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Complete this form and submit to the City along with all required documents for any commercial and residential additions and alterations permit.

Part A – Project Information

Project Address: Street Name: _____ Unit Number(s): _____

Legal Description: Plan Number: _____ Block: _____ Lot: _____ Zone: _____

Property Type for the Project: Residential (includes Townhouses and Apartments) Commercial or Industrial

Proposed Use: (Specific Type/Nature of Business) _____

Describe the work to be done: _____

Do you intend to change the current use (Occupancy Type)? Yes No

Will your project affect any of the following? (Choose all that apply.)

- Structural Components
- Non-structural Components
- Cooking Equipment Plan (see Bulletin [BUILDING-14](#))
- Building Systems
- Accessibility Features
- Lot Improvements
- Septic Systems
- Swimming Pools (see Bulletin [BUILDING-49](#))
- Solar Panels (see Bulletin [PERMITS-58](#))
- Other: _____

Will the property contain and store dangerous goods, liquids or gases?

- Yes (see Bulletin [PERMITS-34](#) for general requirements)
- No

Will the project involve any of the following uses? (Choose all that apply)

- Not Applicable
- Food Preparation Facility
- Adding or Legalizing Dwelling Units (Complete the table below for the number of Principle Units and Secondary Suites added):
- Personal Services (e.g. salon, massage, etc.)
- Childcare Facility

Unit Type (By Bedroom)	Number of Dwelling Units
No. of Studio/Bachelor Unit(s)	
No. of 1 Bedroom Unit(s)	
No. of 2 Bedroom Unit(s)	
No. of 3 Bedroom Unit(s)	
No. of 4 Bedroom Unit(s) or More	
No. of 1 Bedroom Secondary Suite(s)	
No. of 2 Bedroom Secondary Suite(s) or More	
Totals	

Will the project involve any of the following uses? Separate plumbing, gas and sprinkler permits are required where applicable. Electrical permits are issued by Technical Safety BC (TSBC).

- Not Applicable
- Sprinkler System
- Plumbing System
- Electrical System
- Gas System
- Mechanical System

Specify an in-progress Application for the Property:

- Not Applicable
- Rezoning
- Subdivision
- Servicing Agreement
- Development (Variance) Permit (DP/DVP) No.: _____

Will the project involve a pre-1990 building with hazardous materials (e.g. asbestos, lead, mercury)?

- Yes (Refer to Submission Requirements) No

Option for Water Service Design:

- Not Required By Consultant By City (Additional fees required)

Part B – Description of Addition or Alteration Proposed

Specify the Proposed Work of your application:

- Addition, specify the approximate value of the entire project: \$ _____
- 1. Will the project increase the Total Floor Area Ratio (FAR) of the building or structure?
 - Yes, state the proposed area: _____ No
 - The addition is 25% or more of the existing building area (check the box if it applies)
- 2. Will any trees conflict with the project?
 - Yes No
- 3. Is the property a corner lot?
 - Yes No
- 4. Is a new service connection required?
 - Yes (P.Eng. Design Drawings must be submitted) No
- 5. Has or will the lots be filled or raised?
 - Yes No
- 6. Has or will the fill exceed 0.6 m (2 ft.) above existing grades?
 - Yes No
- 7. AGRICULTURAL LAND ONLY – Has or will the fill exceed 0.1 ha (1,000 m²)?
 - Yes No
- Alteration, specify the location of the alteration(s) and the approximate construction value:
 - Interior \$ _____ Exterior \$ _____

Part C – Applicant Responsibility and Information

Applicant Information (Required)

Name: _____

Tel: _____ Email: _____

Mailing Address: _____

Property Owner(s) Information (Required)

*Name: (List all names) _____

Tel: _____ Email: _____

*Any changes to the ownership within the past 3 months would require a [Land Title Freehold Transfer Form](#)

Contractor Information

Name: (List all names) _____

Tel: _____ Email: _____

Business Licence 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 Signature: _____ Date: _____
Owner's Agent By signing I am acknowledging the above waiver

For Office Use	
Permit No.:	Application Fee:

Part D – Submission Requirements

NOTE: Submission format is to be **ELECTRONIC ONLY** for Small-Scale Multi-Unit Housing (SSMUHs). Digital submission of drawings, reports, surveys and letters of assurance must be with **CERTIFIED DIGITAL SEAL**.

