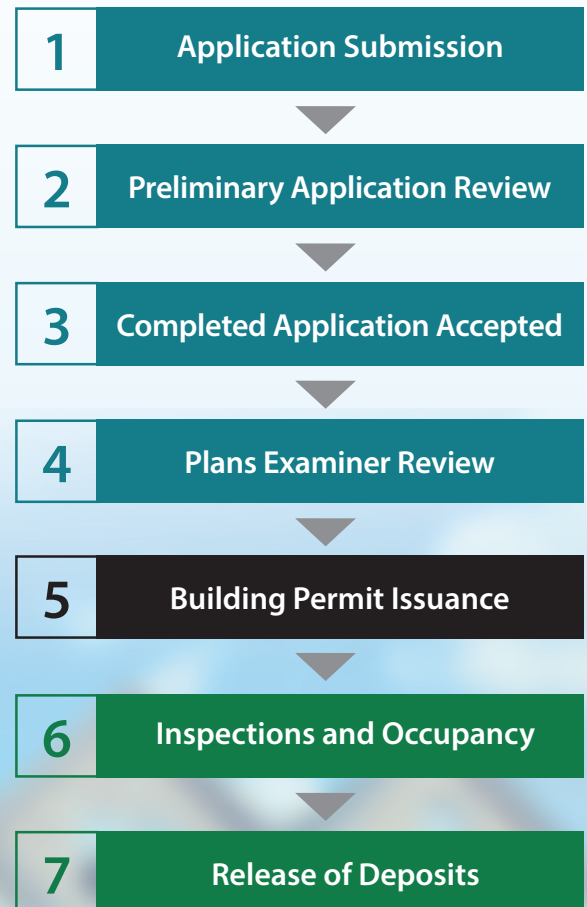




# Single Detached Residential Building Permit Application Guide

## Key Stages of Application Process

For your information and project planning, this guide sets out Delta's application process with reference to the applicant's responsibilities at each stage. The process or timing may change dependent on each individual application. If you have any questions, contact the Application Centre. We are here to help you!



CITY OF DELTA  
Application Centre, Community Planning & Development  
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Delta

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Once the application and non-refundable deposit are received, an Application Centre Technician (ACT) will provide the applicant with a file number, access code and a guide to the online document uploading process.

- ❑ Provide completed application forms. Ensure Schedules 2 and 3 (if applicable) are signed by all owners on title.
- ❑ Pay the non-refundable deposit and applicable covenant fees (via cash, cheque or debit).
- ❑ Upload required plans and documents to the online MyCity portal.
- ❑ Once all required plans and documents have been uploaded, click the "Submit for Review" button.

- If you intend to appoint an agent, carefully consider who you choose. They will be the main point of contact for the Planning Department and will be directly notified about the building permit application.
- Hire qualified professionals who are familiar with Delta's bylaws and requirements.
- Ensure plans provided by engineers and surveyors are digitally sealed and signed.
- Upload all plan sets page by page (e.g. individual PDF's).
- Use simple file names without special characters or punctuation.
- If your property is within a steep slope area, all excavation, foundation work, slope alteration, pile driving, or anchor placement shall only take place between May 31 and October 1. Building permit issuance may be withheld during the winter months.

After the applicant clicks the "Submit for Review" button, the file will be reviewed by an ACT. The ACT will complete a preliminary review of the property to ensure there are no other factors that may affect the proposal, including but not limited to:

- Land use contracts;
- Restrictive covenants;
- Steep slope areas;
- Easements/rights-of-way; and
- Development Permit areas.

The ACT will also complete a preliminary review of plans and documents.

If the submission requirements have not been met, staff will provide a letter to the applicant via email outlining the missing plans and/or documents.

- ❑ Log in to MyCity regularly to monitor the status of the application review.
- ❑ If a deficiency letter is received via the MyCity portal, review the missing requirements carefully. Upload the missing plans and/or documents to MyCity and click the "Submit for Review" button.

Multiple deficiency letters will be sent if missing requirements are not uploaded to MyCity.

### timing

- Our goal is to review your submission for completeness within 1 week and advise if the application is complete or not.

