

**Development, Buildings, and Licensing**

To submit your application online, visit [vancouver.ca/building-development-support](http://vancouver.ca/building-development-support).

If you do not have an online account, visit [vancouver.ca/permits/apply](http://vancouver.ca/permits/apply) to create one.

**When submitting your application package:**

1. Ensure that one PDF copy of each required drawing/document is included in your application package
2. Use vector format PDF for drawings (scanned paper drawings will not be accepted).
3. Submit all drawings separately from other non-drawing documents, such as schedules, forms, and reports.
4. Submit each complete document separately (for example, your drawings need to be one complete document file that you upload). Combining multiple or different document types will delay the processing of your application. Where file sizes are large (over 300mb) and drawings must be separated, each discipline must be uploaded as a separate file.

For more information on document submission standards, visit [Electronic permit applications](#) <sup>1</sup>.

Sample drawings are available for reference: [vancouver.ca/files/cov/sample-drawing-package-1and2family.pdf](http://vancouver.ca/files/cov/sample-drawing-package-1and2family.pdf)

Fees are calculated when staff review the application for completeness and must be paid before the detailed review can start.

This checklist pertains to **Single Detached House and Duplex Addition and/or Renovation** building permit applications.

For other types of Building Permit applications including detached garages and carports visit

[Vancouver.ca/BuildingApplications](http://Vancouver.ca/BuildingApplications).

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

**Documents required**

Document Title	Details: Where to find document, instructions and conditions when required	
Application Form	<a href="#">Development and/or Building Application Form</a> <sup>2</sup>	
Arborist Report	Prepared by an ISA Certified Arborist to assess existing trees either for retention or removal as noted in section 7.2 of the <a href="#">Protection of Trees By-law</a> <sup>3</sup> . Not required for applications without site trees or adjacent trees, or for applications that meet Section 7.3 of the Protection of Trees By-law.	
Architectural Design Rationale & Relaxation Rationale	Required for conditional applications only. 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.)	
Technical Data Summary (Zoning Analysis)	Provide project statistics to show compliance with the applicable District schedule and/or guidelines. Refer to the zone's <a href="#">District Schedule and Guidelines</a> <sup>4</sup> .	
Geotechnical Report	Required if the site is located in a soil liquefaction, peat, or floodplain area.	City staff will advise if required.
Owners Undertaking	<a href="#">Schedule E-1 Owner's Undertaking Letter</a> <sup>5</sup> Not required for Development Permits.	
Renovation Energy Upgrade Proposal (REUP)	<a href="#">Renovation Upgrade Proposal Form</a> <sup>6</sup> , prepared by an <a href="#">Energy Advisor</a> <sup>7</sup> . Required for Building Permits for all proposals where the estimated cost of work is \$20,000 or greater. Visit <a href="#">Energy Requirements for Houses</a> <sup>9</sup> for more information.	
Title Search and Charge Summary	A current title search from the Land Title Office, for each parcel involved in the proposal. If there are charges on the land title: <ul style="list-style-type: none"> <li>• A written charge summary by a solicitor (on their company letterhead) describing each charge on title (except financial charges) and advising whether the charges are affected by the proposal</li> </ul>	City staff will advise if required.

**Letters of Assurance – required unless otherwise noted**

Title	Details: Where to find document, instructions and conditions when required	
Schedule A - Confirmation Of Commitment	<a href="#">Schedule A - Confirmation Of Commitment By Owner And Coordinating Registered Professional</a> <sup>9</sup> Required if multiple Registered Professionals involved. Professional Seal and Signature required. See General Notes section for details.	
Schedule B -Architectural	<a href="#">Schedule B</a> <sup>9</sup> . Professional Seal and Signature required. See General Notes section for details. City staff will advise if required.	
Schedule B - Structural	<a href="#">Schedule B</a> <sup>9</sup> . Professional Seal and Signature required. See General Notes section for details. City staff will advise if required.	
Schedule B - Geotechnical	<a href="#">Schedule B</a> <sup>9</sup> . Professional Seal and Signature required. See General Notes section for details. City staff will advise if required.	
Schedule D - Building Envelope	<a href="#">Schedule D</a> <sup>10</sup> , Required for buildings requiring Part 5 design. Refer to <a href="#">VBBL Article 5.1.2.2.10</a> <sup>11</sup> . Professional Seal and Signature required. See General Notes section for details.	

