

**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.

Reference documents to prepare your design and application:

1. [RA-1 district schedule](#)<sup>3</sup>
2. [Southlands RA-1 guidelines](#)<sup>4</sup>
3. [Clustering of buildings near road intersections – RA-1 district](#)<sup>5</sup>
4. [Grades, filling and drainage – RA-1 district](#)<sup>6</sup>
5. [Height Relaxation – RA-1 district](#)<sup>7</sup>
6. [Perimeter landscape – RA-1 district](#)<sup>8</sup>
7. [Stables – RA-1 district](#)<sup>9</sup>
8. [Flood plain standards and requirements](#)<sup>10</sup>

**Documents required**

Document Title	Details
Application Form	<ul style="list-style-type: none"> <li>• <a href="#">Development and/or Building Application Form</a><sup>11</sup></li> </ul>
ALC Confirmation Letter per Sec. 23(1) ALC Act	<ul style="list-style-type: none"> <li>• Visit <a href="#">Provincial Agricultural Land Commission (ALC)</a><sup>23</sup> for more information</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>12</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>13</sup></li> </ul> <p>Visit <a href="#">Province of BC's Site Identification</a><sup>14</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	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>15</sup> . For more information, visit the <a href="#">Protection of Trees</a> <sup>16</sup> webpage.  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.
Arboricultural Letter of Assurance (LOA)	Required when there is proposed work within the 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.
Arboricultural Neighbouring Owner Letter of Consent	Required for proposals to remove a protected size tree that is neighbor-owned or is a shared tree. 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>17</sup> webpage.
Subdivision Plan	Required if the property is being subdivided as part of the development proposal.

## Drawings required

Drawing Title	Details
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>Drainage plan, if applicable</li> </ul>
Flood Proofing Design	<ul style="list-style-type: none"> <li>All new buildings and/or additions in the RA-1 district to be designed to meet the guidelines set out by the Province of BC and City of Vancouver.</li> </ul> Review <a href="#">Flood Plain Standards and Requirements</a> <sup>18</sup> for more information.
Filling and Drainage Plan	<ul style="list-style-type: none"> <li>Prepared and certified by a Professional Engineer registered in the Province of BC</li> </ul> Review <a href="#">Grades, Filling, and Drainage – RA-1 District</a> <sup>19</sup> and <a href="#">Section 10 of the RA-1 Guidelines</a> <sup>20</sup> for more information.
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 meters 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	May be submitted directly to the Project Coordinator after intake. <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>21</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>

<b>Drawings required, continued</b>	
<b>Drawing Title</b>	<b>Details</b>
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>
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>
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>
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>
Drawn Streetscape Analysis	<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>
Context and Streetscape Photos	<ul style="list-style-type: none"> <li>• Photos showing the relationship of the proposed building(s) to surrounding development at the front, rear, and sides</li> <li>• Photos of the streetscape linked together in a montage (comparable in size to the drawn streetscape)</li> </ul>

<b>Additional drawings or items that may be required</b>	
<b>Drawing Title</b>	<b>Details</b>
Accessory Building drawings (garage or carport)	<p>Review <a href="#">Construction of Detached Garage or Carport</a><sup>22</sup> for more information and sample drawings.</p> <p>For corner-flanking lots, view <a href="#">Section 10.4</a><sup>23</sup> of the Zoning and Development By-law for setback requirements.</p>
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> <p>Review <a href="#">Floor Area Exclusions for Improved Building Performance</a><sup>24</sup> for more information.</p>
Model	If applicable, as determined by the assigned Planner.

