

**Development, Buildings, and Licensing**

Applicants are encouraged to [obtain advice from a Development Planner](#)<sup>1</sup> prior to submitting their application.

To submit your application online, visit <https://vancouver.ca/building-development-support>.

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 landscape drawing separately from all other drawings.
5. Submit an individual file for each document (e.g. schedule, form, report, etc.).

For more information on document submission standards, visit [Electronic permit applications](#)<sup>2</sup>.

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

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 for all zones**

Document Title	Details
Application Form	<ul style="list-style-type: none"> <li>• <a href="#">Development and/or Building Application Form</a><sup>3</sup></li> </ul>
Architectural Design Rationale & Relaxation Rationale	<ul style="list-style-type: none"> <li>• 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.).</li> </ul>
Rental Declaration Form	<ul style="list-style-type: none"> <li>• <a href="#">Rental Declaration form</a><sup>4</sup></li> </ul>
Site Disclosure Statement (SDS)	<ul style="list-style-type: none"> <li>• <a href="#">British Columbia – Ministry of Environment and Climate Change - Schedule 1 Site Disclosure Statement</a><sup>5</sup></li> </ul> <p>Visit <a href="#">Province of BC’s Site Identification</a><sup>6</sup> for more information</p>
Title Search and Charge Summary	<ul style="list-style-type: none"> <li>• A current title search from the Land Title Office, for each parcel involved in the proposal.</li> </ul> <p>If there are charges on the land title:</p> <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>

**Additional documents that may be required**

Document Title	Details
Arborist Report	<p>Required when a site has permit sized trees (on site and/or adjacent to the site) as defined by the <a href="#">Protection of Trees By-law</a><sup>7</sup>. For more information, visit the <a href="#">Protection of Trees</a><sup>8</sup> webpage.</p> <p>An arborist report must be prepared by an ISA Certified Arborist to assess existing trees either for retention or removal. Refer to “Submission of arborist’s report” section of the Protection of Trees By-law for more information.</p>
Arboricultural Letter of Assurance (LOA)	<p>Required when there is proposed work within a critical root zone to verify that the arborist hired will supervise and direct work within the area. Must include signatures by the owner, contractor and arborist to confirm that all parties are aware of the roles and responsibilities.</p>
Arboricultural Neighbouring Owner Letter of Consent	<p>Required for proposals to remove a protected size tree that is neighbor-owned or is a shared tree.</p> <p>A letter signed by the neighbouring property owner confirming their consent to remove a permit sized tree. For more information, visit the <a href="#">Protection of Trees</a><sup>9</sup> webpage.</p>
Subdivision Plan	<p>Required if the property is being subdivided as part of the development proposal.</p>
View Protection Analysis	<p>An analysis of the impact of the development on any existing view corridors or any view impacts on adjacent properties or nearby public open spaces and an analysis of any skyline impacts, as seen from afar, as they impact sea or mountain views or the crest of any hill.</p> <p>Review <a href="#">City of Vancouver View Protection Guidelines</a><sup>10</sup> and visit <a href="#">Protecting Vancouver’s Views</a><sup>11</sup> for more information.</p>

