

**DEVELOPMENT, BUILDINGS, & LICENSING**

A Sewer and Water permit application is a prerequisite for the building permit application for the construction of a Laneway House. Your Building Permit application will not be accepted if a Sewer and Water permit has not been opened.

To submit your Sewer and Water permit, log into your online permit account at: [www.vancouver.ca/permits/apply](http://www.vancouver.ca/permits/apply)

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

**When submitting your application package:**

1. Ensure that 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>1</sup>

Fees are assessed 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.

<b>Documents required</b>		
<b>Document Title</b>	<b>Details</b>	<b>Notes</b>
Application Form	<a href="#">Development/Building Application Form – Single Detached House or Duplex, Single Detached House with Secondary Suite and Laneway Houses</a> <sup>2</sup>	Your permit application will not be accepted if the Application Form is not submitted as part of the application package
Homeowner Protection Form	Visit <a href="https://www.bchousing.org">https://www.bchousing.org</a> for more information. Before a permit can be issued to build a new laneway house the building must be registered with BC Housing.	Valid Builder Licence is required e.g. licence expiry date has not passed
Pre-Permit Energy Checklist	<a href="#">Pre-Permit Energy Checklist</a> <sup>3</sup> This form to be completed, signed and submitted by a qualified energy modeller.	Conducted by a Certified Energy Advisor. Visit <a href="http://cacea.ca">http://cacea.ca</a> for a list of qualified energy advisors.
Schedule E-1- Owner's Undertaking	<a href="#">Schedule E-1- Owner's Undertaking</a> <sup>4</sup>	
Schedule B - Geotechnical	<a href="#">Schedule B - Geotechnical</a> <sup>5</sup> signed and sealed by a Professional Engineer for any geotechnical work proposed. See additional information listed at the end of this checklist.	
Schedule B - Structural	<a href="#">Schedule B - Structural</a> <sup>5</sup> signed and sealed by a Professional Engineer for any structural work proposed. See additional information listed at the end of this checklist.	

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

<b>Document Title</b>	<b>Details</b>	<b>Notes</b>
Development Data Summary (Zoning Analysis)	Indicate permitted/required and proposed for: <ul style="list-style-type: none"> <li>• Floor area (include breakdown of floor totals)</li> <li>• Setbacks (front yard, side yard, etc.)</li> <li>• And if applicable:</li> <li>• Decks, enclosed parking, etc.</li> </ul>	To be located on the cover sheet of the drawing sets.
Site Plan	See site plan requirements listed at the end of this checklist.	

Floor Plans	See floor plan requirements listed at the end of this checklist.	
Roof Plans	<ul style="list-style-type: none"> <li>Indicate roof slopes</li> </ul>	Separate roof plan required - NOT to be combined with floor plans.
Elevations	See elevations requirements listed at the end of this checklist.	
Cross Sections and Structural Details	See Construction Detail/Cross Sections requirements listed at the end of this document.	More than one cross section may be required, particularly if the lot is sloped.
Floor Space Ratio Statement	Floor area overlays with dimensions and calculations.	
Site Coverage and Impermeable Material Site Coverage Plan	<p>Site Coverage and Impermeable Material Site Coverage Plan must include the following:</p> <ul style="list-style-type: none"> <li>Scale not less than 1/8" = 1'0"</li> <li>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 Impermeable Material Site Coverage statement (maximum and proposed)</li> <li>Site Coverage Statement</li> </ul>	Indicated on site coverage and impermeable material site coverage plan.
Structural Drawings	Professional Seal and Signature Required. See additional information listed at the end of this checklist.	
Survey Plan	<p>Professional Seal and Signature Required. See additional information listed at the end of this checklist.</p> <p>For proposed driveways from a street, contact the <a href="#">Development and Building Services Centre</a><sup>6</sup> for Zoning and Development By-law requirements. (A streetscape plan may be required.)</p>	

### Landscape documents required

Document Title	Details	Notes
Arborist Report	<p>A report prepared by an ISA Certified Arborist to assess existing trees either for retention or removal.</p> <p>Report to include details of existing site trees, adjacent trees (as noted on the survey) and relevant comments as noted in the <a href="#">Protection of Trees By-law</a><sup>7</sup>, Section 7.2.</p>	Not required for applications without site or adjacent trees that are not protected by Protection of the Trees By-law.
Landscape Letter of Assurance (LOA)	A signed arborist letter of assurance.	Required if work is proposed within the critical root zone.
Landscape Letter of Consent (LOC)	A letter signed by the neighbour confirming their consent to remove a tree which is either shared or neighbor-owned, that is protected by the Protection of Trees By-law, is proposed to be removed.	

### Additional documents that may be required – City staff will advise

Document Title	Details	Notes
Schedule B - Architectural	<a href="#">Schedule B - Architectural</a> <sup>5</sup> signed and sealed by a registered Professional for any structural work proposed. See additional information listed at the end of this checklist.	City staff will advise if required.
Geotechnical Report	<p>Required 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.</p> <p>A signed statement from the Structural Engineer must be on the plans, indicating that they have read the Geotechnical report and that the building has been designed to meet the recommendations of that report. The statement must make referenceto the Report number, the date the report was made and the name and firm of the Geotechnical Engineer.</p>	City staff will advise if required.
Title Search	<p>A current title search from the Land Title Office, for each parcel involved in the proposal. 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</li> </ul> <p>(Except financial charges) and advising whether the charges are affected by the proposal.</p>	City staff will advise if required.