## Statements Required

Statement	Details																																																								
Technical Data Summary (Zoning Analysis)	<p>Cover Sheet on the drawings with project statistics provided, including but not limited to:</p> <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" data-bbox="289 340 1520 1003"> <thead> <tr> <th data-bbox="289 340 812 386">Site</th> <th data-bbox="812 340 1097 386">Dimension (Total Area)</th> <th data-bbox="1097 340 1377 386">Permitted or Required</th> <th data-bbox="1377 340 1520 386">Proposed</th> </tr> </thead> <tbody> <tr> <td data-bbox="289 386 812 432">FSR Total</td> <td data-bbox="812 386 1097 432"></td> <td data-bbox="1097 386 1377 432"></td> <td data-bbox="1377 386 1520 432"></td> </tr> <tr> <td data-bbox="289 432 812 478">FSR Total above grade</td> <td data-bbox="812 432 1097 478"></td> <td data-bbox="1097 432 1377 478"></td> <td data-bbox="1377 432 1520 478"></td> </tr> <tr> <td data-bbox="289 478 812 525">Floor area of each floor (basement/main/upper)</td> <td data-bbox="812 478 1097 525"></td> <td data-bbox="1097 478 1377 525"></td> <td data-bbox="1377 478 1520 525"></td> </tr> <tr> <td data-bbox="289 525 812 571">Front Yard</td> <td data-bbox="812 525 1097 571"></td> <td data-bbox="1097 525 1377 571"></td> <td data-bbox="1377 525 1520 571"></td> </tr> <tr> <td data-bbox="289 571 812 617">Side Yard (N/S/E/W)</td> <td data-bbox="812 571 1097 617"></td> <td data-bbox="1097 571 1377 617"></td> <td data-bbox="1377 571 1520 617"></td> </tr> <tr> <td data-bbox="289 617 812 663">Side Yard (N/S/E/W)</td> <td data-bbox="812 617 1097 663"></td> <td data-bbox="1097 617 1377 663"></td> <td data-bbox="1377 617 1520 663"></td> </tr> <tr> <td data-bbox="289 663 812 709">Rear Yard</td> <td data-bbox="812 663 1097 709"></td> <td data-bbox="1097 663 1377 709"></td> <td data-bbox="1377 663 1520 709"></td> </tr> <tr> <td data-bbox="289 709 812 756">Building Height</td> <td data-bbox="812 709 1097 756"></td> <td data-bbox="1097 709 1377 756"></td> <td data-bbox="1377 709 1520 756"></td> </tr> <tr> <td data-bbox="289 756 812 802">Building Depth</td> <td data-bbox="812 756 1097 802"></td> <td data-bbox="1097 756 1377 802"></td> <td data-bbox="1377 756 1520 802"></td> </tr> <tr> <td data-bbox="289 802 812 848">Site Coverage</td> <td data-bbox="812 802 1097 848"></td> <td data-bbox="1097 802 1377 848"></td> <td data-bbox="1377 802 1520 848"></td> </tr> <tr> <td data-bbox="289 848 812 894">Impermeable Material Site Coverage</td> <td data-bbox="812 848 1097 894"></td> <td data-bbox="1097 848 1377 894"></td> <td data-bbox="1377 848 1520 894"></td> </tr> <tr> <td data-bbox="289 894 812 940">Deck Area</td> <td data-bbox="812 894 1097 940"></td> <td data-bbox="1097 894 1377 940"></td> <td data-bbox="1377 894 1520 940"></td> </tr> <tr> <td data-bbox="289 940 812 987">Covered Porch</td> <td data-bbox="812 940 1097 987"></td> <td data-bbox="1097 940 1377 987"></td> <td data-bbox="1377 940 1520 987"></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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## 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://bylaws.vancouver.ca/zoning/zoning-by-law-district-schedule-ra-1.pdf>

<sup>4</sup> <https://guidelines.vancouver.ca/S004.pdf>

<sup>5</sup> <https://bylaws.vancouver.ca/bulletin/C002.pdf>

<sup>6</sup> <https://bylaws.vancouver.ca/bulletin/G001.pdf>

<sup>7</sup> <https://bylaws.vancouver.ca/bulletin/H004.pdf>

<sup>8</sup> <https://bylaws.vancouver.ca/bulletin/P008.pdf>

<sup>9</sup> <https://bylaws.vancouver.ca/bulletin/S002.pdf>

<sup>10</sup> <https://guidelines.vancouver.ca/F014.pdf>

<sup>11</sup> <https://vancouver.ca/files/cov/dev-build-app-form.pdf>

<sup>12</sup> <https://vancouver.ca/files/cov/rental-declaration-form.pdf>

<sup>13</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>14</sup> <https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/site-identification>

<sup>15</sup> <https://bylaws.vancouver.ca/9958c.PDF>

<sup>16</sup> <https://vancouver.ca/your-government/protection-of-trees-bylaw.aspx>

<sup>17</sup> <https://vancouver.ca/your-government/protection-of-trees-bylaw.aspx>

<sup>18</sup> <https://guidelines.vancouver.ca/F014.pdf>

<sup>19</sup> <https://bylaws.vancouver.ca/bulletin/G001.pdf>

<sup>20</sup> <https://guidelines.vancouver.ca/S004.pdf#page=12>

<sup>21</sup> <https://bylaws.vancouver.ca/bulletin/bulletin-floor-area-calculation-tracing-overlay.pdf>

<sup>22</sup> <https://vancouver.ca/files/cov/garage-guide-and-submission-checklist.pdf>

<sup>23</sup> <https://bylaws.vancouver.ca/zoning/zoning-by-law-section-10.pdf>

<sup>24</sup> <https://bylaws.vancouver.ca/bulletin/bulletin-floor-area-exclusion-improved-building-performance.pdf>

<sup>25</sup> <https://www.alc.gov.bc.ca/alc/content/home>