



City of Richmond

New Plan Review Application – Commercial, Industrial, Multi-Family, Assembly Projects

Building Approvals Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

richmond.ca

buildingapplications@richmond.ca

Please print (to be filled out **completely** by applicant).

Date: _____

Project Address: _____

Unit No.: _____

Owner: _____

Tel.: _____

Contractor: _____

Tel.: _____

Occupier: _____

Use: _____

Specific Type/Nature of Business

Construction Value/Building: \$ _____

Total No. of Low End Market Rental Units: _____

Total No. of Market Rental Units: _____

Total No. of Moderate Rental Units: _____

Is a new service connection required? Yes (If yes, P.Eng. Design Drawings must be submitted.) No

Drawings/Information Submitted	Rec'd	To be Sub'd	Not Req'd	No. of Copies	Drawings/Information Submitted	Rec'd	To be Sub'd	Not Req'd	No. of Copies
Architectural:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Electrical:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Floor Plan Overlays (pdf format)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Sprinkler/Standpipe:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Legal Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	• Hydraulic Cals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Grades/Trees, RMA Area, ESA Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Landscaping Plans:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Zoning Info on Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Cooking Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Code Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Letters of Assurance:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Site Key Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Owner's Undertaking:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Radon Rough-in Foundation (per BC Building Code 2024)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Equivalency Report:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Soils Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	H.P.O. Form:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Mechanical:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	MENV Site Disclosure Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plumbing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Traffic Mgmt. Plan:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Site Service Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Housing Declaration Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
					Storage of Dangerous Goods, Liquids or Gases				_____
					Underground or Aboveground Storage Tanks <input type="checkbox"/> Yes <input type="checkbox"/> No				_____

Where a professional engineer or architect, registered as such under provincial legislation, has certified that the plans comply with the current BC Building Code and any other applicable enactment, it should be expressly understood that the City has relied on such certification in issuing this permit and is not liable, directly or vicariously, for any damage, loss or expense caused or contributed to by an error, omission or other neglect in relation to its approval of the plans submitted. The issuance of a permit, the review of plans and supporting documents, or inspections by the building inspector or a registered professional are not a guarantee that the development complies with the BC Building Code or other applicable enactments and do not in any way relieve the owner, or his or her agent, from the responsibility of carrying out construction in substantial compliance with the requirements of the BC Building Code, this bylaw and other applicable bylaws of the City.

Applicant: _____

Print

Signature: _____

By signing I am acknowledging the above waiver

Mailing Address: _____

Postal Code

E-mail Address: _____

Tel: _____

Cell: _____

Contact Person or Coordinating Professional: _____

Note: If applicant is not the registered owner of the property, request the "Owner Authorization" letter and have it completed and signed by the owner and return the letter to this Department for review.

For Office Use	Comments
Permit No.:	