



This form is to be fully completed and approved prior to the construction of any new single and two family dwellings and applicable additions.

Electronic Submission? Yes No

Date: _____

Project Information

Project Address: _____

Legal Description:

Plan: _____ Block: _____ Lot: _____

Zone: _____

Property Profile: (Check all that apply)

- Existing Heritage Building Riparian Management Area
- Environmentally Sensitive Area Agricultural Reserve
- Corner Lot Covenants: _____

Existing Building Proposed for Demolition? Yes No

Other Applications Affecting Property:

- Rezoning Subdivision Development Permit
- Development Variance Application Servicing Agreement

Description of Work

Proposed Work:

- New Construction Addition
- Other: _____

Construction Value: _____

Dwelling Type:

- Single Family Dwelling Single Family with Suite
- Secondary Suite Two Family Dwelling
- Accessory Building Garage/Carport
- Other: _____

Applicant Information:

Project Contact Name: _____

Tel: _____

Email: _____

Property Owner(s): (List all names)

Tel: _____

Email: _____

Mailing Address: _____

City: _____ Postal Code: _____

Contractor: _____
(Businesses) Name required prior to permit issuance.

Tel: _____ Bus. Lic. No.: _____

Email: _____

Type of Space/Water Heating:

- Electric Gas Geothermal Solar

Will the building have sprinklers? Yes No

Soils and Tree Information:

Has/will the lot be filled or raised? Yes No

Has/will the fill exceed 0.6m or 2 ft. above grade? Yes No

For agricultural lands, has/will the fill exceed 0.1 ha? Yes No

Will any trees conflict with the new construction? Yes No

Option for Service Design

- By Consultant
- By City + additional fees) – information required on Site Plan:
 - Finished grade at all service connection points (existing and proposed).
 - Driveway offset and width from property line.

This application meets the requirements of the Application Submission and Drawings Checklist.

Applicant's Initials

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, the Building Regulation Bylaw, and other applicable bylaws of the City.

Applicant: _____
Owner's Agent Please Print

Signature: _____
By signing I am acknowledging the above waiver

For Office Use	
Permit No.:	Site Service No.:
Application Fee:	Receipt No.:
Damage Deposit No.:	Damage Deposit Paid: \$



Submission format is to be consistent. Submission material for Electronic Review is to be submitted in digital file format and submission material for paper based review is to be submitted in print format.		FORMAT ACCEPTED	
1	Application Form: All fields must be completed and accurate	PRINT	DIGITAL
2	Letter of Authorization: All fields must be completed and signed by all property owners	PRINT	DIGITAL
3	Zoning Regulation Summary Form (PL-46): All Zoning information must be complete and accurate	PRINT	DIGITAL
4	New Home Registration form: Authorization must be granted by the Homeowner Protection Office	PRINT	DIGITAL
5	Ministry of Environment and Climate Change Strategy Site Disclosure Statement <i>One completed form for all properties</i>	PRINT	DIGITAL
6	Land Title Report <i>Report must be dated within 60 days of application submission</i>	PRINT	DIGITAL
	<input type="checkbox"/> Title Report and copy of all covenants registered on title	PRINT	DIGITAL
7	Letters of Assurance Complete original sets required <i>Required if Registered Professionals on Project</i>	PRINT	DIGITAL
	<input type="checkbox"/> Schedule A: Confirmation of Commitment by Owner and Coordinating Registered Professional (required if more than one Registered Professional on project) <input type="checkbox"/> Schedule B*: Assurance of Professional Design and Commitment for Field Review <input type="checkbox"/> Schedule E*: Confirmation of Insurance Coverage by Registered Professional (no seal required) and Copy of Valid Certificate of Insurance <input type="checkbox"/> Schedule F: Owner's Undertaking (signed by all Owners; no seal required) <i>* Required for each Registered Professional on the project</i>	PRINT	DIGITAL with Certified Digital Seal
8	Energy Step Code Compliance Package <i>Refer to Bulletin Building-38 for Energy Step Code requirements</i>	PRINT	DIGITAL
	<input type="checkbox"/> BC Energy Compliance Report – Pre-Construction Form <input type="checkbox"/> Copy of City of Richmond Business License for Energy Advisor <input type="checkbox"/> Copy of Valid Certificate of Insurance for Energy Advisor <input type="checkbox"/> Confirmation of e-submission of Energy 9.36 documents (EnergyReports@richmond.ca)	PRINT	DIGITAL
9	Soils Condition Report (if applicable) 2 Signed and Sealed Sets for non electronic submissions <i>Refer to Bulletin Building-12 for information on soil types requiring a Soils Report</i>	PRINT	DIGITAL
	Required if soil condition is peat or if more than 0.6m or 2ft. of fill has been deposited: <input type="checkbox"/> Signed and sealed Professional Soils Report <input type="checkbox"/> Signed and sealed Schedule A, in addition to a Schedule B and E, if Registered Professional undertaking responsibility for Soils Report is separate from the Structural Engineer	PRINT	DIGITAL with Certified Digital Seal
10	Legal Topographical Survey 2 Signed and Sealed Sets for non electronic submissions	PRINT	DIGITAL
	<input type="checkbox"/> Survey meets minimum requirements of the Legal Topographic Survey Checklist (see next page) <input type="checkbox"/> If property is on a corner lot, submit an extra copy of the site plan for non electronic applications <input type="checkbox"/> For AG Zones, submit an extra copy of survey for non electronic applications (total of 3 sets)	PRINT	DIGITAL with Certified Digital Seal
11	Architectural Drawings 2 Signed and Sealed Sets for non electronic submissions	PRINT	DIGITAL
	<input type="checkbox"/> Detailed and dimensioned drawings including: coversheet, site plan, floor plans, building sections and details, elevations, and floor area overlays <input type="checkbox"/> Drawings meet minimum requirements of Drawing Checklist (see next page) <input type="checkbox"/> For AG Zone application, submit an extra copy of the site plan for non electronic applications	PRINT	DIGITAL
12	Structural Drawings 2 Signed and Sealed Sets for non electronic submissions	PRINT	DIGITAL
	<input type="checkbox"/> Detailed and dimensioned drawings including: coversheet, framing plan(s), foundation plan(s), and additional details <input type="checkbox"/> Drawings meet minimum requirements of Drawing Checklist (see next page)	PRINT	DIGITAL with Certified Digital Seal



