



## Apply online for carport or sundeck additions

Delta has a two-step online process to submit your Building Permit application.

**\* Please note, paper and email applications are no longer accepted**

**STEP 1:** Complete the application on DeltaOnline and pay your application fee.

**STEP 2:** Upload the required plans to our ePlan portal and “Submit for Review”.

For a successful upload of plans, it is essential that the My City email account used for the Building Permit application be the same one used for the upload of the plans.

**Your application will only be reviewed once both steps are complete.**

### Getting started:

- Visit [delta.ca](http://delta.ca) to find out information about your property.
- Review the title of the property (**LTSA website**) for land use contracts, rights-of-way, covenants, etc.
- Gather the [building permit submission requirements](#).
  - Confirm that your hired professionals (surveyor, engineers, etc.) are able to provide digitally sealed drawings and reports. When constructing a new dwelling, hard copy applications will not be accepted.
- Submit your application by visiting [deltaonline.ca](http://deltaonline.ca).

**Need more help? Contact or visit the Application Centre!**



604.946.3380




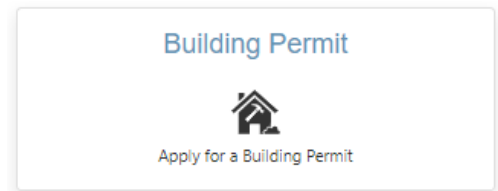
Development Department City of Delta  
4500 Clarence Taylor Crescent  
Delta BC V4K 3E2



[Development@delta.ca](mailto:Development@delta.ca)

# Step 1 – Completing the Online Application

1. Go to [deltaonline.ca](http://deltaonline.ca).
2. Select “Permit and Development Applications” and then “Apply for a Building Permit”. 
3. Review the instructions and click “Continue”.
4. Log-in or register for a MyCity Account.



**Note:** In order to upload your plans in Step 2, you need a MyCity Account linked to your email address. Please be aware that all notifications about the application review and approval will be sent to that email address.

5. Respond to each of the questions in the online application.

## Helpful Tips

- Construction Value means the estimated total costs to the owner for the proposed construction to be completed.
- The Schedule 2 (Owner’s Undertaking) and Schedule 3 (Owner Authorization) must be signed by all owners listed on the title of the property.

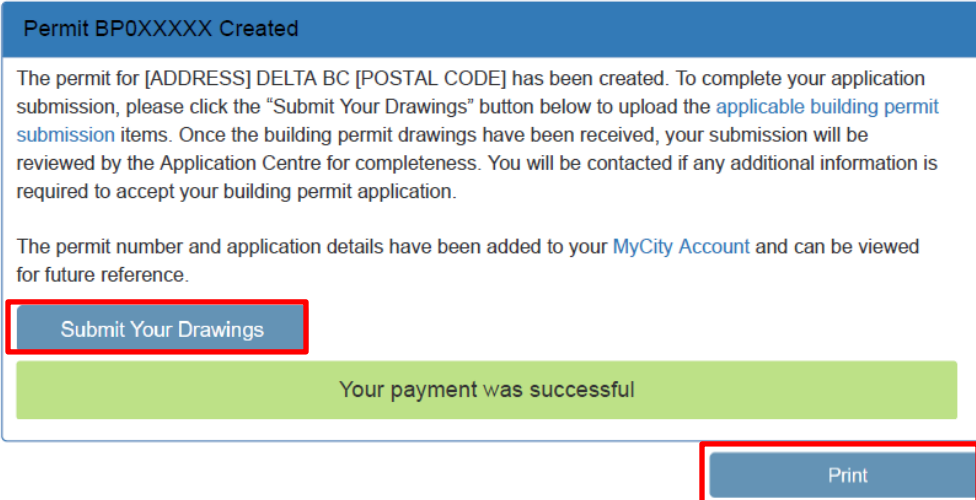
## MyCity Account Registration

Create an account: [MyCity Registration](#)

- Use an email you check often.
- Provide your mailing address.
- Set a secure password.
- Allow up to an hour to receive the verification email.

6. On the Completed Application Page:

- If needed, print your receipt.
- Click “Submit Drawings” to move on to Step 2.



# Step 2 – Uploading to the ePlan Portal

1. Once you click “Submit Your Drawings” (Step 1), you will be taken to your new application within [MyCity](#). Click “View/Submit Plans”.

