



Apply online for a Renovation to construct a new Secondary Suite

Delta has a two-step application process to submit your building permit application online. Please see pages 2 and 3 for the detailed instructions.

*** 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”.

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

Getting started:

- Visit delta.ca to find out information about your property.
- Please see page 5 for the building permit submission requirements
 - Confirm that your hired professionals (surveyor, engineers, etc.) are able to provide digitally sealed drawings and reports.
- Submit your application by visiting deltaonline.ca.

Need more help? Contact or visit the Application Centre!



604.946.3380



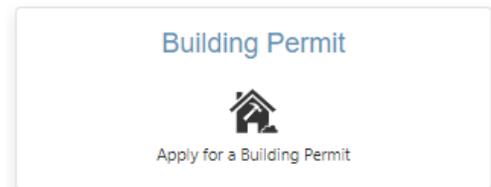
Development Department City of Delta
4500 Clarence Taylor Crescent
Delta BC V4K 3E2



Development@delta.ca

Step 1 – Completing the Online Application

1. Go to 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

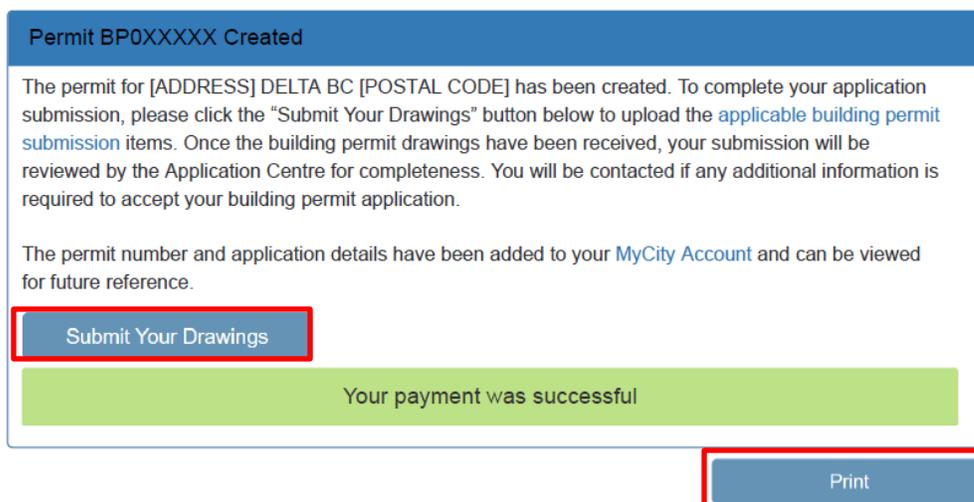
- Construction Value means the estimated total costs to the owner for the proposed construction to be completed.
- The Schedule 2 (Owner’s Undertaking) and Schedule 3 (Owner Authorization) must be signed by all owners listed on the title of the property.

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

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. 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

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

Plan Submission

Review Status
None

Actions

Submit for Review

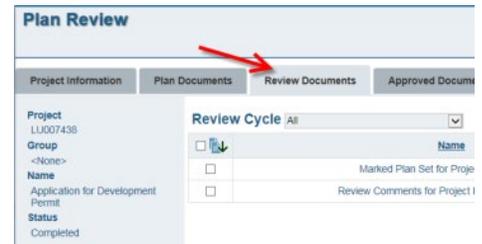
Note: It is critical to click “Submit for Review” so that the Application Centre is notified of your submission.

Revision Letters and Resubmissions

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

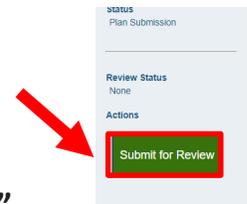
Once the complete application has been reviewed by a Plans Examiner, you will receive an email. In order to access the revision letter and marked up drawings:

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:

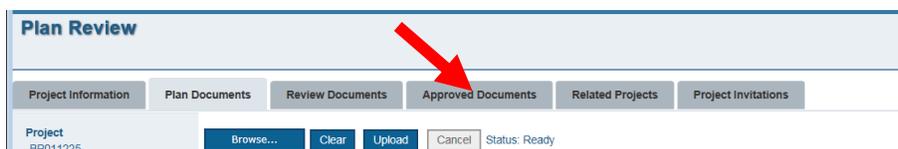
1. Click the “View/Submit Plans” button within [MyCity](#).
2. Go to the “Plan Documents” tab and upload the revised PDF files (see Step 2 – Uploading to the ePlan Portal).
3. Once all PDF files has uploaded successfully, click “**Submit for Review**”.



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).

