

**DEVELOPMENT, BUILDINGS, & LICENSING**

**A Sewer/Water (SW) application is a prerequisite for the Development/Building (DB) application for the construction of a single detached house or duplex. A DB application will not be accepted if the SW application has not submitted.**

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

To submit your Development and Building application, 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(s) separately from all other drawings; and
5. Submit an individual file for each individual document (e.g. schedule, form, report, etc.)

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

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.

Documents required	
Document Title	Details
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>
Green House Gas (GHG) Calculator Checklist	For single detached houses in RS zones with a floor area ≥325 m <sup>2</sup> (~3,500 sq. ft.). Completed and signed by an Energy Advisor. Visit <a href="http://cacea.ca">http://cacea.ca</a> for a list of qualified energy advisors. Visit <a href="#">Energy requirements for new single family and 1-3 storey homes</a> <sup>3</sup> . Expand “Models and Checklists”. Open the relevant version of the “New Homes Energy Checklist”. Refer to the following tabs at the bottom of the spreadsheet: <ol style="list-style-type: none"> <li>1. “GHG Calculator FAQ”</li> <li>2. “GHG Calculator Checklist”</li> </ol>
Homeowner Protection Form	Valid Builder License is required. Prior to issuance of the City of Vancouver Development and Building Permit, registration of the new home with BC Housing is required. Visit <a href="https://www.bchousing.org">https://www.bchousing.org</a> for more information.
Pre-Permit Energy Checklist	Completed and signed by an Energy Advisor. Visit <a href="http://cacea.ca">http://cacea.ca</a> for a list of qualified energy advisors. Visit <a href="#">Energy requirements for new single family and 1-3 storey homes</a> <sup>4</sup> . Expand “Models and Checklists”. Open the relevant version of the “New Homes Energy Checklist”. Refer to the “Pre Permit Checklist” tab at the bottom of the spreadsheet.
Schedule E-1	<a href="#">Schedule E-1- Owner’s Undertaking Letter</a> <sup>5</sup>
Schedule B - Geotechnical	<a href="#">Schedule B - Geotechnical</a> <sup>6</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>7</sup> signed and sealed by a Professional Engineer for any structural work proposed. See additional information in the “General Notes” section listed at the end of this checklist
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>8</sup> . For more information, visit the <a href="#">Protection of Trees</a> <sup>9</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 protected size tree. For more information, visit the <a href="#">Protection of Trees</a> <sup>10</sup> webpage.

Building Envelope Letter, if applicable	<p>Required if applying for Floor Area Exclusions for Exterior Wall Thickness, found in <a href="#">Section 10<sup>11</sup></a> of the Zoning and Development By-law.</p> <ul style="list-style-type: none"> <li>A letter from a Building Envelope Consultant. Wall assembly details and other items may be required.</li> </ul> <p>Review <a href="#">Floor Area Exclusions for Improved Building Performance<sup>12</sup></a> for more information.</p>
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**Drawings required - Scale not less than 1/4" = 1'0" (1:50) unless otherwise noted.**

Drawings Title	Details
Development Data Summary (Zoning Analysis)	<p>Required on the drawings.</p> <p>A table or statement that indicates the permitted or minimum required vs proposed for the following:</p> <ul style="list-style-type: none"> <li>Site area</li> <li>Floor area total (overall and, if applicable, above-grade)</li> <li>Floor area per floor</li> <li>Setbacks (front yard, side yards, rear yard)</li> <li>Building depth</li> <li>Building height</li> <li>Decks</li> <li>Covered porches</li> <li>Site coverage</li> <li>Impermeable Material site coverage</li> <li>Parking</li> </ul>
Site Plan	<p>Scale not less than 1/8" = 1'-0" (1:50). Refer to the "Drawing Details" section below.</p> <p>Note: For proposed driveways from a street, contact the <a href="#">Development and Building Services Centre<sup>13</sup></a> for Zoning and Development By-law requirements. A streetscape plan may be required.</p>
Floor Plan(s)	Refer to the "Drawing Details" section below.
Roof Plan	<p>Separate roof plan required – do not combine with floor plans.</p> <p>Refer to the "Drawing Details" section below.</p>
Elevations	Refer to the "Drawing Details" section below.
Cross Sections and Structural Details	<p>More than one cross section may be required, particularly if the lot is sloped.</p> <p>Refer to the "Drawing Details" section below.</p>
Floor Space Ratio Statement	<p>Include floor area overlays with dimensions and calculations.</p> <p>Refer to the "Drawing Details" section below.</p>
Site Coverage and Impermeable Material Site Coverage Plan	Scale not less than 1/8" = 1'-0" (1:50). Refer to the "Drawing Details" section below.
Structural Drawings	Professional seal and signature required. See "General Notes" section below for instructions.
Survey Plan	Refer to the "Drawing Details" section below for further instructions.