### helpful tips

- If you do not understand any of the deficiencies noted, contact the Application Centre for clarification. Resubmitting your application without uploading the missing documents will result in delays to application processing.
- Upload all of the requested plans and/or documents in the same submission.
- When resubmitting, only replace the plans and/or documents that require revision.
- If there will be any changes to the title of the property (e.g. change in ownership, mortgage holder or mortgage type), notify the Application Centre. If changes take place following the legal documents being drafted, additional fees will be required and there may be a delay with the application processing.

## Completed Application Accepted

If the submission requirements have been met, the application will be accepted as complete and forwarded to a Plans Examiner for review.

### helpful tips

- You may apply for demolition at this stage (contingent on other factors).
- Apply through BC Housing for your Homeowner Protection Office (HPO) registration.

## Plans Examiner Review

### Applicant Steps

When reviewing your application, the Plans Examiner will:

- Review the plans and documents to ensure BC Building Code, zoning and building bylaw compliance; and
- Refer review of the lot drainage/services to a Plumbing Inspector.

The Plumbing Inspector will either accept or reject the proposal and refer back to the Plans Examiner.

If revisions or additional information is required, the Plans Examiner will provide a letter to the applicant through MyCity outlining the required revisions and information.

- ❑ Log in to MyCity regularly to monitor the status of the application review.
- ❑ If a deficiency letter is received via the MyCity portal, review the required revisions and information carefully. Upload the revised plans and/or missing documents to MyCity and click the "Submit for Review" button.

Multiple deficiency letters will be sent if all comments are not addressed.

- ❑ If required, pick up required covenants, execute the documents and return them to the Application Centre.

### timing



- Our goal is to review your building permit submission within 2 to 4 weeks of receipt of a complete application.

### helpful tips

- If you do not understand any of the deficiencies noted, contact the Plans Examiner for clarification. Resubmitting your application without addressing all comments will result in delays to application processing.
- Address all comments in the same submission.

- When resubmitting, only replace the plans and/or documents that require revision.
- Ensure covenants are signed with a lawyer or notary and returned the Application Centre as soon as possible. Building permit issuance may be withheld until covenants are registered with the Land Title Office.
- Apply for a tree cutting permit (if required) through the Engineering Department.

## Building Permit Issuance

### Applicant Steps

Once all required revisions and/or documents are provided, the Plans Examiner will contact the applicant via email once the building permit is ready for pick up.

At time of building permit pick up, the Plans Examiner will review the permit conditions with you and answer any questions.

An ACT will issue the permit and provide details on how to book inspections online through MyCity.

- ❑ Demolish existing building(s).
- ❑ Pay all outstanding fees and deposits.
- ❑ Provide proof of HPO registration and certificate of insurance upon building permit pick up.

### helpful tip

- Only the registered property owner or an authorized agent may pick up the permit.



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## 6 Inspections and Occupancy

### Applicant Steps

Building Inspections staff will conduct site inspections as scheduled by the applicant on the MyCity portal. The applicant, builder and homeowner will receive the result of the inspection via email.

Following acceptance of the final inspection, staff will send the Occupancy Permit via email.

- Book inspections through MyCity or eInspection.
- Prior to booking a re-inspection, address all deficiencies identified during the initial inspections. Re-inspection fees may apply.
- Request and pay for plan revisions if required.

timing 

- Inspections are typically available on the next business day depending on the booking volumes.

helpful tips 

- Ensure you have approved plans on site for all inspections.
- Construct the dwelling according to approved plan to avoid delays. You may modify the plans by paying a re-plan checking fee and uploading the revised plans to MyCity. Modifications are subject to approval by the City and are not automatic

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## 7 Release of Deposits

### Applicant Steps

Once the Occupancy Permit is granted, deposit releases may be requested as noted. Allow 3 to 4 weeks to receive the refund of deposits.

- For the boulevard damage deposit, book an inspection under the Highway Use Permit number in MyCity.
- For tree deposits taken by Engineering, send photos of all trees planted to [engineering@delta.ca](mailto:engineering@delta.ca).
- If the depositor's address has changed from when the deposits were originally made or if the deposits should be returned to someone other than the original depositor, complete a Direction to Pay and Release form.

Contact the Application Centre for further details.

helpful tip 

- If the property was created through a recent subdivision or was subject to a prior development application, there may be a covenant on title outlining the requirements for landscaping deposit release. Contact the Application Centre for further details.



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