Submission format is to be ELECTRONIC ONLY for SSMUH	
1	Application Form:
	<input type="checkbox"/> All fields must be completed and accurate.
2	<u>Letter of Authorization:</u>
	<input type="checkbox"/> All fields must be completed and signed by all property owners. <input type="checkbox"/> For individuals: a letter of authorization is required from each property owner who is not the applicant. <input type="checkbox"/> For corporate-owned property: each corporation must provide: 1) a Letter of Authorization from one owner/director listed on the company title; 2) a Notice of Article .
3	<u>Land Title Freehold Transfer Form A:</u>
	<input type="checkbox"/> Required if the property has changed ownership within the last 3 months. <input type="checkbox"/> Complete with specific legal and transferor/transferee information.
4	Land Title Search and Copy of All Registered Restrictive Covenant:
	<input type="checkbox"/> Current title search from the Land Title and Survey Authority for each parcel in the application. <input type="checkbox"/> Report must be dated within 60 days of application submission.
5	<u>Letters of Assurance:</u> Required if Registered Professionals on Project
	<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 (sealed). <input type="checkbox"/> Schedule E*: Confirmation of Insurance Coverage by Registered Professional (no seal required) and copy of valid Certificate of Insurance for each Registered Professional. <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>
6	H.P.O Form:
	<input type="checkbox"/> Detailed project information, including civic/legal address (PID), type of home, construction details (start/completion dates).
7	Equivalency Report:
	<input type="checkbox"/> Alternative Solutions Application Form . <input type="checkbox"/> Report by a Registered Professional documenting the alternative method meets or exceeds the required safety or performance levels of the code. <input type="checkbox"/> Five (5) copies of the report and documentation will be required for applications in hardcopy format. Fee payment will be required following the submission of the alternative solution application.
8	Certificate of Insurance:
	<input type="checkbox"/> Ensure certificate states professional liability, error, omissions, and current coverage limit.
9	Zoning Regulatory Summary Form:
	<input type="checkbox"/> Zoning Regulation Summary Form (PL-46) : All Zoning information must be complete and accurate.
10	Site Disclosure Statement:
	<input type="checkbox"/> Ministry of Environment and Climate Change Strategy Site Disclosure Statement .
11	Legal Topographical Survey: Required when addition is 25% or more than existing building area
	<input type="checkbox"/> Survey meets minimum requirements of the Legal Topographic Survey Checklist (see next page) and Bulletin ENGINEERING-01 for reference.
12	Geotechnical Report: (if applicable)
	<input type="checkbox"/> Signed and sealed Geotechnical 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.

Submission format is to be ELECTRONIC ONLY for SSMUH

13	Soils Condition Report: (if applicable)
	<p>Refer to Bulletin BUILDING-12 for information on soil types requiring a Soils Report. Required if:</p> <ul style="list-style-type: none"> the project is in a peat area; more than 0.6 m or 2 ft. of fill has been deposited; the required soil bearing capacity is more than 1,000 psf. <p><input type="checkbox"/> Signed and sealed Geotechnical Report.</p> <p><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.</p>
14	Hazardous Materials Declaration Form:
	<p><input type="checkbox"/> Required if project involves a pre-1990 building with hazardous materials.</p> <p><input type="checkbox"/> Provide Hazardous Material Declaration Form before permit issuance.</p> <p><input type="checkbox"/> Refer to Bulletin BUILDING-56 for requirements.</p>
15	Specification for Installation for Solar Panel:
	<p><input type="checkbox"/> Refer to Bulletin PERMITS-58 for solar panel submission details.</p>
16	Inter-Municipal Business Licence:
	<p><input type="checkbox"/> Provide your latest Inter-Municipal Business License (IMBL).</p>
17	Strata Approval Letter:
	<p><input type="checkbox"/> Provide your Strata Approval Letter if required.</p>
18	Traffic Management Plan with Application Form:
	<p><input type="checkbox"/> Describe where loading and unloading operations will take place. If cranes need to be erected or large concrete pours are planned, identify where equipment trucks will be staged while waiting to access the site. Ensure equipment and construction materials are not stored on City rights of way.</p>
19	Architectural Drawings:
	<p><input type="checkbox"/> Detailed and dimensioned drawings including: coversheet, site plan, floor plans, building sections and details, elevations, and floor area overlays, including FAR detailed calculation.</p> <p><input type="checkbox"/> Drawings meet minimum requirements of Drawing Checklist (see next page) including Radon Control Requirement for an air barrier and subfloor depressurization system. See Bulletin BUILDING-58 for reference. Include Radon Rough-in and Full Passive Vertical Radon Stack sections with dimensions.</p> <p><input type="checkbox"/> Detailed calculation to prove sufficient parking is available for all Commercial/Industrial businesses. Refer to Zoning Bylaw 8500 – Off-Street Parking & Loading – Section 7.</p>
20	Structural Drawings and Letter: (if applicable)
	<p><input type="checkbox"/> Detailed and dimensioned drawings including: coversheet, framing plan(s), foundation plan(s), and additional details.</p> <p><input type="checkbox"/> Structural Engineer Letter is required if removing an existing wall. Structural engineer to confirm the wall is not loadbearing.</p>
21	Mechanical Drawings: (if applicable)
	<p><input type="checkbox"/> Detailed and dimensioned drawings including coversheet and details per the proposed changes.</p> <p><input type="checkbox"/> Any changes to commercial cooking ventilation, cooking appliance, HVAC, plumbing system within the building would require the Mechanical Drawings.</p>
22	Off-Site/On-Site Civil Drawings: (if applicable)
	<p><input type="checkbox"/> Drawing including existing utilities and proposed offsite civil utilities, including preliminary proposed sizes and locations of water and sewer (storm and sanitary) service connections for review and acceptance by the Engineering Department. Signed and sealed drawings by a Professional Engineer to be submitted. See Bulletin ENGINEERING-01.</p> <p><input type="checkbox"/> Drawing including proposed on-site civil utilities.</p>