## Drawings required

Drawing Title	Details
Survey Plan	Required for most renovation projects including, but not limited to: addition, raising the building, re-constructing the foundation, and/or altering grades. Professional Seal and Signature required. See Survey Plan Requirements listed at the end of this checklist.
Site Coverage and Impermeable Material Site Coverage Plan	For applicable zones only. Refer to the zone's <a href="#">District Schedule</a> <sup>4</sup> to determine if impermeable materials are regulated. Must be a separate drawing from the site plan. <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> <li>Impermeable material site coverage statement and calculation, refer to the <a href="#">RS Zones Impermeable Materials Site Coverage Guidelines</a> <sup>12</sup> for more information</li> </ul>
Site Plan	Required for ALL applications. See Site Plan requirements listed at the end of this checklist.
Floor Plans	See Floor Plans requirements listed at the end of this checklist. Clearly indicate existing vs proposed work or provide separate existing/demo/proposed plans
FSR Compliance	<ul style="list-style-type: none"> <li>Proof of compliance with FSR (colour-coded floor plans cross-referenced to data sheets)</li> </ul> Review <a href="#">Area Calculation and Tracing Overlay Requirements</a> <sup>1</sup> for more information
Roof Plan	Separate roof plan is required. Do not overlay on a floor plan. <ul style="list-style-type: none"> <li>Indicate all roof slopes</li> </ul>
Sections (Longitudinal and Cross)	See Sections requirements listed at the end of this checklist.
Elevations	See Elevations requirements listed at the end of this checklist. Include all elevations that are relevant to the proposed scope of work. <b>For RS-1, also:</b> <ul style="list-style-type: none"> <li>Show building height envelope, including primary and secondary envelopes</li> <li>Show critical elevations for both primary and secondary height envelopes</li> </ul>
Details	See Elevations requirements listed at the end of this checklist.
Context Plan	Refer to the zone's <a href="#">District Schedule and Guidelines</a> <sup>4</sup> to determine if a Context plan is required <ul style="list-style-type: none"> <li>Drawings address privacy concerns.</li> <li>Show the relationship of the proposed buildings and surrounding development at front, rear and sides (in plan and elevation)</li> <li>Indicate windows, uses, private open space in adjacent buildings (including secondary buildings), and significant features</li> </ul>
Context and Streetscape Photos	Refer to the zone's <a href="#">District Schedule and Guidelines</a> <sup>4</sup> to determine if Context and Streetscape Photos are required <ul style="list-style-type: none"> <li>Colour photos showing the relationship of the building(s) to surrounding development at front, rear, and sides</li> <li>Photos of all four sides of the existing building</li> <li>Photos of typical views of the property and streetscape</li> <li>Photos of the streetscape linked together in a montage (comparable in size to the drawn streetscape)</li> </ul>
Drawn Streetscape Analysis	Refer to the zone's <a href="#">District Schedule and Guidelines</a> <sup>4</sup> to determine if Streetscape Analysis is required <ul style="list-style-type: none"> <li>Graphic and written analysis of the streetscape noting the existing architectural and landscape patterns</li> <li>Streetscape to be drawn as a continuous elevation, accurately drawn showing spacing between the buildings</li> <li>Indicate the main ridge heights, door sills, and grade of the adjacent houses</li> </ul>
FSR Exclusion	Required if requesting FSR Exclusion for insulation. Review <a href="#">Floor Area Exclusions for Improved Building Performance</a> <sup>13</sup> for more information. <ul style="list-style-type: none"> <li>Indicate floor space exclusion for additional wall thickness to control Building Envelope Leaks and other excluded areas</li> </ul>
Retention Drawings for Heritage or Character Merit Buildings	Required for projects involving Heritage or Character Merit buildings. Refer to <a href="#">Retention and Renovation of Character Merit Buildings - Scope and Documentation</a> <sup>14</sup> for more information. <ul style="list-style-type: none"> <li>Floor plans, elevations, building sections, and a roof plan of the existing building which clearly identify portions to be retained</li> <li>Information regarding structural members, finish materials, building assemblies, windows and doors to be retained</li> <li>Retention drawings must be signed and sealed by a registered professional</li> </ul>

## General Notes

### Professional Seal and Signature Requirements:

Some files listed above require a professional seal and digital signature from the Association's endorsed signing authority. Please have your engineer, architect, qualified professional or other follow the instructions outlined by their Association's endorsed signing authority. For example, if the Association uses Notarius, please follow their instructions to digitally stamp and sign a document. Note that an image of a signature or initials does not constitute a digital signature.

For more information on how to add a digital signature, refer to the [Electronic Permit Applications](#) <sup>1</sup> page.

# Drawing Details

## Site Plan requirements:

- Address and street name(s)
- Legal description
- North arrow
- Dimensions of site and site area
- All buildings on site dimensioned to outermost cladding. This includes the main house and all accessory buildings (i.e. garages, carports, sheds, etc.).
- All required yards, setbacks and building lines
- Size, location, and number of all off-street parking
- Access to parking, including all curbs and paving materials
- All retaining walls, fences, and similar structures
- Top of wall and bottom of wall elevations for all retaining walls (existing and/or new)
- All existing and proposed grades as per the Survey Plan
- Indicate the location of trees and tree barriers, refer to the [Protection of Trees By-law](#)<sup>3</sup>
- For horizontal additions: Provide dimensions for the existing building size AND for the addition. Building additions must be clearly identified on the site plan, or separate existing vs proposed site plans are to be submitted
- If applicable (based on scope of work and regulations in the relevant zone's district schedule), front yard of two adjacent sites on both sides of the lot (4 in total), and extent of existing porches on the adjacent properties