<b>Drawings required</b>	
<b>Drawing Title</b>	<b>Details</b>
Survey Plan	Prepared, signed, and sealed by a BC Land Surveyor. See <a href="#">Survey Plan Requirements</a> listed at the end of this checklist.
Site Plan	<ul style="list-style-type: none"> <li>• Address and street name(s)</li> <li>• Legal description (found on tax notice)</li> <li>• North arrow</li> <li>• Dimensions of site and site area</li> <li>• Location, dimensions, and sizes of all buildings (principal, infill, and accessory)</li> <li>• Required yards, setbacks and building lines</li> <li>• Size and location of all off street parking</li> <li>• Access to parking, including all curbs and paving materials</li> <li>• Size of manoeuvring aisles</li> <li>• Location of existing trees, as noted on the Survey</li> <li>• Sewer, water and gas lines on the property</li> <li>• Existing and finished grade levels around all corners and perimeter of the proposed building(s)</li> <li>• Existing and proposed grade elevations along both sides of property lines where the front yard setback line and rear setback line intersect. (NOTE: Setbacks must be taken from the established Building Line, where applicable)</li> <li>• Treatment of open areas, courtyards, pedestrian areas, etc.</li> <li>• Front yard of two adjacent sites on both sides of the lot (4 in total)</li> <li>• Show the extent of porches on the adjacent properties</li> <li>• Drainage plan, if applicable</li> </ul> <p>NOTE: A laneway house (LWH) requires a separate application. If one is not already approved with separate permit(s), do not show a LWH on the drawings.</p>
Site Coverage and Impermeable Material Site Coverage Plan	<p>Must be a separate drawing from the site plan.</p> <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> </ul> <p>Refer to the <a href="#">RS Zones Impermeable Materials Site Coverage Guidelines</a><sup>12</sup> for more information.</p>
Floor Plans	<ul style="list-style-type: none"> <li>• North arrow</li> <li>• All outside floor dimensions (outer wall to outer wall)</li> <li>• Rooms uses and dimensions, including finished and unfinished rooms</li> <li>• All door, window and skylight sizes and locations</li> <li>• All plumbing fixtures, appliances, etc.</li> <li>• Indicate line of ceiling heights of 1.2 metres or less</li> <li>• Indicate line of ceiling heights between 1.2 metres and 2.3 metres in height, if applying an applicable floor space ratio exclusion</li> <li>• Indicate locations where ceiling heights of 1.2 metres and greater occur in a half-storey or dormer</li> </ul>
FSR Compliance	<p>May be submitted directly to the Project Coordinator after intake.</p> <ul style="list-style-type: none"> <li>• Proof of compliance with FSR (colour-coded floor plans cross-referenced to data sheets)</li> </ul> <p>Review <a href="#">Area Calculation and Tracing Overlay Requirements</a><sup>13</sup> for more information.</p>
Roof Plan	<p>Separate roof plan is required. Do not overlay on a floor plan.</p> <ul style="list-style-type: none"> <li>• Indicate all roof slopes</li> </ul>
Sections	<ul style="list-style-type: none"> <li>• Longitudinal and cross sections</li> <li>• Indicate floor-to-ceiling heights of all floors, including crawl spaces</li> <li>• Stair details</li> <li>• Height line where ceiling height is 1.2 metres</li> <li>• 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</li> <li>• Bay window, window seats and window well details</li> </ul>

Drawings required, continued	
Drawing Title	Details
Elevations	<ul style="list-style-type: none"> <li>Label all building material, finishes, and trim (with dimensions)</li> <li>Existing and proposed grades at the building corners</li> <li>Porch dimensions and clear height to underside of ceiling</li> <li>Show all roof ridge &amp; floor elevations</li> <li>Door and window sizes</li> <li>Chimney material and detail</li> <li>All peak roof height elevations (in survey or building grade datum)</li> <li>The height of the building shall be measured as the vertical distance that the building extends above the base surface</li> <li>All interpolated elevation points relative to roof height elevations (in survey or building grade datum)</li> <li>Show peak elevation of house</li> </ul> <p><b>For RS-1, also:</b></p> <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> <p><b>For RS-6 and RS-7, also:</b></p> <ul style="list-style-type: none"> <li>Show the Horizontal Datum Plane</li> </ul>
Details	<p>Enlarged details of architectural elements, including but not limited to:</p> <ul style="list-style-type: none"> <li>Front porch</li> <li>Guardrails</li> <li>Gable Treatments</li> <li>Window and door trims</li> <li>Eaves and brackets</li> </ul>
Drawn Streetscape Analysis	<p><b>Required for RS-3, RS-3A, and RS-5.</b> For all other zones, if applicable as determined by the assigned Planner.</p> <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>
Streetscape Photos	<p><b>Required for RS-3, RS-3A, and RS-5.</b> For all other zones, if applicable as determined by the assigned Planner.</p> <ul style="list-style-type: none"> <li>Photos of the streetscape linked together in a montage (comparable in size to the drawn streetscape).</li> </ul>

Additional drawings or items that may be required	
Drawing Title	Details
Accessory Building drawings (garage or carport)	<p>Review <a href="#">Construction of Detached Garage or Carport</a><sup>14</sup> for more information and sample drawings.</p> <p>For corner-flanking lots, view <a href="#">Section 10.4</a><sup>15</sup> of the Zoning and Development By-law for setback requirements.</p>
Building Grades Plan, issued by the City of Vancouver Engineering Services Department	<p>Required for in the following situations:</p> <ol style="list-style-type: none"> <li>All developments in RS-1A, RS-1B, RS-2, and RS-7; or</li> <li>A proposal where the building face will be within 6 metres from a street or lane boundary of a site; or</li> <li>A dedicated but <i>unopened</i> street or lane next to the site.</li> </ol> <p>Visit <a href="#">Building Grades for Sidewalk and Street Elevation</a><sup>16</sup> for more information.</p>
Context Plan	<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>