Drawings must be consistently dimensioned in either metric or imperial and all pages must reference the correct property address.
The following items are required to be clearly indicated on the drawings:

Legal Topographical Survey

- Dimensioned survey must indicate grades, trees, legal description and civic address, right-of-ways, watercourse crossing, easements, preload, utilities and services
- All existing structures and buildings (to remain or proposed for demolition) on property, clearly dimensioned
- If applicable, indicate Riparian Management Areas (RMA), Environmentally Sensitive Areas

Architectural Drawings

- Cover Sheet**
 - Scope of work
 - Sheet index
 - Restrictive covenants
 - Vicinity map
 - Building Code summary
 - Abbreviations
 - Contact information for project design team, owner, and developer
- Site Plan** (Please refer to [Bulletins Building-26](#) and [Building-28](#) for AG Zone building permit application requirements)
 - Zoning summary, See [Bulletin Permits-56](#)
 - Dimensioned setbacks
 - Floor area ratio (F.A.R.) calculations
 - Survey information
 - Building area of each floor and combined
 - Utility connections
 - North arrow, right-of-way, easements, creeks
 - Lot area
 - Retaining walls with height
 - All trees
 - Proposed fencing with height
 - All existing buildings (to remain) on property, clearly dimensioned
 - For **Agriculture Zones**, indicate Soil Deposition and Farm Home Plate on a separate page
- Floor Plan(s)**
 - Standard scale: 1/4"
 - Indicate scale on each drawing
 - All exterior and interior rooms and secondary suite area must be clearly labelled and dimensioned
 - Display code compliance issues for all floors
 - Roofing plan with framing layout
 - Clearly reference building section locations on plans
- Building Section(s) and Detail(s)**
 - Rainscreen details (min. 1 1/2" scale)
 - Air barrier details
 - Clearly reference detail keys/callouts on sections
 - Indicate scale on drawing (minimum scale 1/2" for sections; 1" for details)
 - Copy page 1 of BC Energy Compliance Report – Pre-construction Form on sections sheet
- Elevations**
 - Indicate cardinal orientation in drawing title
 - Building envelope, vertical envelope (dotted line)
 - Building materials
 - Windows, door locations, and wall penetration locations
 - Proposed/existing grades with proposed building height
 - Spatial calculations, including limiting distance, % unprotected openings provided and allowed, wall area, width, and height
- Floor Area Overlays**
 - Boxed, dimensioned, and areas totaled
 - Live landscaping calculations
 - Diagram to indicate how F.A.R is achieved
 - In **AG Zones**, include the Fill Plan

Structural Drawings

- Cover Sheet**
 - General notes including seismic design, bearing pressure, specifications, and standard details
 - Reference geotechnical report with preparation date
- Framing Plan(s)**
 - Provide information on uniform loads across structure and point loads
 - Identify shear walls, lintels, built-up beam spans, joist span, large span openings
- Foundation Plan(s)**
 - Identify design and key details, strip footing and pad footings as applicable
 - Include additional specialized plans, i.e. methane barrier system
- Additional Details**
 - Indicate any special features such as foundations, solar panel mountings, roof framing, awnings, balconies monuments, port cochere, etc.



For Single/Two Family Dwellings (New/Additions)

Please ensure that all electronic documents submitted are in PDF format and follow the naming convention outlined below:

Application Documents	
Document Type	Document Name
Application Form	<Project Address> Application Form – Building
Letter of Authorization (from all owners)	<Project Address> Letter of Authorization
Ministry of Environment and Climate Change Strategy Site Disclosure Statement	<Project Address> Site Disclosure Statement – Building
Freehold Transfer (if title changed within 2 months)	<Project Address> Freehold Transfer
Geotechnical Letter/Report (only if being built on peat)	<Project Address> Geotechnical Letter/Report
BC Housing New Home Insurance (prior to issue)	<Project Address> BC Housing – HPO Form
Schedules F, A, B, E, etc. with insurances* (<i>*all schedules should be combined into one PDF document in the order noted above</i>)	<Project Address> Letters of Assurance
Zoning Regulation Summary	<Project Address> Zoning Regulation Summary
Drawings	
Document Type	Document Name
Topographical Survey	<Project Address> Topographical Survey
Architectural Drawings	<Project Address> Architectural
Structural Drawings	<Project Address> Structural
Energy Documents	
Document Type	Document Name
Preconstruction Energy Report	<Project Address> Preconstruction Energy Report
ASHRAE Energy Checklist	<Project Address> ASHRAE Energy Checklist