



**Permit Application Requirements  
(Single/Two Family Dwellings)**

**No.: PERMITS-57**  
**Date: 2015-09-08**  
**Revised: 2016-04-05**

**Purpose:**

To provide applicants of required information to be submitted with application for building permit for single and two family dwellings.

**Implementation:**

In addition to the plans and supporting documentation as required by Richmond Building Regulation Bylaw 7230 and Zoning Bylaw 8500, effective September 8, 2015, applications for plan review are to include the following information:

**A. Documentation Requirements**

**1. Administration Items**

- a) Letter of authorization from Owner or Owner's Agent
- b) Homeowner Protection Office (HPO) form
- c) Confirmation of insurance coverage by a registered professional (Schedule E)
- d) Owner's undertakings (Schedule F)
- e) Contractor's business license
- f) Two (2) complete drawing sets
  - i) Drawings must be to scale
  - ii) Drawings must be clearly dimensioned
  - iii) Site plan
  - iv) Plans show heights and areas
  - v) Building sections
  - vi) Sections showing interior ceiling heights
  - vii) Section showing all interior void spaces
  - viii) Energy details and calculations
  - ix) Site survey
  - x) Elevations
  - xi) Construction details
  - xii) Elevations must show proposed vertical building height

**2. Lot Services**

- a) Indicate location of driveway as new, existing or relocated
- b) Indicate location of water service
- c) Indicate location of sanitary sewer or septic tank
- d) Indicate location of storm sewer or ditch

**3. Soil Conditions**

- a) Provide soil report if necessary
- b) Confirmation of insurance coverage by a registered professional (Schedule E)
- c) Indicate methane gas / hog fuel amount
- d) Soils compaction report if required

see over →

#### **4. Property Information**

- a) Provide legal description of lot
- b) Indicate rights-of-way (ROW) / easements / services
- c) Indicate Environmentally Sensitive Areas (ESA) if applicable
- d) Provide Riparian Management Area (RMA) if applicable

#### **B. British Columbia Building Code Compliance**

##### **1. BCBC Part 9 Drawings**

- a) Indicate unprotected openings
- b) Provide stair design including riser, width, rails
- c) Provide means of egress including door size, hallway width, number of windows in bedrooms
- d) Indicate smoke and carbon monoxide alarms
- e) Identify safety glass in envelope openings
- f) Secure hot water heater and solar hot water if applicable
- g) Identify heating type for building
- h) Ventilation to comply with BCBC Section 9.32
- i) Energy efficiency to comply with BCBC Section 9.36
- j) Minimum attic access compliance (20" x 28")
- k) Indicate fume separation in garage
- l) Provide construction details including rainscreen and cultured stone
- m) Provide soffit vent note
- n) Provide acoustical engineering report if applicable

##### **2. Structural Drawings**

- a) Provide structural engineering design
- b) Provide geotechnical engineering report if applicable
- c) If no engineer consulted, design is prescribed by Part 9 of BCBC
- d) Provide information on uniform loads across structure and point loads
- e) Identify shear walls, lintels, built-up beam spans, joist spans
- f) Identify strip footing (8" x 20") and pad footings
- g) Indicate large span openings
- h) Provide roof of or truss layout up to 40' span
- i) Indicate bearing pressure less than 800 PSF
- j) Reference geotechnical report (by name and date) if submitted

#### **C. Richmond Bylaw Requirements**

##### **1. Zoning Requirements (see Bulletin PERMITS-56)**

- a) Provide Floor Area Ratio (FAR) calculations including overlay

##### **2. Site Plan (see Bulletin PERMITS-42)**

- a) Indicate property zone or Land-Use Contract

Should you have any questions, comments or suggestions concerning this bulletin please contact either the Supervisor, Permits Section at 604-276-4278 or Supervisor, Building Inspections at 604-276-4354.