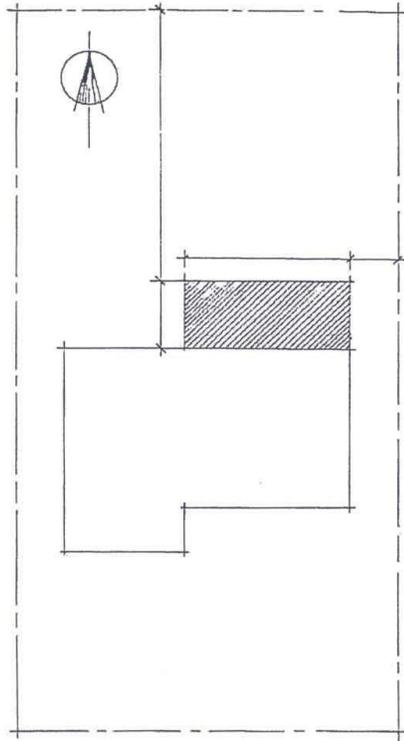


Submitting a Residential Renovation to construct a new Secondary Suite Building Permit Application:

Apply and pay the application fee online at 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.
Calculation of the Lot area covered by impermeable material	Required	A maximum of 60% of the total lot area may be covered by impermeable material. Impermeable material restricts water from penetrating into the ground and includes buildings, structures, asphalt, concrete, brick, stone and wood surfaces.
Calculation of the Front yard landscaping	Required	A minimum of 50% of the front yard is to be landscaped and not used for parking. Landscaping is defined as any combination of trees, bushes, shrubs, plants, flowers, lawns, bark mulch, decorative boulders, decorative paving, planters, sculptures, decorative fences and the like, arranged and maintained so as to enhance and embellish the appearance of the property.
Secondary Suite parking	Required	Location of the required secondary suite parking space, which is in addition to the two spaces required for the main dwelling.
Plans	Required?	Description
Architectural Plans: <ul style="list-style-type: none"> • Site Plan • Floor Plan • Building Elevations of the sides affected • Cross Section and Detail 	Required	Refer to Plan Requirements below for detailed description.
<p>**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.</p>		



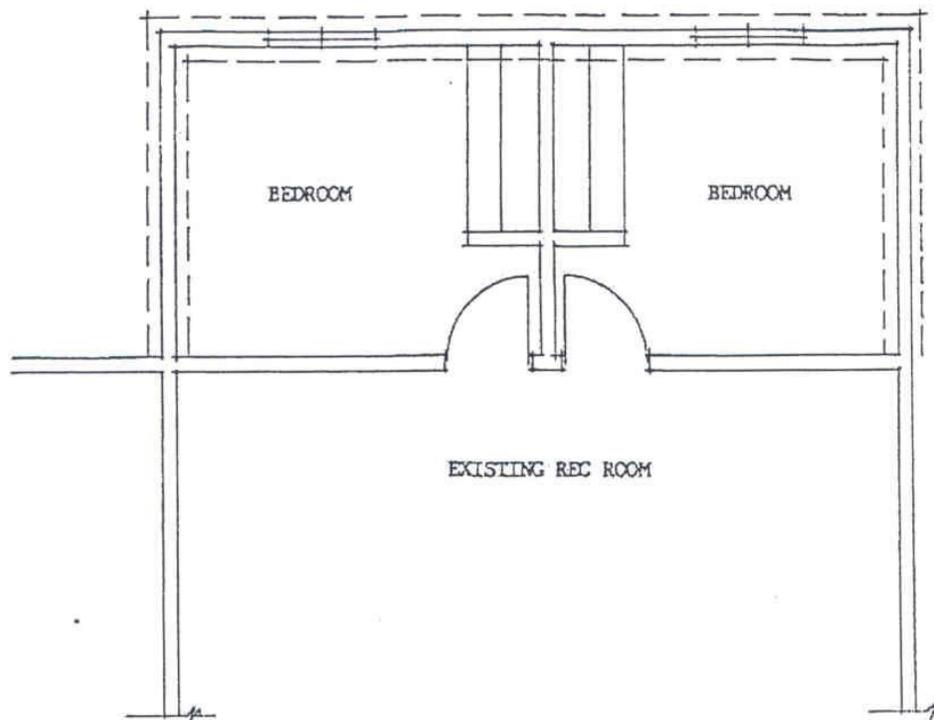


SITE PLAN

Must include:

- civic address;
- dimensions of the lot and proposed or existing structures and setbacks;
- location and width of existing or proposed driveway – indicate (with dimensions) where required parking spaces are located;
- calculation of floor area of house and suite to demonstrate compliance to Zoning bylaw and BC Building Code requirements;
- calculation & details of front yard landscaping & impermeable surfaces;
- indication of NORTH;
- proposed paving / landscaping



