scale not less than 1/8” = 1’ 0”
- Indicate and dimension all impermeable material, including all buildings, sidewalks, paved areas, decks, pools, plastic planting area sheets and other construction which stop rain water from directly entering the soil on a site
- Impermeable material site coverage statement (maximum and proposed)

### Floor Plans should include the following:

- Scale not less than 1/4” = 1’0” (1:50)
- Indicate all outside building dimensions
- Indicate all inside floor dimensions, parking spaces to be designed to meet the minimum requirements of the Parking By-law.
- Indicate all door and windows sizes
- Indicate any or all plumbing fixtures
- Indicate direction, location and size of all joists, beams, lintels, girders, girder supports and trusses
- Clearly indicate proposed work if adding to an existing building (highlight)
Floor Plans should include the following:

- Scale not less than 1/4" = 1'0" (1:50)
- Indicate all outside building dimensions
- Indicate all inside floor dimensions
- Indicate all door and windows sizes
- Indicate any or all plumbing fixtures
- Indicate direction, location and size of all joists, beams, lintels, girders, girder supports and trusses
- Clearly indicate proposed work if adding to an existing building (highlight)