

The purpose of this handout is to explain to owners/applicants the minimum building permit application requirements for a new single detached dwelling. This handout is for general guidance only, and is not intended to replace by-laws or other legal documents.

With your cooperation in submitting complete applications, we will be able to provide better and faster service. **If the requirements set out in this brochure are not met, the application may be rejected.**

Please note that additional information may be required to confirm compliance with Delta Bylaws and the British Columbia Building Code.

### Documentation Requirements

- Complete building permit application form
- Schedule 2 “Owner’s Undertaking” form (ensure **ALL** registered owners have signed)
- Schedule 3 “Owner’s Authorization” form
- Form H Soil Contamination Review form
- Non-Refundable building permit application fee deposit
- Registered professional engineer’s Letters of Assurance (Schedule B) for engineered structural designs, including Geotechnical if required for fill compaction, excavations deeper than 1.2m, soft soil and for steep slopes. Drawings to be signed and sealed by a registered professional engineer. If there is more than one Engineer, a Schedule “A” may be required.
- Certificate of Insurance required from Engineers
- Pre-Construction BC Energy Compliance Report from an Energy Advisor (**\*new as of May 1, 2023\***)
- A Certified Arborist’s Report is required if there are trees on or adjacent to the subject site that may be affected by the proposed development. The report must include the species and condition of the trees, and the location shown on a site survey plan. If any trees are to be removed, a tree replacement plan will also need to be submitted.  
See “Delta Tree Protection & Regulation Bylaw No. 7415, 2015”
- Homeowner Protection Office (HPO) Builder or Owner builder registration form (required upon permit pickup for new construction and/or major additions) – available from the Home Protection Office

### **Supplementary documentation requirements (where applicable):**

- Engineered design drawings for sanitary and/or storm pump systems. Drawing to be signed and sealed by a registered professional engineer, including Schedule B
- Restrictive Covenant Fee for pumped service(s); if pumping either Sanitary or Storm service



### Plan Requirements

All plans and information submitted must be legible with sufficient detail to show the proposed work will conform to the current edition of the British Columbia Building Code and applicable City of Delta Bylaws. Drawings 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.

In Archeologically sensitive areas, please contact the Archeology Branch at:  
[ArchDataRequest@gov.bc.ca](mailto:ArchDataRequest@gov.bc.ca) or phone 250-953-3334.

If you cannot prepare acceptable drawings yourself, please retain the services of a qualified designer.

### Specific Detailed Requirements:

#### 1. Topographical Site Plan:

Include one site survey plans signed sealed by registered BC Land Surveyor or Civil Engineer refer to Delta Building/Plumbing Bylaw No. 6060, 2002, Section 7.1.4.

#### 2. Architectural

##### A. Site Plan:

- Scale
- Lot area, North arrow, and street names
- Location and dimensions of all buildings and structures including all floor projections, window wells and patio wells. Proposed new structures or additions should be clearly identified
- Distance of all building setbacks measured perpendicular to the property lines (front, rear, and side yard setback) including any special setbacks where applicable - refer to Delta Zoning Bylaw No. 7600, 2017, Section 6.2.1
- Show exception to rear setback area & make-up area if applied
- Location and dimensions of all easements, right-of-ways, including natural boundary of any watercourses or environmental features
- Location and dimensions of landscaping, hard surfaces such as driveways, walkways, patios and required parking spaces
- Location of all landscaping to be retained and fencing  
Retaining wall dimensions, locations, and heights
- Existing and finished grade elevations at all corners of the proposed building
- Minimum Building Elevation (MBE) and proposed floor elevations using Geological Survey of Canada (GSC) datum
- Floor space ration (FSR)
- Lot coverage calculation
- Impermeable surfaces and 50% front yard landscaping calculation
- Location of trees



### B. Foundation Plan:

- Scale
- Dimensions to the outside exterior foundation walls and columns and to the centerline of interior foundation walls and columns.
- Footing and foundation location and sizes
- Window wells and sunken patios
- Retaining wall dimensions, locations, and heights
- Framing layout of floor above
- Indicate load bearing walls

### C. Floor Plans:

- Scale
- Dimensions to be taken to the outside of exterior wall sheathing and columns, and to the centerline of interior walls, columns and openings
- Floor area of each floor, and floor area of any area permitted to be excluded
- Roof plan or engineered truss layout
- Location and dimensions of projections (e.g.: eaves, chimneys, hutches, bay or box windows, verandas, porches, decks, etc.)
- Label the proposed use for all rooms including dimensions, including finished and unfinished areas
- All door, window, and skylight locations and sizes and door swings, stair/patio wells where applicable
- Location and layouts of kitchen, bathroom, laundry room, hot water tank, boiler/furnace and all plumbing fixture locations.
- Label the source of heating for main dwelling and secondary suite (if applicable)
- Boiler/furnace and hot water tank locations require accessible of space 1.8m by 2.1m in height beside the hot water tank for solar hot water ready requirements
- Framing details of floor system above include beams, columns, joists, bridging, strapping, size, spacing, direction, length
- Location of stairs: width, rise, and run
- Outline of roof above including overhangs. If roof is hand framed show all roof framing details, if engineered beams are used provide sign & sealed documentation by registered professional
- Locate braced wall bands and braced wall panels if a registered professional is not being used
- At least one Level 2 outlet or charger to be provided in the garage in accordance with Sections 8.5.12 and 8.5.13 of [Delta's Zoning Bylaw](#).

### **\*Floor plans that include a secondary suite, additional items are required:**

- Location of the secondary suite, clearly indicating demising walls, and fire separation
- Floor area of the secondary suite and percentage of floor area of the suite within the dwelling
- Location of exit from the secondary suite
- Secondary suite parking - refer to Delta Zoning Bylaw No. 7600, 2017, Section 8.2



### D. Building Elevations:

- Scale
- Elevations of each side of the house (indicate direction each is facing)
- Roof slope(s)
- Exterior finishes
- Opening sizes, locations and types
- Balcony, guard, stair and handrail details
- Existing and proposed grade elevations at building corners for each building elevation
- Elevations (including building height) at finished floor, uppermost ceiling and midpoint of highest roof
- Show building height - dimension between average grade elevation and midpoint and highest roof ridge or peak
- Spatial separation calculations for maximum allowable glazed (window) areas.
- Location of potential solar hot water ready roof panel

### E. Cross Section and Detail:

- Scale
- Floor, ceiling, roof and wall assembly details
- Concrete topping for in-floor radiant heat referenced where used, engineer to indicate concrete topping, where applicable
- Detail and list all required fire resistance rated separations between dwelling units where applicable reference current British Columbia Building Code.
- Footing and foundation wall details
- Balcony, guard, stair and handrail details
- Drain tile specifications
- Detail roof decks including insulation and ventilation
- Detail exterior basement wall construction proposed
- Provide moisture management details (rain screen details) – exterior wall assembly, wall to window detail, wall to door detail, wall transitions to different materials, wall intersection horizontal assemblies such as a; roof, balcony, deck. Penetrations caused by vents, pipes, utility outlets, flashing and caulking details, material specifications, and any special Code references.

Provide a separate cross section through the lot and house demonstrating conformance to the vertical building envelope height restrictions (refer to City of Delta Zoning Bylaw 7600, 2017, 6.2.14 Height of Buildings and Structures)

