

## DEVELOPMENT, BUILDINGS & LICENSING

All documents/drawings listed in this checklist are required to be included in your Building Permit application package unless otherwise noted.

To submit your Building Permit 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 each required drawing/document is included in your application package.
2. Use vector format PDF (scanned paper drawings may not be accepted and may delay the approval of your permit). Staff will not accept scanned copies of drawings produced in CAD (computer-aided design).
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>

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

This checklist pertains to **Decks in RS Zones** building permit applications. For other types of Building Permit applications 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 not listed may be required to continue the review process.**

### Documents – required unless otherwise noted

Title	Details: Where to find document, instructions and conditions when required	Notes
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.	
Owner Undertaking Letter	<a href="#">Schedule E-1- Owner's Undertaking Letter</a> <sup>4</sup>	

### Letters of Assurance – required unless otherwise noted

Title	Details: Where to find document, instructions and conditions when required	Notes
Schedule B - Structural	<a href="#">Schedule B - Structural</a> <sup>5</sup> Required if there is structural work included in scope of work. Professional Seal and Signature required. See General Notes section for details.	

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

Title	Details: Where to find document, instructions and conditions when required	Notes
Architectural Site Plan	See Architectural Site Plans requirements listed at the end of this checklist.	
Site Coverage and Impermeable Site Coverage Details	As required by district schedule, refer to the <a href="#">applicable district schedule</a> <sup>6</sup> for details. Including calculations.	
Architectural Floor Plans	Floor Plans to include the following: <ul style="list-style-type: none"> <li>• All outside dimensions of deck including the floor area (clearly indicate proposed work vs. existing)</li> </ul>	Scale 1/8" = 1'0" (1:100) or greater
Architectural Elevations	See Architectural Elevations requirements listed at the end of this checklist.	
Construction Details	<ul style="list-style-type: none"> <li>• Details of footings for posts</li> <li>• Details of stairs/railing/guardrails</li> </ul>	

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|--|--|--|
|  | <ul style="list-style-type: none"><li>• All framing members sizing and spacing</li></ul> <p>Any other material proposed that is relevant and would describe your project</p> |  |
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## 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

### Architectural Elevations requirements:

- Side elevation(s) of the proposed deck including how it relates to the house
- Rear elevation of proposed deck including rear elevation of house
- Dimensions for height of deck above finished grade
- Dimensions of exterior guards/details where applicable
- Indication of all window and door openings
- Indication of proposed work

### Architectural Site Plan requirements:

- Dimensions of site (including north arrow)
- Location and dimension of all buildings on the site including garage and house dimensions
- Street names and location
- Legal Description (Lot number, Block number, District Lot number, Plan number)
- Street address
- Clear indication of location of work where the deck is located in relation to house, size of yards, measured from the property line including front yard, side yard, rear yard and building depth
- 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>

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

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

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

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

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