**If a Demolition is part of your application**

Document Title	Details
Contractor Declaration for Demolition or Deconstruction	<a href="#">Contractor Declaration for Demolition or Deconstruction<sup>14</sup></a>
Rental Declaration	<a href="#">Rental Declaration Form<sup>15</sup></a>
Qualified Professional Declaration for Salvage & Abatement of Buildings	<p><a href="#">Qualified Professional Declaration for Salvage &amp; Abatement of Buildings<sup>16</sup></a></p> <p>Professional Seal and Signature Required. See additional information listed at the end of this checklist.</p>
Recycling & Reuse Plan For Green Demolition & Wood Salvage	<p><a href="#">Recycling &amp; Reuse Plan For Green Demolition &amp; Wood Salvage<sup>17</sup></a></p> <p>1. For demolition/deconstruction of a single detached house or duplex building, as required under the <a href="#">Green Demolition By-law No. 11023<sup>18</sup></a>; or</p> <p>2. As a condition of Rezoning Approval</p>
Schedule B - Architectural	<p><a href="#">Schedule B - Architectural<sup>19</sup></a> signed and sealed by Registered Professional for any structural work proposed. See additional information listed at the end of this checklist.</p> <p>City staff will advise if required.</p>
Geotechnical Report	<p>Required if 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</p>

	reference to the Report number, the date the report was made and the name and firm of the Geotechnical Engineer. City staff will advise if required.
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Additional items that may be required	
Document Title	Details
Title Search	A current title search from the Land Title Office, for each parcel involved in the proposal.  If there are charges on the land title, a written charge summary by a solicitor describing each charge on title (except financial charges) and advising whether the charges are affected by the proposal  City staff will advise if required.
Character Merit Assessment	<a href="#">Character Merit Assessment</a> <sup>20</sup> of structures built before 1940.
Registered Covenant	Construction of a house with a secondary suite or lock off suite 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
<p><b>Professional Seal and Signature Requirements:</b></p> <p>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.</p> <p>For more information on how to add a digital signature, refer to the <a href="#">Electronic Permit Applications</a><sup>21</sup> page.</p>

Drawing detail requirements
<p><b>CONSTRUCTION DETAIL/CROSS SECTIONS</b></p> <ul style="list-style-type: none"> <li>• Stair dimensions (width, rise, run, number of risers) height of guards, handrails and guardrails)</li> <li>• Ceiling height of crawl spaces and all habitable floors (floor to ceiling)</li> <li>• Height of all half storeys or dormers where floor area has a minimum ceiling height of 4 feet (1.2m)</li> <li>• Indicate construction of wall assemblies including insulation, vapour barriers, damp proofing, water proofing details and fire/sound separations where required</li> <li>• Details of vaulted areas and adjacent attic spaces</li> <li>• Bay window, window seat and window well details</li> <li>• Crawl space details, showing ventilation requirements and access including size of access door</li> <li>• Lintel, beam, joist and stud sizes including spacing and lumber grade</li> <li>• Prefabricated roof trusses/Laminated wood or steel beams Certified by a Professional Engineer registered in British Columbia</li> <li>• Details of prefabricated fireplaces/chimneys (CSA approved)</li> <li>• Details of factory built homes in accordance with CSA Standard CAN/CSA-A277 including CSA label</li> <li>• For attached carports/garages - detail of fire/smoke/gas barrier, door closures &amp; weather stripping</li> <li>• Shear wall details (w/plywood or OSB as part of assembly) continuous from the foundation to roof top including hold-down details and nailing patterns</li> <li>• Details of pony walls that need reinforcement to withstand lateral movement</li> <li>• Sheathing and strapping details if concrete roof tiles are being used</li> <li>• Shear walls should be cross referenced on the floor plan (indicated by highlighting which walls are shear walls)</li> <li>• Seismic note signed and sealed by a Professional Engineer</li> <li>• Include Rainscreen details – refer to: Rainscreen Design And Inspection For Single Detached House and Duplex <a href="#">Bulletin 2009-009-BU</a><sup>22</sup></li> </ul>

