

**PLANNING & DEVELOPMENT SERVICES**

PRIOR to submitting an application for the construction of a laneway house, it is imperative to confirm that site servicing (sewer, water, gas, etc) can be accomplished for the laneway house. Call 604-873-7357 for details.

Applicants are strongly encouraged to obtain advice from a Development Planner prior to proceeding to an intake appointment. To request a meeting, call 604.873.7611. A detailed How To Guide can be found at this webpage: <http://vancouver.ca/home-property-development/building-your-laneway-house.aspx>

To submit your permit application, an appointment must be booked in advance. To book an intake appointment, or if you have any questions regarding the information requested on this form, please call the Enquiry Centre at 604-873-7611.

*This form MUST be completed by Applicant and attached to submission*

<b>Project Address:</b>	<b>Building Permit:</b>
-------------------------	-------------------------

Drawings Required - Professional must sign and seal each page of all drawings and details. Scale not less than 1/4" = 1'0" (1:50) unless otherwise noted. See samples indicating required plan detail at: <a href="http://vancouver.ca/files/cov/sample-drawing-package-1and2family.pdf">http://vancouver.ca/files/cov/sample-drawing-package-1and2family.pdf</a>				Staff Use Only	
Drawings	Copies Required	Details	Notes	Copies Attached	Accepted
Posting Plan	1		Electronically certified by a B.C. Land Surveyor and Filed in the New Westminster Land Title Office		
Survey Plan	3	<b>See survey requirements listed at the end of this checklist.</b>	Prepared by a BC Registered Land Surveyor, certified correct with original seals and signatures.  Signed/sealed by BCLS within 6 months of application date  Scale not less than 1/20" = 1'0"		
Additional Survey for Engineering Department	1	This survey is to be submitted to the Engineering Department for pre-clearance PRIOR to the application for development & building permit.	For more information, see <a href="http://vancouver.ca/files/cov/how-to-apply-1-and-2-family-dwelling-water-sewer-connection-permits.pdf">http://vancouver.ca/files/cov/how-to-apply-1-and-2-family-dwelling-water-sewer-connection-permits.pdf</a>  Contact Engineering Client Services at 604-873-7357 for more information.		
Site Plans	3	Site Plans should include the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Legal Description and north arrow</li> <li><input type="checkbox"/> Street names, location and dimension of lanes</li> <li><input type="checkbox"/> Dimension of site</li> <li><input type="checkbox"/> Size of all yards, measured from the property line, including front yard, side yards, rear yard and separation distance</li> <li><input type="checkbox"/> Indicate limiting distance between the principle building and the laneway house.</li> <li><input type="checkbox"/> Indicate location of all window seats, bay windows and/or chimneys</li> <li><input type="checkbox"/> Building dimensions - this includes principal building and any accessory buildings</li> <li><input type="checkbox"/> Indicate access to parking, width of access and the number of parking spaces provided</li> <li><input type="checkbox"/> Existing and finished grades levels at each corner of the proposed laneway house</li> <li><input type="checkbox"/> Indicate the location of any window wells and/or patios wells</li> <li><input type="checkbox"/> Fire Fighting Access Statement</li> </ul> <i>Site Plan Requirements Continued On Next Page...</i>	Scale not less than 1/8" = 1'0".            Fire Fighting Access statement should include: width of access, vertical clearance, distance, paved surface, etc		

## Construction of a Laneway House cont'd.

**Drawings Required** - Professional must sign and seal each page of all drawings and details.

Scale not less than 1/4" = 1'0" (1:50) unless otherwise noted.

See samples indicating required plan detail at: <http://vancouver.ca/files/cov/sample-drawing-package-1and2family.pdf>