## FOLDER DETAILS

**Folder Number:**  
BP0XXXXX

**Type:**  
RESIDENTIAL

**Subject:**  
To construct...

**Status:**  
NEW

**View/Submit Plans**

### Plan Review

Project Information | Plan Documents | Review Documents | Approved Documents

**Project**  
BP018728

**Group**  
<None>

**Name**  
4500 CLARENCE TAYLOR  
CRES - To construct a single family dwell...

**Status**  
Plan Submission

**Quick start instructions:**

- \* Use the Browse button to select one or more files
- \* Please order your plans and documents by file name, use '0' padded numbers (e.g., 0001-A-Siteplan.pdf)
- \* Select a Discipline for each file if it is not already selected **Note: naming conventions defined in the full instructions can automate this**
- \* Use the Upload button to import the files to the system
- \* After uploading, use the “Submit for Review” button to the left to start the review process
- \* Uploading Revisions: Use the exact same file name or use the Upload button to the right of the file under ‘Actions’

Browse... Clear Upload Cancel Edit Names Status: Ready

2. Within the ePlan Portal (above), browse for your PDF submission items. You can select multiple documents for upload at once; however, PDFs must be broken up by discipline (architectural, structural, arborist report, etc.). **File names MUST be kept simple and avoid characters within the title name of the document to ensure successful upload of your plans.**
3. Once you upload the PDF files from your computer, you will be prompted to categorize the documents. Categorize each PDF file (discipline, sheet type and description).

Browse... Clear Upload Cancel Edit Names Status: Ready

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	print	Select Discipline	Select Sheet Type		New	Pending Upload	

4. After all PDF files have been categorized, click “Upload” and then “Yes”. Each document will upload. Ensure you see the Upload Status change to “Success”.

Browse... Clear Upload Cancel Edit Names Status: Ready

To perform a complete review of an uploaded file copy, the Reviewing Body requires permission to repurpose the file copy contents. By uploading a file copy, you give the Reviewing Body permission to repurpose the file copy for the purpose of reviewing your submission.

Yes No

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	print	Architectural	Floor Plan	Main Floor	New	Pending Upload	

Browse... Clear Upload Cancel Edit Names Status: Done

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	print	Architectural	Floor Plan	Main Floor	1	Success	

5. To complete the process, once each PDF file has uploaded successfully, click “Submit for Review”.

Plan Submission

Browse... Clear Upload Cancel Edit Names Status: Ready

Review Status  
None

Actions

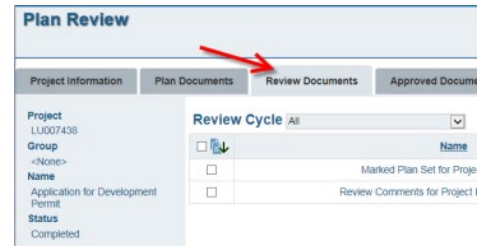
**Submit for Review**

# Revision Letters and Resubmissions

To keep up to date on the status of your application, visit [MyCity](#).

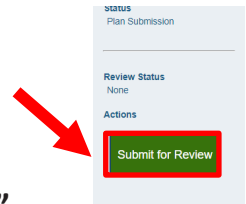
Once the complete application has been reviewed by a Plans Examiner, you will receive an email. In order to access the revision letter and marked up drawings:

1. Click the “View/Submit Plans” button within [MyCity](#).
2. Go to the “Review Documents” tab and download the documents available.
3. Work with your hired professionals to revise the drawings and contact the Plans Examiner if you have any questions. All comments must be addressed.



When you are ready to resubmit your plans:

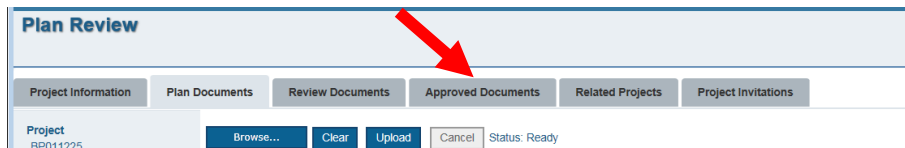
1. Click the “View/Submit Plans” button within [MyCity](#).
2. Go to the “Plan Documents” tab and upload the revised PDF files (see Step 2 – Uploading to the ePlan Portal).
3. Once all PDF files has uploaded successfully, click “**Submit for Review**”.



## Accessing Your Approved Plans

Once your **permit is issued**, you will receive an email. In order to access the approved plans:

1. Click the “View/Submit Plans” button within [MyCity](#).
2. Go to the “Approved Documents” tab and download the documents available.
3. Print full size copies of the drawings (must be available on-site for inspections).