<p><b>SITE COVERAGE AND IMPERMEABLE MATERIAL SITE COVERAGE PLAN REQUIREMENTS</b></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> </ul>
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<p><b>SITE PLAN REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Scale not less than 1/8" = 1'0"</li> <li>• Legal Description and north arrow</li> <li>• Street names, location and dimension of lanes</li> <li>• Dimension of site</li> <li>• Indicate the setback from the property line to the foundation walls and to the face of cladding, including front, rear and side yards</li> <li>• Indicate limiting distance</li> <li>• Indicate location of all window seats, bay windows and/or chimneys</li> <li>• Building dimensions – this includes principal building and any accessory buildings</li> <li>• Indicate access to parking, width of access and the number of parking spaces provided</li> <li>• Indicate location proposed driveways from a street</li> <li>• Indicate slab elevation and all floor elevations of the principal building</li> <li>• Existing and finished grades levels at each corner of the proposed principal building</li> <li>• Indicate the location of any window wells and/or patios wells</li> <li>• Indicate the location of trees and tree barriers, refer to the Protection of Trees By-law 9958.</li> <li>• Indicate the location of new tree requirements as per section 2.2.1 of the R1-1 By-law <sup>23</sup></li> <li>• 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 building</li> <li>• Any right-of-ways, registered easement or encroachments are to be indicated</li> <li>• Indicate ultimate property lines</li> <li>• Proposed accessory building slab elevation (Bulletin 92-05)</li> <li>• Public Sewer and Water Connection Information notes and stickers must be attached to the site plans</li> <li>• Public water, storm and sanitary services with sizes and dimensions to the property line</li> </ul>
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- 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 service

## 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
- Roof pitch and roofing material
- Peak height
- Spatial Calculations
- 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

## 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 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)
- 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>24</sup>](#)
- Indicate location, height & diameter of all stumps 20cm (8") caliper or greater

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

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

<sup>3</sup> <https://vancouver.ca/home-property-development/energy-efficiency-requirements-and-resources-for-homes.aspx>

<sup>4</sup> <https://vancouver.ca/home-property-development/energy-efficiency-requirements-and-resources-for-homes.aspx>

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

<sup>6</sup> <https://vancouver.ca/files/cov/schedule-b-assurance-professional-design-field-review-building-bylaw-2019.pdf>

<sup>7</sup> <https://vancouver.ca/files/cov/schedule-b-assurance-professional-design-field-review-building-bylaw-2019.pdf>

<sup>8</sup> <https://bylaws.vancouver.ca/9958c.pdf>

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

<sup>10</sup> <https://vancouver.ca/your-government/protection-of-trees-by-law.aspx>

<sup>11</sup> <https://bylaws.vancouver.ca/zoning/zoning-by-law-section-10.pdf>

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- <sup>12</sup> <https://bylaws.vancouver.ca/bulletin/bulletin-floor-area-exclusion-improved-building-performance.pdf>
  - <sup>13</sup> <https://vancouver.ca/home-property-development/contact-development-buildings-services-centre.aspx>
  - <sup>14</sup> <https://vancouver.ca/files/cov/contractor-declaration-for-demolition-or-deconstruction.pdf>
  - <sup>15</sup> <https://vancouver.ca/files/cov/rental-declaration-form.pdf>
  - <sup>16</sup> <https://vancouver.ca/files/cov/qualified-professional-declaration-form-salvage-abatement-permit.pdf>
  - <sup>17</sup> <https://vancouver.ca/files/cov/green-demolition-recycling-reuse-plan.pdf>
  - <sup>18</sup> <https://bylaws.vancouver.ca/11023c.pdf>
  - <sup>19</sup> <https://vancouver.ca/files/cov/schedule-b-assurance-professional-design-field-review-building-bylaw-2019.pdf>
  - <sup>20</sup> <https://vancouver.ca/home-property-development/character-merit-assessment.aspx>
  - <sup>21</sup> <https://vancouver.ca/home-property-development/electronic-permit-applications.aspx>
  - <sup>22</sup> <https://vancouver.ca/files/cov/2009-009-rainscreen-design-and-inspection-for-one-and-two-family-dwellings.pdf>
  - <sup>23</sup> <https://bylaws.vancouver.ca/zoning/zoning-by-law-district-schedule-r1-1.pdf>
  - <sup>24</sup> <https://vancouver.ca/your-government/protection-of-trees-bylaw.aspx>