## Cross Section requirements:

- Indicate floor-to-ceiling heights of all floors, including crawl spaces
- Stair details, including headroom dimension
- Height line where ceiling height is 1.2 metres
- Height line where ceiling height is between 1.2 metres and 2.3 metres in height, if applying an applicable floor space ratio exclusion. Indicate roof pitch for these areas
- Bay window, window seats and window well details
- Show and dimension roof overhang and gutter
- Show footings and drain tile
- Provide existing and proposed construction assembly details for floor, walls, and roof

## Details requirements:

Enlarged details of architectural elements, including but not limited to:

- Front porch
- Guardrails
- Gable Treatments
- Window and door trims
- Eaves and brackets
- Relevant construction details to demonstrate compliance with the Vancouver Building By-law are required for combined Development/Building (DB) applications and for Building Permit (BP) applications after approved Development Permit (DP)

## Elevations requirements:

- Label all building material, finishes, and trim (with dimensions)
- Existing and proposed grades at the building corners
- Porch dimensions and clear height to underside of ceiling
- Show all roof ridge & floor elevations
- Door and window sizes and operation
- Chimney material and detail
- All peak roof height elevations (in survey or building grade datum)
- The height of the building shall be measured as the vertical distance that the building extends above the base surface
- All interpolated elevation points relative to roof height elevations (in survey or building grade datum)
- Show peak elevation of house
- Clearly indicate existing vs proposed work or provide separate existing/demo/proposed plans

## Floor Plans requirements:

- North arrow
- All outside floor dimensions (outer wall to outer wall)
- Rooms uses and dimensions, indicating finished rooms, unfinished rooms, and adjacent attic spaces
- All door, window and skylight sizes and locations
- All plumbing fixtures, appliances, etc.
- Decks and porches indicated and fully dimensioned
- Indicate line of ceiling heights of 1.2 metres or less
- Indicate line of ceiling heights between 1.2 metres and 2.3 metres in height, if applying an applicable floor space ratio exclusion
- Indicate locations where ceiling heights of 1.2 metres and greater occur in a half-storey or dormer

## Landscape Plans requirements:

- All existing landscaping details shown on the legal survey transferred to the Landscape Plan(s).
- Illustrate both common and botanical names, sizes and quantity of all proposed plant material
- Proposed plant material, paved surfaces, other landscape elements and existing trees
- Details for planters, fences, trellis, or similar elements
- Existing site contours, landscaping and material to be removed, including size, common name, and placement
- All landscape elements and details, including new/existing surfaces to be retained, enclosures, furniture and structures

## Sections requirements:

- Indicate floor-to-ceiling heights of all floors, including crawl spaces
- Stair details, including headroom dimension
- Height line where ceiling height is 1.2 metres
- Height line where ceiling height is between 1.2 metres and 2.3 metres in height, if applying an applicable floor space ratio exclusion. Indicate roof pitch for these areas
- Bay window, window seats and window well details
- Show and dimension roof overhang and gutter
- Show footings and drain tile
- Provide existing and proposed construction assembly details for floor, walls, and roof

## Survey Plan requirements:

Survey Plan prepared by a BC Registered Land Surveyor, certified correct with digital seals and signatures, within 30 Days of application date ([VBBL 1.4.1.16, Division C](#)<sup>11</sup>), and include the following:

- 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

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- 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')
- 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
- Indicate the location of trees and tree barriers, refer to the [Protection of Trees By-law](#)<sup>3</sup>

1 <https://vancouver.ca/home-property-development/electronic-permit-applications.aspx#upload>

1 <https://vancouver.ca/files/cov/dev-build-app-form.pdf>

3 <http://vancouver.ca/your-government/protection-of-trees-by-law.aspx>

4 <https://vancouver.ca/home-property-development/zoning-and-land-use-policies-document-library.aspx#regulation-zoning-regulations>

5 <https://vancouver.ca/files/cov/schedule-e-1-owners-undertaking-letter-building-by-law-2019.pdf>

6 <https://vancouver.ca/files/cov/renovation-energy-upgrade-proposal-form.xlsm>

7 <https://betterhomesbc.ca/ea/>

8 <https://vancouver.ca/home-property-development/energy-requirements-for-single-family-home-renovations.aspx>

9 <https://vancouver.ca/files/cov/schedule-b-assurance-professional-design-field-review-building-by-law-2019.pdf>

10 <https://vancouver.ca/files/cov/schedule-d-commitment-building-envelope-prof-review-building-by-law-2019.pdf>

11 <https://bccodes.ca/vancouver-by-laws.html>

12 <https://guidelines.vancouver.ca/guidelines-rs-districts-impermeable-materials-site-coverage.pdf>

13 <https://bylaws.vancouver.ca/bulletin/bulletin-floor-area-exclusion-improved-building-performance.pdf>

14 <https://bylaws.vancouver.ca/bulletin/bulletin-character-buildings-retention-and-renovation.pdf>

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