Staff Use Only

Drawings	Copies Required	Details	Notes	Copies Attached	Accepted
Site Plans (cont'd.)	3	<ul style="list-style-type: none"> <li><input type="checkbox"/> Indicate the location of trees and tree barriers</li> <li><input type="checkbox"/> Any right-of-ways, registered easement or encroachments are to be indicated</li> <li><input type="checkbox"/> Indicate ultimate property lines</li> <li><input type="checkbox"/> Proposed parking slab elevation (refer to Bulletin 2000-011-BU)</li> <li><input type="checkbox"/> Public Sewer and Water Connection Information</li> <li><input type="checkbox"/> Public water, storm and sanitary services with sizes and dimensions to the property line</li> <li><input type="checkbox"/> Indicate the location of storm sump(s) and/or rock pits</li> <li><input type="checkbox"/> Invert (bottom of pipe) elevations of the storm and sanitary connections</li> <li><input type="checkbox"/> Water pressures</li> <li><input type="checkbox"/> Location of Gas (contact Fortis BC for location at 1-888-224-2710)**</li> </ul>	<p>Include both retained trees and trees proposed to be removed</p> <p>Bulletins can be found here:  <a href="http://former.vancouver.ca/commsvcs/LI/CANDINSP/bulletins/index.htm">http://former.vancouver.ca/commsvcs/LI/CANDINSP/bulletins/index.htm</a></p> <p>**It is the Owner's/Applicant's responsibility to ensure that the Gas service does not conflict with the proposed Sewer and Water services.</p>		
Site Coverage and Impermeable Material Site Coverage Plans	3	<p>Site Coverage and Impermeable Material Site Coverage Plan should include the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Statements indicating allowable and proposed</li> </ul>	<p>Scale not less than 1/8" = 1'0"</p> <p>See statements section of this checklist for further details</p>		
Floor Plans	3	<p>Floor Plans should include the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Indicate all outside floor dimensions (to be taken to the extreme outer limits of the building)</li> <li><input type="checkbox"/> Proposed building width and depth match what is shown on Site plan</li> <li><input type="checkbox"/> Indicate all room uses/dimensions, including finished/unfinished areas</li> <li><input type="checkbox"/> Indicate stair details (rise/run, width, handrails, headroom etc)</li> <li><input type="checkbox"/> Indicate all door, window and skylight locations and dimensions</li> <li><input type="checkbox"/> Indicate construction of wall assemblies and fire separations</li> <li><input type="checkbox"/> Highlight shear walls and cross reference with specific details</li> <li><input type="checkbox"/> Indicate plumbing fixtures</li> <li><input type="checkbox"/> Indicate the locations of all smoke and carbon monoxide alarms on all floors</li> <li><input type="checkbox"/> Indicate direction, location and size of all joists, beams, lintels, girders, girder supports and trusses</li> <li><input type="checkbox"/> Indicate location and dimensions of any chimneys including vents, bay windows, air conditioning units and/or condensing units</li> <li><input type="checkbox"/> Indicate location of In Home Display (IHD)*</li> <li><input type="checkbox"/> Plug in for electric vehicles*</li> </ul>	<p>(*) Part of Green homes Program - New VBBL requirements for 1 &amp; 2 Family Dwellings effective September 5, 2008. For more information visit <a href="http://vancouver.ca/home-property-development/green-building-and-renovating.aspx">http://vancouver.ca/home-property-development/green-building-and-renovating.aspx</a></p>		
Roof Plan	3	<ul style="list-style-type: none"> <li><input type="checkbox"/> Indicate roof slopes</li> </ul>	<p>Separate roof plan required - NOT to be combined with floor plans.</p>		

## Construction of a Laneway House cont'd.

**Drawings Required** - Professional must sign and seal each page of all drawings and details.

Scale not less than 1/4" = 1'0" (1:50) unless otherwise noted.

See samples indicating required plan detail at: <http://vancouver.ca/files/cov/sample-drawing-package-1and2family.pdf>

Staff Use Only

Drawings	Copies Required	Details	Notes	Copies Attached	Accepted
Elevations	3	<p>Elevations should include the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All four elevations(front, rear and two sides)</li> <li><input type="checkbox"/> Exterior cladding - finish details and material of exterior</li> <li><input type="checkbox"/> Floor level elevations indicated as well as height above and below finished grade (basement/cellar heights) including below grade patio and window wells</li> <li><input type="checkbox"/> Elevation at the top of wall under the eaves is required to calculate exposed building face</li> <li><input type="checkbox"/> Dimensions of any exterior guards and guard details</li> <li><input type="checkbox"/> Indicate location of bay windows, window wells, chimneys including height to roof ratio</li> <li><input type="checkbox"/> Existing and proposed grade elevation numbers</li> <li><input type="checkbox"/> Eave overhang dimensions including gutters</li> <li><input type="checkbox"/> Indicate location and sizes of all windows, doors and skylights including safety glass where required (must match floor plans)</li> <li><input type="checkbox"/> Elevation of proposed top of concrete around the perimeter of the building</li> <li><input type="checkbox"/> Porch dimensions and clear height to the underside of the ceiling</li> <li><input type="checkbox"/> Roof pitch and roofing material</li> <li><input type="checkbox"/> Guy wire, transformer and anchor location (where applicable)</li> </ul>			
Cross Sections and Structural Details	3	<p>Construction Detail/Cross Sections should include the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Stair dimensions (width, rise, run, number of risers, headroom) height of guards, handrails and guardrails)</li> <li><input type="checkbox"/> Ceiling height of crawl spaces and all habitable floors (floor to ceiling)</li> <li><input type="checkbox"/> Height of all half storeys or dormers where floor area has a minimum ceiling height of 4 feet (1.2m)</li> <li><input type="checkbox"/> Details of vaulted areas and adjacent attic spaces</li> <li><input type="checkbox"/> Wall, floor, roof and/or ceiling/foundation assemblies</li> <li><input type="checkbox"/> Bay window, window seat and window well details</li> <li><input type="checkbox"/> Insulation, vapour barriers, damp proofing and waterproofing details</li> <li><input type="checkbox"/> Lintel, beam, joist and stud sizes including spacing and lumber grade</li> <li><input type="checkbox"/> Prefabricated roof trusses/ Laminated wood or steel beams (2 sets -signed and sealed ) Certified by a Professional Engineer registered in British Columbia</li> <li><input type="checkbox"/> Details of prefabricated fireplaces/chimneys (CSA approved)</li> <li><input type="checkbox"/> Details of factory built homes in accordance with CSA Standard CAN/CSA-A277 including CSA label</li> </ul> <p><i>Cross-Section &amp; Structural Details Requirements Continued On Next Page...</i></p>	<p>More than one cross section may be required, particularly if the lot is sloped. (i.e. slab on grade at one end of the proposed building and raised slab at the other) The area under the raised slab may be included in the floor area calculations if the distance from finished grade to the underside of the slab is four (4) feet or more.</p> <p>* Visit <a href="http://vancouver.ca/home-property-development/green-home-building-policies.aspx">http://vancouver.ca/home-property-development/green-home-building-policies.aspx</a> for more information on insulation &amp; window requirements.</p>		