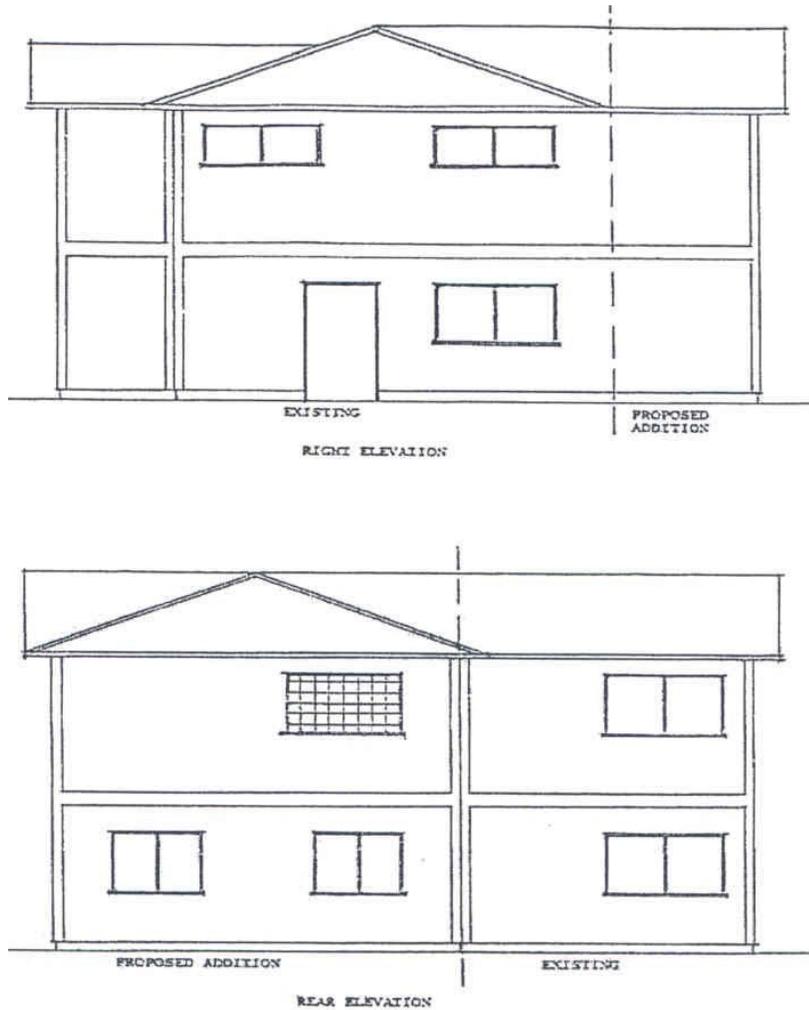


FLOOR PLANS

Must include:

- outline of walls of house and suite
- interior and exterior dimensions
- label rooms
- size and location of windows and doors
- type of heat and locations (locate any gas fired appliances or wood burning units)



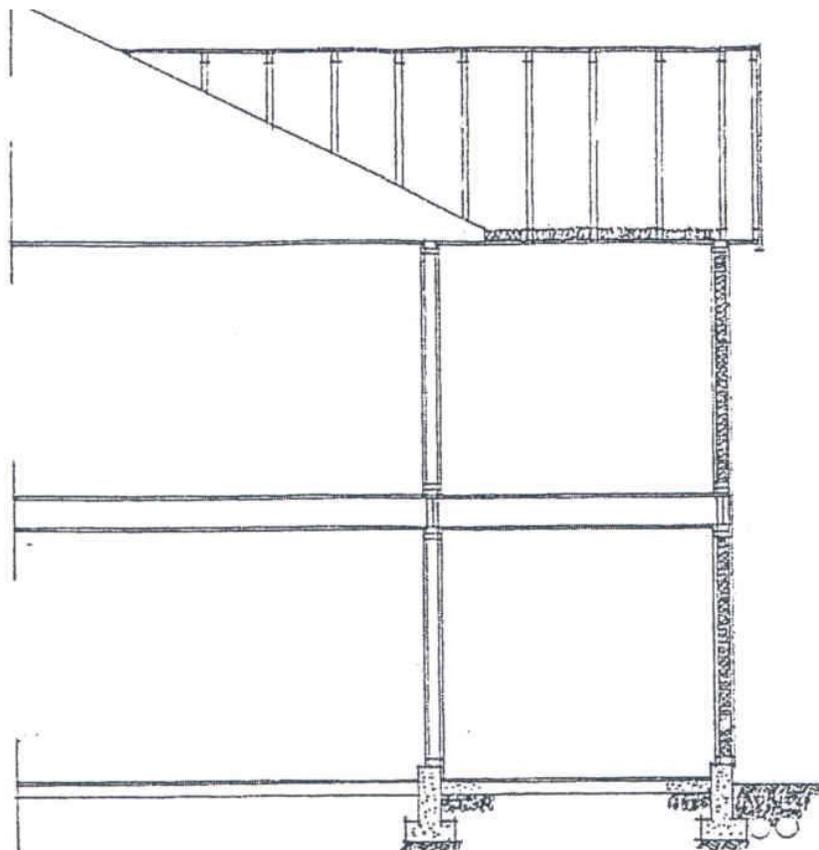


ELEVATIONS

Must include:

- all affected views of dwelling; and
- spatial separation calculations [if new windows or doors are added adjacent to the side property line(s)].





CROSS SECTION

Must include:

- list of wall and floor assembly and assigned value of fire resistance rating (quote source document and wall type).

