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](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

<table>
<thead>
<tr>
<th>Project Address:</th>
<th>Building Permit:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Drawings Required</strong> - Professional must sign and seal each page of all drawings and details. Scale not less than 1/4&quot; = 1'0&quot; (1:50) unless otherwise noted.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drawings</th>
<th>Copies Required</th>
<th>Details</th>
<th>Notes</th>
<th>Copies Attached</th>
<th>Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Plan</td>
<td>1</td>
<td></td>
<td>Electronically certified by a B.C. Land Surveyor and Filed in the New Westminster Land Title Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Survey Plan</td>
<td>3</td>
<td>See survey requirements listed at the end of this checklist.</td>
<td>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&quot; = 1'0&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Survey for Engineering Department</td>
<td>1</td>
<td>This survey is to be submitted to the Engineering Department for pre-clearance PRIOR to the application for development &amp; building permit.</td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Plans</td>
<td>3</td>
<td>Site Plans should include the following: Legal Description and north arrow Street names, location and dimension of lanes Dimension of site Size of all yards, measured from the property line, including front yard, side yards, rear yard and separation distance Indicate limiting distance between the principle building and the laneway house Indicate location of all window seats, bay windows and/or chimneys Building dimensions - this includes principal building and any accessory buildings Indicate access to parking, width of access and the number of parking spaces provided Existing and finished grades levels at each corner of the proposed laneway house Indicate the location of any window wells and/or patios wells Fire Fighting Access Statement</td>
<td>Scale not less than 1/8&quot; = 1'0&quot;. Fire Fighting Access statement should include: width of access, vertical clearance, distance, paved surface, etc</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Site Plan Requirements Continued On Next Page…
### 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.


#### Site Plans (cont’d.)

<table>
<thead>
<tr>
<th>Drawings</th>
<th>Copies Required</th>
<th>Details</th>
<th>Notes</th>
<th>Copies Attached</th>
<th>Accepted</th>
</tr>
</thead>
</table>
| Site Plans                    | 3               | □ Indicate the location of trees and tree barriers  
□ Any right-of-ways, registered easement or encroachments are to be indicated  
□ Indicate ultimate property lines  
□ Proposed parking slab elevation (refer to Bulletin 2000-011-BU)  
□ Public Sewer and Water Connection Information  
□ Public water, storm and sanitary services with sizes and dimensions to the property line  
□ Indicate the location of storm sump(s) and/or rock pits  
□ Invert (bottom of pipe) elevations of the storm and sanitary connections  
□ Water pressures  
□ Location of Gas (contact Fortis BC for location at 1-888-224-2710)**                                                                 |
|                               |                 | Include both retained trees and trees proposed to be removed  
**Bulletins can be found here: [http://former.vancouver.ca/commsvcs/LICANDINSPI/bulletins/index.htm](http://former.vancouver.ca/commsvcs/LICANDINSPI/bulletins/index.htm)**                                                                 |
|                               |                 | **It is the Owner’s/Applicant’s responsibility to ensure that the Gas service does not conflict with the proposed Sewer and Water services.**                                                                 |

#### Site Coverage and Impermeable Material Site Coverage Plans

<table>
<thead>
<tr>
<th>Drawings</th>
<th>Copies Required</th>
<th>Details</th>
<th>Notes</th>
<th>Copies Attached</th>
<th>Accepted</th>
</tr>
</thead>
</table>
| Site Coverage and Impermeable Material Site Coverage Plans | 3              | □ 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  
□ Statements indicating allowable and proposed  
Scale not less than 1/8" = 1’0"  
See statements section of this checklist for further details |

#### Floor Plans

<table>
<thead>
<tr>
<th>Drawings</th>
<th>Copies Required</th>
<th>Details</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Floor Plans | 3              | □ Indicate all outside floor dimensions (to be taken to the extreme outer limits of the building)  
□ Proposed building width and depth match what is shown on Site plan  
□ Indicate all room uses/dimensions, including finished/unfinished areas  
□ Indicate stair details (rise/run, width, handrails, headroom etc)  
□ Indicate all door, window and skylight locations and dimensions  
□ Indicate construction of wall assemblies and fire separations  
□ Highlight shear walls and cross reference with specific details  
□ Indicate plumbing fixtures  
□ Indicate the locations of all smoke and carbon monoxide alarms on all floors  
□ Indicate direction, location and size of all joists, beams, lintels, girders, girder supports and trusses  
□ Indicate location and dimensions of any chimneys including vents, bay windows, air conditioning units and/or condensing units  
□ Indicate location of In Home Display (IHD)*  
□ Plug in for electric vehicles*  

#### Roof Plan

<table>
<thead>
<tr>
<th>Drawings</th>
<th>Copies Required</th>
<th>Details</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Roof Plan | 3              | □ Indicate roof slopes  
Separate roof plan required - NOT to be combined with floor plans. |

---

**Construction of a Laneway House cont’d.**
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.

#### Drawings | Copies Required | Details | Notes
--- | --- | --- | ---
Elevations | 3 | Elevations should include the following:
- All four elevations (front, rear and two sides)
- Exterior cladding - finish details and material of exterior
- Floor level elevations indicated as well as height above and below finished grade (basement/ceiling heights) including below grade patio and window wells
- Elevation at the top of wall under the eaves is required to calculate exposed building face
- Dimensions of any exterior guards and guard details
- Indicate location of bay windows, window wells, chimneys including height to roof ratio
- Existing and proposed grade elevation numbers
- Eave overhang dimensions including gutters
- Indicate location and sizes of all windows, doors and skylights including safety glass where required (must match floor plans)
- Elevation of proposed top of concrete around the perimeter of the building
- Porch dimensions and clear height to the underside of the ceiling
- Roof pitch and roofing material
- Guy wire, transformer and anchor location (where applicable)