Additional drawings or items that may be required, continued	
Drawing Title	Details
FSR Exclusion	<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> Review <a href="#">Floor Area Exclusions for Improved Building Performance</a> <sup>17</sup> for more information.
Shadow Analysis	If applicable, as determined by the assigned Planner. <ul style="list-style-type: none"> <li>An analysis of sun and shadow patterns on adjoining properties and the street as well as on usable outside open spaces on the subject site (equinox March 21 &amp; September 21 at 10 am, 12 noon and 2 pm)</li> </ul>

NOTE: Separate landscape drawings are no longer required at time of application. Refer to Site Plan for tree details required.

Statements Required																																																									
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Technical Data Summary (Zoning Analysis)	Cover Sheet on the drawings with project statistics provided, including but not limited to: <ul style="list-style-type: none"> <li>Total site area;</li> <li>Required and Proposed – Parking spaces</li> <li>List of proposed relaxations</li> <li>The items listed in this sample table:</li> </ul> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Site</th> <th>Dimension (Total Area)</th> <th>Permitted or Required</th> <th>Proposed</th> </tr> </thead> <tbody> <tr><td>FSR Total</td><td></td><td></td><td></td></tr> <tr><td>FSR Total above grade</td><td></td><td></td><td></td></tr> <tr><td>Floor area of each floor basement/main/upper</td><td></td><td></td><td></td></tr> <tr><td>Front Yard</td><td></td><td></td><td></td></tr> <tr><td>Side Yard (N/S/E/W)</td><td></td><td></td><td></td></tr> <tr><td>Side Yard (N/S/E/W)</td><td></td><td></td><td></td></tr> <tr><td>Rear Yard</td><td></td><td></td><td></td></tr> <tr><td>Building Height</td><td></td><td></td><td></td></tr> <tr><td>Building Depth</td><td></td><td></td><td></td></tr> <tr><td>Site Coverage</td><td></td><td></td><td></td></tr> <tr><td>Impermeable Material Site Coverage</td><td></td><td></td><td></td></tr> <tr><td>Deck Area</td><td></td><td></td><td></td></tr> <tr><td>Covered Porch</td><td></td><td></td><td></td></tr> </tbody> </table>	Site	Dimension (Total Area)	Permitted or Required	Proposed	FSR Total				FSR Total above grade				Floor area of each floor basement/main/upper				Front Yard				Side Yard (N/S/E/W)				Side Yard (N/S/E/W)				Rear Yard				Building Height				Building Depth				Site Coverage				Impermeable Material Site Coverage				Deck Area				Covered Porch			
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Impermeable material site coverage statement and calculation	To be located on the site coverage and impermeable site coverage drawing sheet. <ul style="list-style-type: none"> <li>Show maximum permitted and proposed impermeable material</li> <li>Include the breakdown of calculations</li> </ul> Refer to the <a href="#">Sample Drawing Package</a> <sup>18</sup> for an example.																																																								