## Submitting a Residential Carport or Sundeck Additions Building Permit Application:

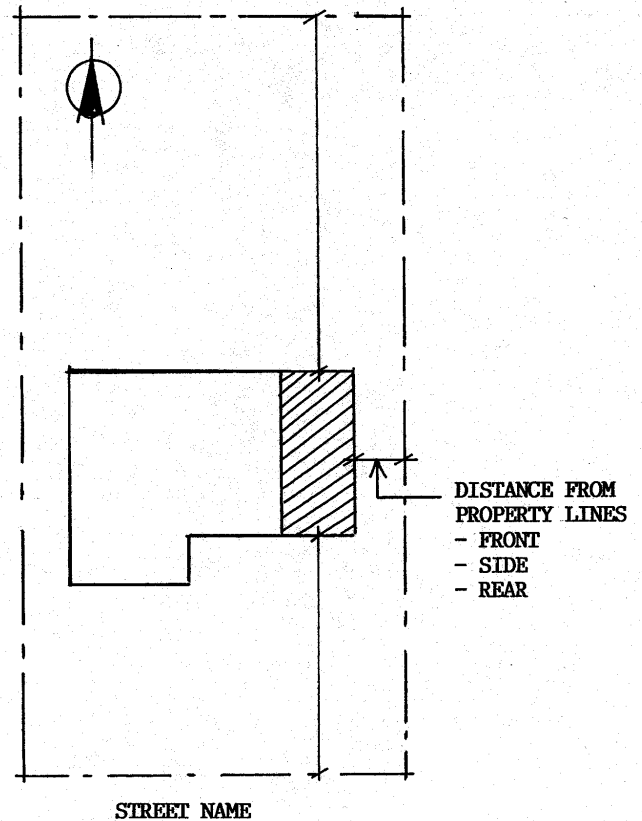
Apply and pay the application fee online at [deltaonline.ca](http://deltaonline.ca). See minimum submission requirements below:

Submission Requirements:		
Document	Required?	Description
Owner's Undertaking (Schedule 2) and Authorization (Schedule 3) form	Required	All owners listed on title of subject property(ies) must sign the owner undertaking and authorization form.
Form H Soil contamination Review form	Required	If soil disturbance is likely, your application is to be accompanied by a completed questionnaire in order to determine if your site will be subject to the Ministry of Environment and Climate Change Strategy's Site Disclosure Statement review for contaminated soil.
Plans	Required?	Description
Architectural Plans: <ul style="list-style-type: none"><li>• Site Plan</li><li>• Floor Plans</li><li>• Front Elevation</li><li>• Cross Section and Detail</li></ul>	Required	Refer to Plan Requirements below for detailed descriptions. Drawings must be to scale – 1/4" = 1'0" (Site plan 1/8").
**All plans and information submitted must conform to the current edition of the British Columbia Building Code and applicable City of Delta Bylaws. Plans must indicate building site address and the name of the designer. Drawings except the site plan, will be accepted in imperial measures until such time as local industry standards for residential construction are converted to metric standard. Grade elevations to be in metric and to the Geodetic Survey of Canada datum.		

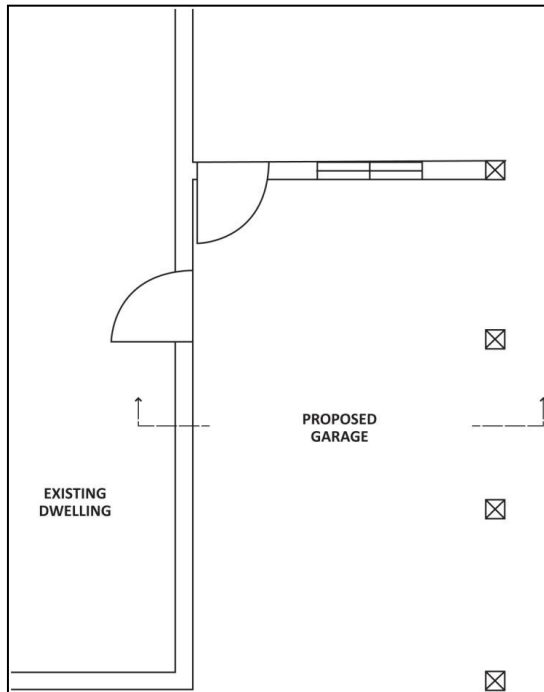
## SITE PLAN

Must include:

- Civic address, dimensions of site, NORTH, adjoining street(s);
- Dimensions and location of existing buildings and proposed addition;
- Calculation of site coverage;
- Calculation and details of front yard landscaping and impermeable surfaces;
- Setbacks from proposed addition to property lines; and
- Location and width of existing or proposed driveway.