Cross Sections and Structural Details | 3 | Construction Detail/Cross Sections should include the following:
- Stair dimensions (width, rise, run, number of risers, headroom) height of guards, handrails and guardrails
- Ceiling height of crawl spaces and all habitable floors (floor to ceiling)
- Height of all half storeys or dormers where floor area has a minimum ceiling height of 4 feet (1.2m)
- Details of vaulted areas and adjacent attic spaces
- Wall, floor, roof and/or ceiling/foundation assemblies
- Bay window, window seat and window well details
- Insulation, vapour barriers, damp proofing and waterproofing details
- 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 Professional Engineer registered in British Columbia
- Details of prefabricated fireplaces/chimneys (CSA approved)
- Details of factory built homes in accordance with CSA Standard CAN/CSA-A277 including CSA label

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.

* Visit [http://vancouver.ca/home-property-development/green-home-building-policies.aspx](http://vancouver.ca/home-property-development/green-home-building-policies.aspx) for more information on insulation & window requirements.
**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.

<table>
<thead>
<tr>
<th>Drawings</th>
<th>Copies Required</th>
<th>Details</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Sections and Structural Details (cont’d)</td>
<td>3</td>
<td>□ For attached carports/garages - detail of fire/smoke/gas barrier, door closures &amp; weather stripping.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ 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</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Details of pony walls that need reinforcement to withstand lateral movement</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Sheathing and strapping details if concrete roof tiles are being used</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Shear walls should be cross referenced on the floor plan (indicated by highlighting which walls are shear walls)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Seismic note signed and sealed by a Professional Engineer</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Rainscreen details (refer to Bulletin 2009-009-BU)</td>
<td></td>
</tr>
</tbody>
</table>

| Landscape (Planting) Plan                    | 3               | Landscape plan should include the following:                          | 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. |
|                                               |                 | □ Plant/ Tree list (common & botanical name, size, quantity)          |                                                                       |
|                                               |                 | □ Plant list symbols keyed to the plan                                |                                                                       |
|                                               |                 | □ Indicate soft and hard landscaping                                 |                                                                       |

### 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](http://vancouver.ca/files/cov/sample-drawing-package-1and2family.pdf)

<table>
<thead>
<tr>
<th>Statements</th>
<th>Copies Required</th>
<th>Details</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Data Summary (Zoning Analysis)</td>
<td>3</td>
<td>Indicate permitted/required and proposed for:</td>
<td>To be located on the cover sheet of the drawing sets.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Floor area (include breakdown of floor totals)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Setbacks (front yard, side yard, etc.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>And if applicable:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Decks, enclosed parking, etc.</td>
<td></td>
</tr>
<tr>
<td>Energy Utilization Calculations Statement</td>
<td>3</td>
<td></td>
<td>i.e. heat loss calculations.</td>
</tr>
<tr>
<td>Impermeable Material Site Coverage Statement</td>
<td>3</td>
<td>□ Show maximum permitted and proposed (including breakdown of calculations as per example)</td>
<td>Indicated on site coverage and impermeable material site coverage plan.</td>
</tr>
<tr>
<td>Site Coverage Statement</td>
<td>3</td>
<td>□ Show maximum permitted and proposed</td>
<td>Indicated on site coverage and impermeable material site coverage plan.</td>
</tr>
<tr>
<td>Spatial Calculations</td>
<td>3</td>
<td></td>
<td>Indicated on relevant elevation drawings.</td>
</tr>
</tbody>
</table>
Construction of a Laneway House cont’d.

**Documents Required**

- **Application Form**
  - Copies Required: 1

- **Arborist Report**
  - Copies Required: 1
  - Details: 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
  - Notes: Prepared by an ISA Certified Arborist
  - Additional Information: 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**
  - Copies Required: 1
  - Details: If site is in a peat bog, soil liquefaction, or flood plain potential area.

- **Homeowner Protection Office Form**
  - Copies Required: 1
  - Details: Visit [http://hpo.bc.ca](http://hpo.bc.ca) for more information.

- **Owner’s Undertaking Letter**
  - Copies Required: 1

- **Proof of Ownership**
  - Copies Required: 1
  - Details: If the property is recently purchased and the ownership is not updated in the Land Title Office yet, proof of sale is required.

**Letters of Assurance**

- **Schedule B1/B2 - Structural**
  - Copies Required: 1
  - Details: Required when excavation exceeds 4’0” or when a Geo-technical report is submitted.

- **Schedule B1/B2 - Geo-technical**
  - Copies Required: 1
  - Details: Buildings not complying with Part 9 of VBBL (i.e. use of spray foam insulation)

- **Schedule B1/B2 - Architectural**
  - Copies Required: 1
  - Details: May be required. If an arborist report is submitted (see above), the arborist will stipulate if a supervision letter is required.

- **Arborist letter of supervision assurance**
  - Copies Required: 1
  - Details: 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.

**General Notes**

Three sets of plans, with scale as noted, are required before application can be processed. Pencil drawings or notations are not acceptable.

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 & sealed B1/B2 letters of assurance for Geotechnical items must accompany the soils report.

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.

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: [http://former.vancouver.ca/commsvcs/LICANDINSPI/bulletins/index.htm](http://former.vancouver.ca/commsvcs/LICANDINSPI/bulletins/index.htm)

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.

Note: 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.

The list of requirements is not limited in its content. Further review of the application, plans or documents may reveal additional requirements.
Construction of a Laneway House cont’d.

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.