## Construction of a Laneway House cont'd.

**Drawings Required** - Professional must sign and seal each page of all drawings and details.

Scale not less than 1/4" = 1'0" (1:50) unless otherwise noted.

See samples indicating required plan detail at: <http://vancouver.ca/files/cov/sample-drawing-package-1and2family.pdf>

Staff Use Only

Drawings	Copies Required	Details	Notes	Copies Attached	Accepted
Cross Sections and Structural Details (cont'd)	3	<input type="checkbox"/> For attached carports/garages - detail of fire/smoke/gas barrier, door closures & weather stripping. <input type="checkbox"/> Shear wall details (with plywood or OSB as part of the assembly) continuous from the foundation to roof top including hold-down details and nailing patterns <input type="checkbox"/> Details of pony walls that need reinforcement to withstand lateral movement <input type="checkbox"/> Sheathing and strapping details If concrete roof tiles are being used <input type="checkbox"/> Shear walls should be cross referenced on the floor plan (indicated by highlighting which walls are shear walls) <input type="checkbox"/> Seismic note signed and sealed by a Professional Engineer <input type="checkbox"/> Rainscreen details (refer to Bulletin 2009-009-BU)			
Landscape (Planting) Plan	3	Landscape plan should include the following: <input type="checkbox"/> Plant/ Tree list (common & botanical name, size, quantity) <input type="checkbox"/> Plant list symbols keyed to the plan <input type="checkbox"/> Indicate soft and hard landscaping	Planting details only need to be shown for outdoor areas in proximity to the laneway house, including the lane setback, side yards and part of the rear yard  Refer also to the design guidelines and bulletin.		

**Statements Required - to be shown on each set of plans**

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

Staff Use Only

Statements	Copies Required	Details	Notes	Copies Attached	Accepted
Development Data Summary (Zoning Analysis)	3	Indicate permitted/required and proposed for: <input type="checkbox"/> Floor area (include breakdown of floor totals) <input type="checkbox"/> Setbacks (front yard, side yard, etc.)  And if applicable: <input type="checkbox"/> Decks, enclosed parking, etc.	To be located on the cover sheet of the drawing sets.		
Energy Utilization Calculations Statement	3		i.e. heat loss calculations.		
Impermeable Material Site Coverage Statement	3	<input type="checkbox"/> Show maximum permitted and proposed (including breakdown of calculations as per example)	Indicated on site coverage and impermeable material site coverage plan.		
Site Coverage Statement	3	<input type="checkbox"/> Show maximum permitted and proposed	Indicated on site coverage and impermeable material site coverage plan.		
Spatial Calculations	3		Indicated on relevant elevation drawings.		