### Other non-document requirements

Document Title	Details	Notes
Registered Covenant	Construction of a laneway house requires a registered covenant be placed against the property title, prohibiting strata titling. This process is initiated by City staff; however, a permit will not be issued until the covenant is fully registered at the Land Title Office.	

## 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

### Construction Detail/Cross Sections Requirements:

- Stair dimensions (width, rise, run, number of risers) 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)
- Indicate construction of wall assemblies including insulation, vapour barriers, damp proofing, water proofing details and fire/sound separations where required
- Details of vaulted areas and adjacent attic spaces
- Bay window, window seat and window well details
- Crawl space details, showing ventilation requirements and access including size of access door
- 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
- For attached carports/garages - detail of fire/smoke/gas barrier, door closures & weather stripping
- 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
- Details of pony walls that need reinforcement to withstand lateral movement
- Sheathing and strapping details If concrete roof tiles are being used
- Shear walls should be cross referenced on the floor plan (indicated by highlighting which walls are shear walls)
- Seismic note signed and sealed by a Professional Engineer
- Include Rainscreen details – refer to: Rainscreen Design And Inspection For Single Detached House or Duplex [Bulletin 2009-009-BU](#)<sup>8</sup>

### Elevation Plan Requirements:

- Required for principle and accessory - all four elevations(front, rear and two sides)
- Exterior cladding - finish details and material of exterior
- Floor levels elevations indicated as well as height above and below finished grade (basement/cellar heights) including below grade patio and window wells
- Elevation at the top of wall under the eaves is required to calculate exposed building face
- Proposed building envelope-primary and secondary
- 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
- Horizontal Datum Plane (Required for RS-6 & RS-7)
- Roof pitch and roofing material
- Peak height
- Spatial Calculations – including between the Main house and Laneway house
- Guy wire and anchor location (where applicable)

### Floor Plan requirements:

- Scale not less than 1/4" = 1' 0" (1:50)
- Required for principal and accessory buildings
- Indicate all floor dimensions (to be taken from the foundation walls and to the face of cladding of the building)
- 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
- Highlight shear walls and cross reference with specific details
- Indicate plumbing fixtures
- For flat roof/roof deck areas, show location of all plumbing vents
- 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
- For floors that have sloped ceiling, see notes under cross section
- Indicate location and dimensions of any chimneys including vents, bay windows, air conditioning units and/or condensing units, all mechanical equipment

### Site Plan Requirements:

- Legal Description and north arrow
  - Street names, location and dimension of lanes
  - Dimension of site
  - Indicate the setback from the property line to the foundation walls, and to the face of cladding, including front, rear and side yards
  - Indicate limiting distance
  - 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
  - Indicate location proposed driveways from a street
  - Indicate slab elevation and all floor elevations of the principal building
  - Existing and finished grades levels at each corner of the proposed principal building
  - Indicate the location of any window wells and/or patios wells
  - Indicate the location of trees and tree barriers, refer to the Protection of Trees By-law 9958.
  - Existing and finished grades levels at the four corners of the proposed accessory building and two grade levels at the centerline of the lane adjacent to the proposed accessory building
  - Any right-of-ways, registered easement or encroachments are to be indicated
  - Indicate ultimate property lines
  - Proposed accessory building slab elevation (Bulletin 92-05)
  - Public Sewer and Water Connection Information notes and stickers must be attached to the site plans
- Continued on next page

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- Public water, storm and sanitary services with sizes and dimensions to the property line
- Indicate the location of storm sump(s)
- Invert (bottom of pipe) elevations of the storm and sanitary connections
- Water pressures
- Plumbing fixture restrictions (complete "Fixture Restriction Pumping Requirements" table)
- Location of Gas (contact Fortis for location). It is the Owners/Applicants responsibility to ensure that the Gas service does not conflict with your proposed Sewer and Water services.

#### Survey Plan Requirements:

Survey Plan prepared by a BC Registered Land Surveyor, certified correct with digital seals and signatures, within six (6) months of application date, and include the following:

- Scale not less than 1/20" = 1'0"
- 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 yard setback of the two adjacent sites on each side of the proposed building(s) as well as side yard setbacks (based on Zoning & Development Bylaw requirements)
- 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)
- If rear yard compatibility is being used, the rear yard setbacks of the buildings on the adjacent sites are required
- 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
- Indicate location of existing street crossings
- Indicate existing grades at the top and bottom of all retaining walls at 3 metre (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 accessory building envelope
- Indicate 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)
- 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, 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 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 metre (10'0") increments, provide the centre line elevation of all tree(s), lane(s) and/or registered right-of-ways, as well as sidewalk(s), curb(s) and gutter(s) at 3 metre (10'0") increments
- Indicate location of all existing trees, refer to the [Protection of Trees By-law 9958](#)<sup>7</sup>
- Indicate location, height & diameter of all stumps 20cm (8") caliper or greater

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

2 <https://vancouver.ca/files/cov/dev-build-outright-1and2family.pdf>

3 <https://vancouver.ca/files/cov/ghg-calculator-for-large-homes.xlsx>

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

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

6 <https://vancouver.ca/home-property-development/contact-development-buildings-services-centre.aspx>

7 <https://vancouver.ca/your-government/protection-of-trees-bylaw.aspx>

8 <https://vancouver.ca/files/cov/2009-009-rainscreen-design-and-inspection-for-one-and-two-family-dwellings.pdf>