eApply Guide – Building Permit

Apply online for a new dwelling, renovation, addition, or accessory structure (shed, detached garage, pool, etc.)

Delta has a two-step application process to submit your building permit application online.

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".

Your application cannot be reviewed until both above steps are complete.

Getting started:

- Visit delta.ca to find out information about your property.
- Review the title of the property 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.
- Read through the Single Detached Residential Building Permit Guide.
- Submit your application by visiting deltaonline.ca. Instructions are provided in this guide.

Need more help? Contact or visit the Application Centre!
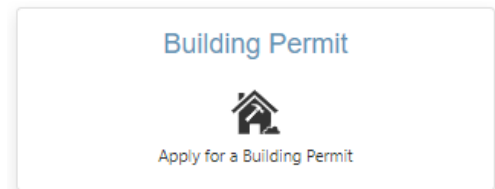
604.946.3380

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

cpd@delta.ca

Step 1 – Completing the Online Application

1. Go to deltaonline.ca.

2. Select "Apply for a Building Permit". ➡️

   Building Permit

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   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.
- If building a new home, you will need to register with BC Housing for a Home Warranty Number. The number must be provided prior to building permit issuance.
- 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.

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6. On the Completed Application Page:

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

   Permit BP0XXXXX Created

   The permit for [ADDRESS] DELTA BC [POSTAL CODE] has been created. To complete your application submission, please click the "Submit Your Drawings" button below to upload the applicable building permit submission items. Once the building permit drawings have been received, your submission will be reviewed by the Application Centre for completeness. You will be contacted if any additional information is required to accept your building permit application.

   The permit number and application details have been added to your MyCity Account and can be viewed for future reference.

   Submit Your Drawings

   Your payment was successful

   Print

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 dwel...
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.).

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

Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
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 and the Upload Status will 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]

Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
print	Architectural	Floor Plan	Main Floor	New	Pending Upload	

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

Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
print	Architectural	Floor Plan	Main Floor	1	Success	

5. To finish, once each PDF file has uploaded successfully, **click "Submit for Review"**.

Status
Plan Submission

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

Review Status
None

Actions

[Submit for Review]

Note: It is critical to click "Submit for Review" so that the Application Centre is notified of your submission.

Revision Letters and Resubmissions

To keep up to date on the status of your application, visit MyCity.

> **Note:** Once submitted, your application will be reviewed for completeness by the Application Centre. Your application will not be forwarded to a Plans Examiner for review unless it is complete. If incomplete, the Application Centre will email the applicant requesting the missing submission items.
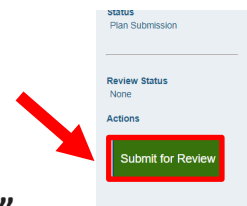
Once your complete application has been reviewed by a Plans Examiner, you will receive an email. In order to access the revision letter and marked up drawings:

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.
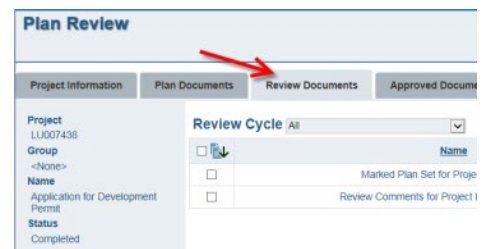
When you are ready to resubmit your plans:

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 application has been approved, 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).