



## Apply online for an exterior addition

Delta has a two-step online process to submit your Building Permit application.

**\* 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”.

For a successful upload of plans, it is essential that the My City email account used for the Building Permit application be the same one used for the upload of the plans.

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

### Getting started:

- Visit [delta.ca](http://delta.ca) to find out information about your property.
- Review the title of the property (**LTSA website**) 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.
- Submit your application by visiting [deltaonline.ca](http://deltaonline.ca).

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



604.946.3380




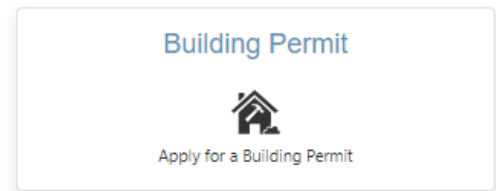
Development Department City of Delta  
4500 Clarence Taylor Crescent  
Delta BC V4K 3E2



[Development@delta.ca](mailto:Development@delta.ca)

# Step 1 – Completing the Online Application

1. Go to [deltaonline.ca](http://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.

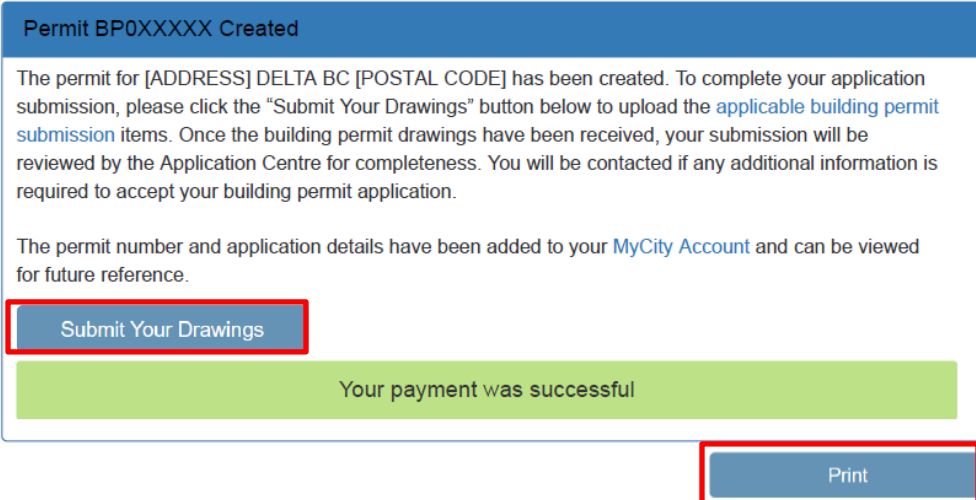
## MyCity Account Registration

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

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	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

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	print	Architectural	Floor Plan	Main Floor	New	Pending Upload	

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

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	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

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

Review Status  
None

Actions

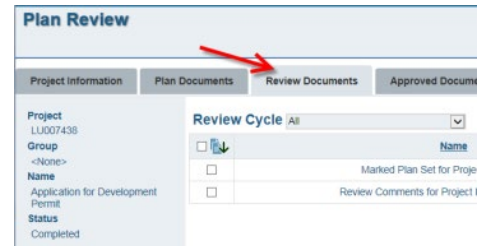
**Submit for Review**

# Revision Letters and Resubmissions

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

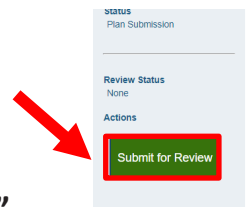
Once the complete application has been reviewed by a Plans Examiner, you will receive an email. In order to access the revision letter and marked up drawings:

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:

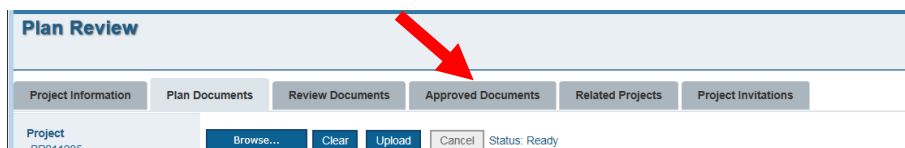
1. Click the “View/Submit Plans” button within [MyCity](#).
2. Go to the “Plan Documents” tab and upload the revised PDF files (see Step 2 – Uploading to the ePlan Portal).
3. Once all PDF files has uploaded successfully, click “**Submit for Review**”.