## FLOOR PLAN



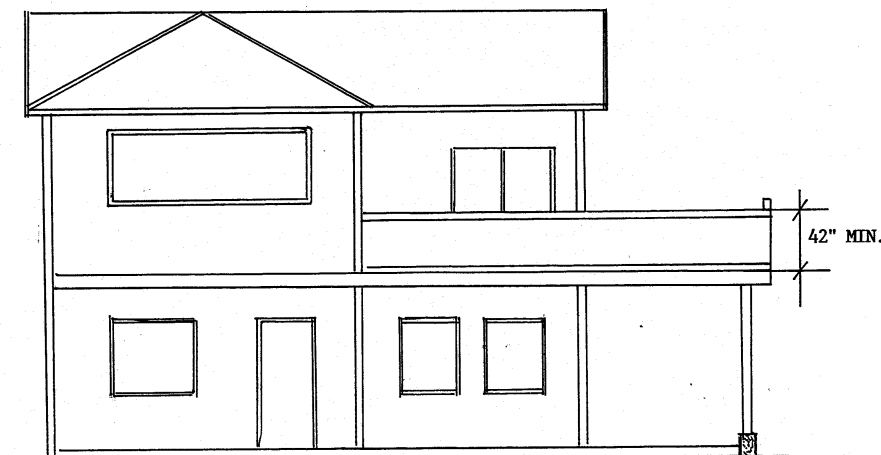
Must include:

- Dimensions of carport;
- Size and locations of new windows and doors;
- Location of existing windows and/or door in the wall common to the dwelling. The B.C. Building Code requires a gas seal between a garage and dwelling unit. Windows would have to be sealed up and doors would have to be weather stripped and equipped with a self-closing devise;
- The B.C. Building Code does not permit a garage door to open into a bedroom; and
- The B.C. Building Code does not permit windows in walls that are less than 1.2 m (4'0") from the property line.

## ELEVATION

Must include:

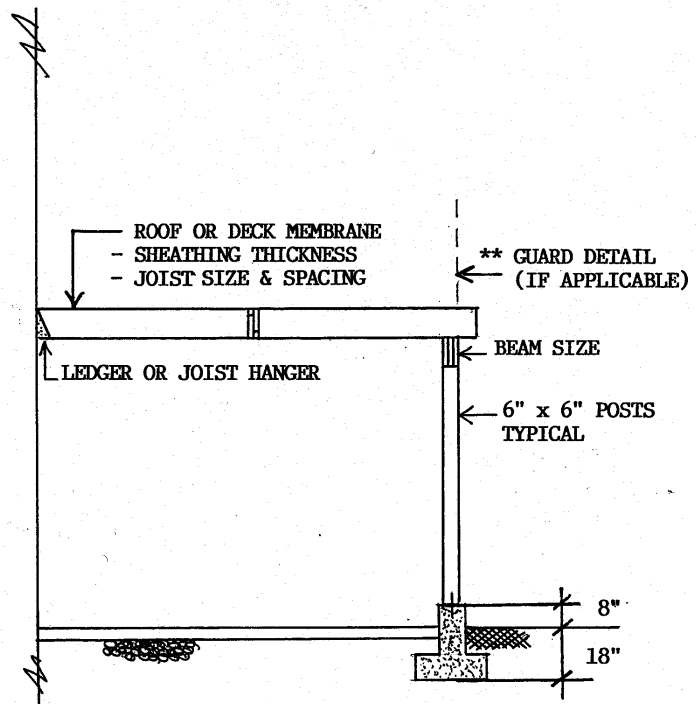
- At least one (1) full view of front, rear or side of dwelling -- choose that most affected by the addition;
- Exterior finishes;
- Railing construction and height for sundeck additions; and
- Rise, run and location of stairs.



## CROSS SECTION

Must include:

- Size, thickness and spacing of materials;
- Roof or floor framing;
- Sheathing thickness;
- Exterior finishes for wall or roof;
- Foundation footing sizes and depth; and
- Slab thickness.



## Permeable/Front Yard Surfaces

Site plans submitted with building permit applications must now include the following information. Please label all material and show calculations.

- **Maximum Impermeable Area**
  - (a) In the RS1 to 7, RSC and RD zones, not more than 60% of the total area of the lot shall be covered by *impermeable material*.
  - (b) That portion of an eave which is deeper than 0.6 m shall be considered to be *impermeable material*.
- **Calculate Front Yard Landscaping**
  - (a) In the RS and RD zones other than RSF, not less than 50% of the front yard shall be occupied by *landscaping*. Porches and verandas are not considered front yard area for the purpose of determining front yard landscaping.
  - (b) On a lot where the minimum front yard landscaping requirement specified in Subsection (a) cannot be met without reducing the width of the only driveway providing a required access to and from the *street*, the minimum requirement may be reduced but only to the extent required to permit a driveway not exceeding 6 m in width.
  - (c) Subsections (a) and (b) do not apply to lots with a front lot line abutting Georgia Strait or Boundary Bay.