## Construction of a Laneway House cont'd.

<b>Documents Required</b> - All signatures and/or seals required for letters or documents must be original. No photocopy, fax, nor email copies will be accepted.				<b>Staff Use Only</b>	
Documents	Copies Required	Details	Notes	Copies Attached	Accepted
Application Form	1		Form available at: <a href="http://vancouver.ca/files/cov/dev-build-outright-1and2family.pdf">http://vancouver.ca/files/cov/dev-build-outright-1and2family.pdf</a>		
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 <a href="#">Protection of Trees By-law</a> 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.		
Geo-technical Report	1		If site is in a peat bog, soil liquefaction, or flood plain potential area.		
Homeowner Protection Office Form	1		Visit <a href="http://hpo.bc.ca">http://hpo.bc.ca</a> for more information.		
Owner's Undertaking Letter	1		Form letter available at: <a href="http://vancouver.ca/home-property-development/application-forms-and-checklists.aspx">http://vancouver.ca/home-property-development/application-forms-and-checklists.aspx</a>		
Proof of Ownership	1	If the property is recently purchased and the ownership is not updated in the Land Title Office yet, proof of sale is required.			
<b>Letters of Assurance</b> - All signatures and/or seals required for letters or documents must be original.				<b>Staff Use Only</b>	
Schedule B1/B2 - Structural	1				
Schedule B1/B2 - Geo-technical	1		Required when excavation exceeds 4'0" or when a Geo-technical report is submitted.		
Schedule B1/B2 - Architectural	1		Buildings not complying with Part 9 of VBBL (i.e. use of spray foam insulation)		
Arborist letter of supervision assurance**	1		May be required. If an arborist report is submitted (see above), the arborist will stipulate if a supervision letter is required.		
<b>General Notes</b>					
<p>Three sets of plans, with scale as noted, are required before application can be processed. Pencil drawings or notations are not acceptable.</p> <p>If the building site is located in a known peat bog area or in an area where the soil is subject to liquefaction due to an earthquake or in a flood plain area, a soils report from a Geotechnical Engineer is required, stating the soil type and conditions as well as a recommendation of the type of foundations, footings and excavation details required for that particular site. Signed &amp; sealed B1/B2 letters of assurance for Geotechnical items must accompany the soils report.</p> <p>A signed statement from the Structural Engineer must be on the plans, indicating that he/she has read the Geotechnical report and that the building has been designed to meet the recommendations of that report. The statement must make reference to the Report number, the date the report was made and the name and firm of the Geo-technical Engineer.</p> <p>A signed statement from a Structural Engineer that the building design complies with Section 9.4 of the VBBL must be included on the plans submitted (refer to Bulletin 2001-011-BU). Bulletins can be found here: <a href="http://former.vancouver.ca/commsvcs/LICANDINSP/bulletins/index.htm">http://former.vancouver.ca/commsvcs/LICANDINSP/bulletins/index.htm</a></p> <p>Construction of a laneway house requires a registered covenant be placed against the property title, prohibiting strata titling. This process is initiated by Processing Centre staff; however, a permit will not be issued until the covenant is fully registered at the Land Title Office.</p> <p><b>Note:</b> If the preliminary plan review reveals that the application does not meet outright Zoning and Development Bylaw approval requirements and/or Vancouver Building Bylaw requirements, additional drawings and information may be required prior to processing.</p> <p>The list of requirements is not limited in its content. Further review of the application, plans or documents may reveal additional requirements.</p>					

## Survey Plan (By BC Registered Surveyor) Requirements:

- The PID (The 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 including north arrow
- Indicate location of lead plugs, iron pins & show corner angles, datum
- Indicate location and dimensions of all existing buildings on the site for proposed additions
- Indicate front and rear yard depth at each corner of the house (especially important where site dimensions are irregular)
- Setbacks must be taken from the established building line (where applicable)
- Ultimate property line (where lane "dedications" are required, setbacks must be measured from the dedication line)
- Lane dedications, registered easements, encroachments & right-of-ways must be indicated on the surveys
- Width & condition of lane
- Indicate location of existing street crossings
- Indicate existing grades at the top & bottom of all retaining walls at 3 m (10'-0") intervals
- Indicate existing grades at each of the four corners of the site
- Indicate existing grades at each corner of the existing and/or proposed principle building envelope (based on Zoning & Development Bylaw requirements)
- Indicate existing grades on the adjacent property, parallel to side property lines at regular intervals approximately 3 metres (10'-0") into the neighbouring sites.
- Indicate existing grade levels at the four corners of the proposed laneway house building envelope
- Indicate elevations along the centre line of the lane opposite to the centre line of the laneway house building envelope (if lane paved, elevations must also be shown along the centre-line of the gutter)
- Indicate location of all existing trees 20cm (8") in diameter or greater (and all multi-branching trees where the combined diameters of the three largest stems equal 20cm (8") caliper or greater) when measured 1.4 metres (4'-6") above the ground including their drip lines; include trees on adjacent property within 3m of the development site
- Indicate location, height & diameter of all stumps 20cm (8") caliper or greater
- Along the road & 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 metres (10'-0") beyond either side of the property lines, locate the following: all utility manhole covers and their elevations, fire hydrants, street lights, utility kiosks, utility poles and their transformer and anchor rod locations, 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 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 m (10'-0") 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 (10'-0") increments.