**RS-6 zone only - Additional Statement Required**

Additional Information and Details Required for RS-6	Relevant Section of RS-6
FSR calculation tracing overlay for <input type="checkbox"/> All floors including basement <input type="checkbox"/> All impermeable materials on site plan <input type="checkbox"/> Areas of roof decks and roof gardens <input type="checkbox"/> Areas of dormers <input type="checkbox"/> Bay windows	<ul style="list-style-type: none"> <li>▪ 3.1.1.1 - 3.1.1.3, and 4.1</li> <li>▪ 3.1.2.9</li> <li>▪ 4.6.2.8</li> <li>▪ 4.6.2.9</li> <li>▪ 4.6.2.11 and 4.1.1</li> </ul>
Show calculation regarding <input type="checkbox"/> Horizontal datum plane <input type="checkbox"/> Side yard <input type="checkbox"/> Rear yard <input type="checkbox"/> Width and area of garage	<ul style="list-style-type: none"> <li>▪ 4.2.2</li> <li>▪ 3.1.2.6 and 3.1.2.18</li> <li>▪ 3.1.2.7 and 3.1.2.19</li> <li>▪ 2.2.9(c), (d), (e) and 3.1.2.19</li> </ul>
Provide dimensions in compliance with <input type="checkbox"/> Envelope height <input type="checkbox"/> Building depth <input type="checkbox"/> Roof slopes and other information <input type="checkbox"/> Gable end walls <input type="checkbox"/> Projecting basements <input type="checkbox"/> Covered porches <input type="checkbox"/> Covered porch columns	<ul style="list-style-type: none"> <li>▪ 3.1.2.14</li> <li>▪ 3.1.2.10, 3.1.2.23, 3.1.2.24, and 4.5</li> <li>▪ 4.6.2.6</li> <li>▪ 4.6.2.10</li> <li>▪ 4.6.2.12</li> <li>▪ 4.6.2.14</li> <li>▪ 4.6.2.15</li> </ul>
Specify <input type="checkbox"/> Window glass <input type="checkbox"/> Exterior wall cladding <input type="checkbox"/> Roofing material and colour (a sample may be requested)	<ul style="list-style-type: none"> <li>▪ 4.6.2.16</li> <li>▪ 4.6.2.17</li> <li>▪ 4.6.2.18</li> </ul>
For applications seeking more than FSR 0.16 + 130 m <sup>2</sup> for new houses or more than 0.20 + 130 m <sup>2</sup> for additions, submit a plan showing site landscaping (Design Guidelines Section 8).	
A statement noting any relaxations requested under the RS-6 District Schedule, including relaxations under Sections 5.1, 5.2 and 5.3.	
Other materials may be requested should specific aspects of the proposed design warrant.	

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

- 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;
- 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');
- Location, height and diameter of all stumps 20 cm (8") caliper or greater;
- Location of all existing permit sized trees (including adjacent property trees within 2 m (6.56') of the property line and trees on any City street or lane allowance adjacent to the site);
- Tree grades (existing tree base elevations) for those permit sized trees affected by development;
- The drip line (crown of trees or extent of tree branches) and species or type of permit sized trees;
- 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.

**Note:** For proposed driveways from a street, contact the Enquiry Centre for Zoning and Development By-law requirements. (A Streetscape Plan and/or Building Grades Plan may be required.)

<sup>1</sup> <https://vancouver.ca/home-property-development/development-permit.aspx#planner>

<sup>2</sup> <https://vancouver.ca/home-property-development/electronic-permit-applications.aspx#upload>

<sup>3</sup> <https://vancouver.ca/files/cov/dev-build-app-form.pdf>

<sup>4</sup> <https://vancouver.ca/files/cov/rental-declaration-form.pdf>

<sup>5</sup> [https://www2.gov.bc.ca/assets/gov/environment/air-land-water/site-remediation/docs/forms/site\\_disclosure\\_statement.pdf?forcedownload=true](https://www2.gov.bc.ca/assets/gov/environment/air-land-water/site-remediation/docs/forms/site_disclosure_statement.pdf?forcedownload=true)

<sup>6</sup> <https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/site-identification>

<sup>7</sup> <https://bylaws.vancouver.ca/9958c.PDF>

<sup>8</sup> <https://vancouver.ca/your-government/protection-of-trees-by-law.aspx>

<sup>9</sup> <https://vancouver.ca/your-government/protection-of-trees-by-law.aspx>

<sup>10</sup> <https://guidelines.vancouver.ca/V003.pdf>

<sup>11</sup> <https://vancouver.ca/home-property-development/protecting-vancouver-views.aspx>

<sup>12</sup> <https://guidelines.vancouver.ca/R003.pdf>

<sup>13</sup> <https://bylaws.vancouver.ca/bulletin/bulletin-floor-area-calculation-tracing-overlay.pdf>

<sup>14</sup> <https://vancouver.ca/files/cov/garage-guide-and-submission-checklist.pdf>

<sup>15</sup> <https://bylaws.vancouver.ca/zoning/zoning-by-law-section-10.pdf>

<sup>16</sup> <https://vancouver.ca/home-property-development/building-grades-for-sidewalk-and-street-elevation.aspx>

<sup>17</sup> <https://bylaws.vancouver.ca/bulletin/bulletin-floor-area-exclusion-improved-building-performance.pdf>

<sup>18</sup> <https://vancouver.ca/files/cov/sample-drawing-package-1and2family.pdf>