## 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 Exterior Addition Building Permit Application:

Apply and pay the application fee online at [deltaonline.ca](http://deltaonline.ca). See minimum submission requirements below:

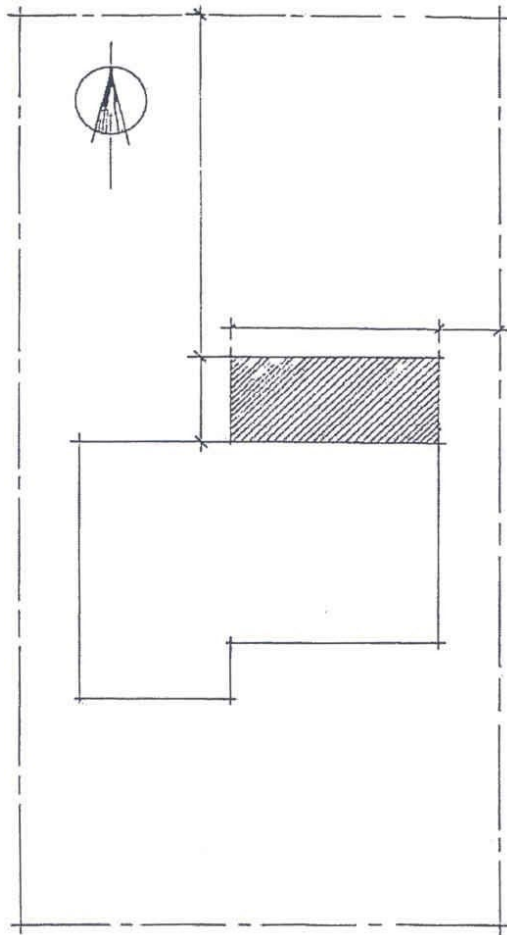
Submission Requirements:		
Document	Required?	Description
Owner's Undertaking (Schedule 2) and Authorization (Schedule 3) form	Required	All owners listed on title of subject property(ies) must sign the owner undertaking and authorization form.
Form H Soil contamination Review form	Required	If soil disturbance 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	Required	Calculation of the lot area covered by impermeable material. 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	Calculation of the front yard landscaping. 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.
Plans	Required?	Description
Architectural Plans: <ul style="list-style-type: none"> <li>• Site Plan</li> <li>• Foundation Lower Floor Plans</li> <li>• Roof and Upper Floor Plans</li> <li>• Building Elevations</li> <li>• Cross Section and Detail</li> </ul>	Required	Refer to Plan Requirements below for detailed descriptions
If a Basement is proposed, a site plan is required with the following information: <ul style="list-style-type: none"> <li>• Corner and mid-point elevations (natural/finished)</li> <li>• Elevations of existing servicing connections</li> <li>• MBE for the dwelling</li> </ul>		
If a pumped system is required, a letter of assurance from a Professional Engineer must be provided. The sealed design of the pump must include: <ul style="list-style-type: none"> <li>• a dual or duplex pump</li> <li>• an appropriate backflow prevention device</li> <li>• temporary power back-up</li> <li>• an alarm audible within the premises</li> </ul>		
**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.		

