



## Awning Permit

**No.: PERMITS-15**  
**Date: 1998-07-27**  
**Revised: 2019-05-17**

### Purpose:

To inform the public of changes to the City's processing procedure for "awning" building permit applications.

### Background:

The Building Approvals Department is reviewing how we do business and, in particular, how we can provide better customer service. One such area is in processing building permit applications for awnings.

### Implementation:

- Effective immediately, when a building permit application for an awning is submitted, staff will undertake a building permit review at the front counter.  
The following information must be shown on the drawings:
  - (a) A site plan showing the location of the building(s), awning(s), location of firewalls (if applicable), property line(s), and the north arrow;
  - (b) Dimensions showing the width, length, and height of the awning(s);
  - (c) A Professional Engineer's signature and seal on the structural drawings and all necessary Letters of Assurance (Schedules B, E with insurance certificate, and F).
- Upon receipt of a complete building permit application (including plans, Letters of Assurance, and application forms which indicate compliance with the Code and applicable bylaws), a building permit may be issued at the front counter.

**Note:** "Awning" is defined as a structural member or frame attached and cantilevered from the exterior building face.

Should you have any questions, comments, or suggestions concerning this bulletin, please reference the Bulletin Number and email [building@richmond.ca](mailto:building@richmond.ca) or call the Building Approvals General Inquiries line at 604-276-4118.