Form K – Building Plans
Acknowledgement and Consent Form

This submission form should be completed by a professional such as a designer in good standing with the National Home Designers Association or if required, must be completed by an architect registered with the Architectural Institute of British Columbia and accompany the Building Plans. **Please refer to the Architects Regulation to confirm what proposals require architectural services.**

☑ **Please check off which of the following has been included on the Building Plans:**

- ❑ Civic address of the site and a location map
- ❑ See Site Plan requirements
- ❑ Foundation plan
- ❑ Floor plans, including crawl space and basement floor, to show the layout of the building or structure including size and proposed use of all rooms and spaces, door and window placement, steps and stairs
- ❑ Floor area of all rooms and spaces (see Delta's Zoning Bylaw for floor area exclusion information)
- ❑ Roof plans
- ❑ Elevations of the building on all sides, with dimensions and/or geodetic elevations showing building heights to the roof ridge and mid-roof or top of a flat roof, doors, windows, guardrails and similar features
- ❑ Cross-sections of floors, including any high ceiling areas or mezzanines
- ❑ Exterior building materials and colour scheme
- ❑ In-ground basement calculation if an in-ground basement is proposed (see Delta's Zoning Bylaw)

If any of the above has not been included, please explain below:

_____

Acknowledgement and Consent Form

When drawings, documents or reports are submitted to the City of Delta as part of the application process, the owner/author of these submissions (e.g., surveyors, consultants, etc.) must acknowledge they have met the minimum submission requirements and consent in writing to allow their work to be reproduced (e.g., photocopied, scanned, etc.) by the City of Delta and the Land Title Office.

1. The undersigned warrants that they are the owner(s) (the "Owner") of the copyright for the Building Plans (the "Work") prepared for:

_____

SITE ADDRESS

_____
CLIENT NAME

2. The Owner acknowledges and consents to the reproduction of the Work by the City of Delta for the purpose of inclusion of the Work in Council reports and/or information packages prepared for any Public Hearing held pursuant to requirements of the *Local Government Act*, as amended, or any bylaw or policy of the City of Delta, and to the provision of copies to interested members of the public prior to or at the Public Hearing.

3. The Owner also acknowledges and consents to the reproduction of the Work and attachment of the reproduction to any document where such document may be required for filing in the Land Title Office.

4. The Owner understands it may, in writing, request the City of Delta that any reproductions made of the Work be stamped that it not be further reproduced or used without permission of the author.

5. The Owner also acknowledges and understands that the Work may also be made subject of a request under the *Freedom of Information and Protection of Privacy Act*, as amended, and that the reproduction by the City of Delta of the Work pursuant to such a request is not a breach of copyright.

_____ _____
OWNER SIGNATURE DATE

_____
OWNER NAME (Please Print)