## SITE PLAN

Must include:

- civic address
- dimensions of site and adjoining street(s)
- location and width of existing or proposed driveway
- dimensions and location of existing buildings and proposed addition
- setbacks from proposed addition to property lines
- calculation of site coverage & floor space ratio
- calculation & details of front yard landscaping & impermeable surfaces
- north arrow
- proposed paving/landscaping/location of existing trees if any
- statement that plans conform to the B.C. Building Code

Information on minimum setbacks from property lines, density and site coverage is available in a separate handout entitled "Single Detached Zones Fact Sheet"

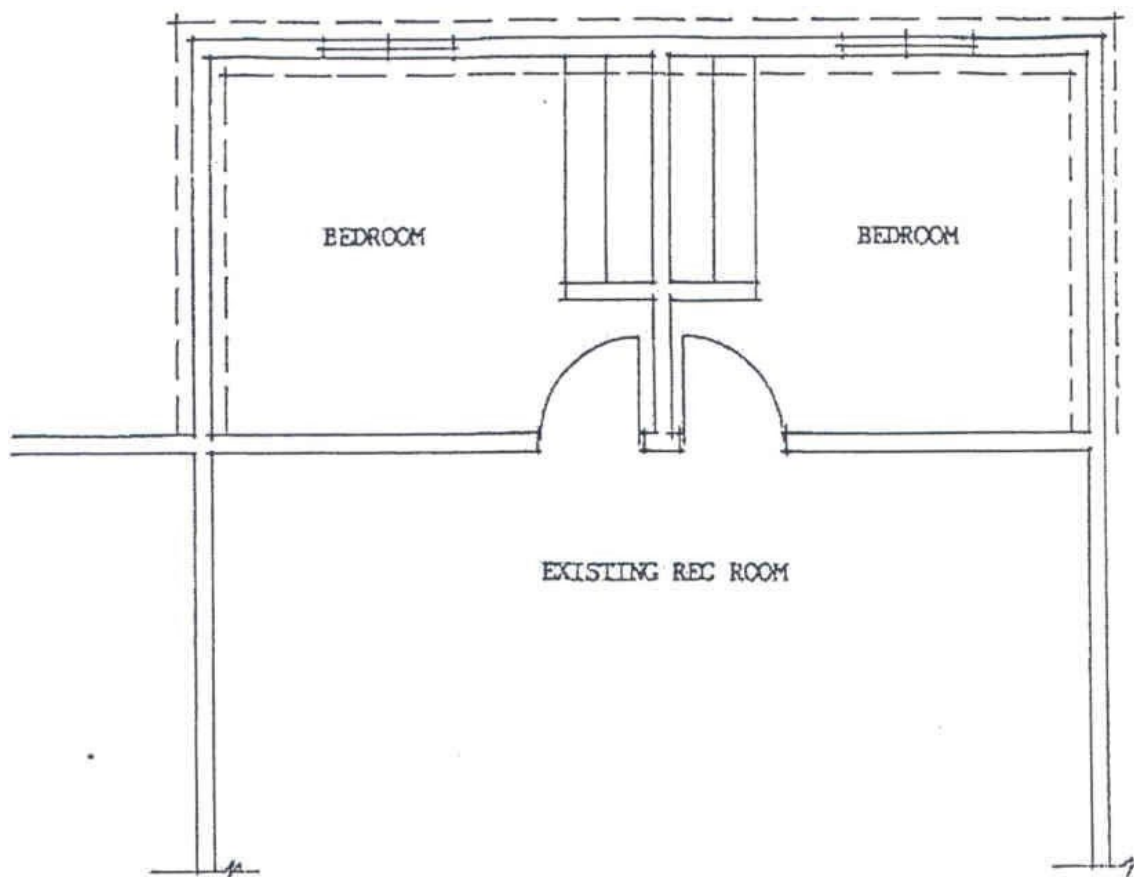


## FOUNDATION AND LOWER FLOOR PLAN

Must include:

- outline of foundation wall and footing
- size and location of pad footings
- interior and exterior dimensions
- size and location of beams and floor joists (for floor above)
- all rooms and use of each, including those immediately adjacent to the proposed addition
- size and location of windows and doors
- rise and run of stairs
- all new or altered plumbing fixtures

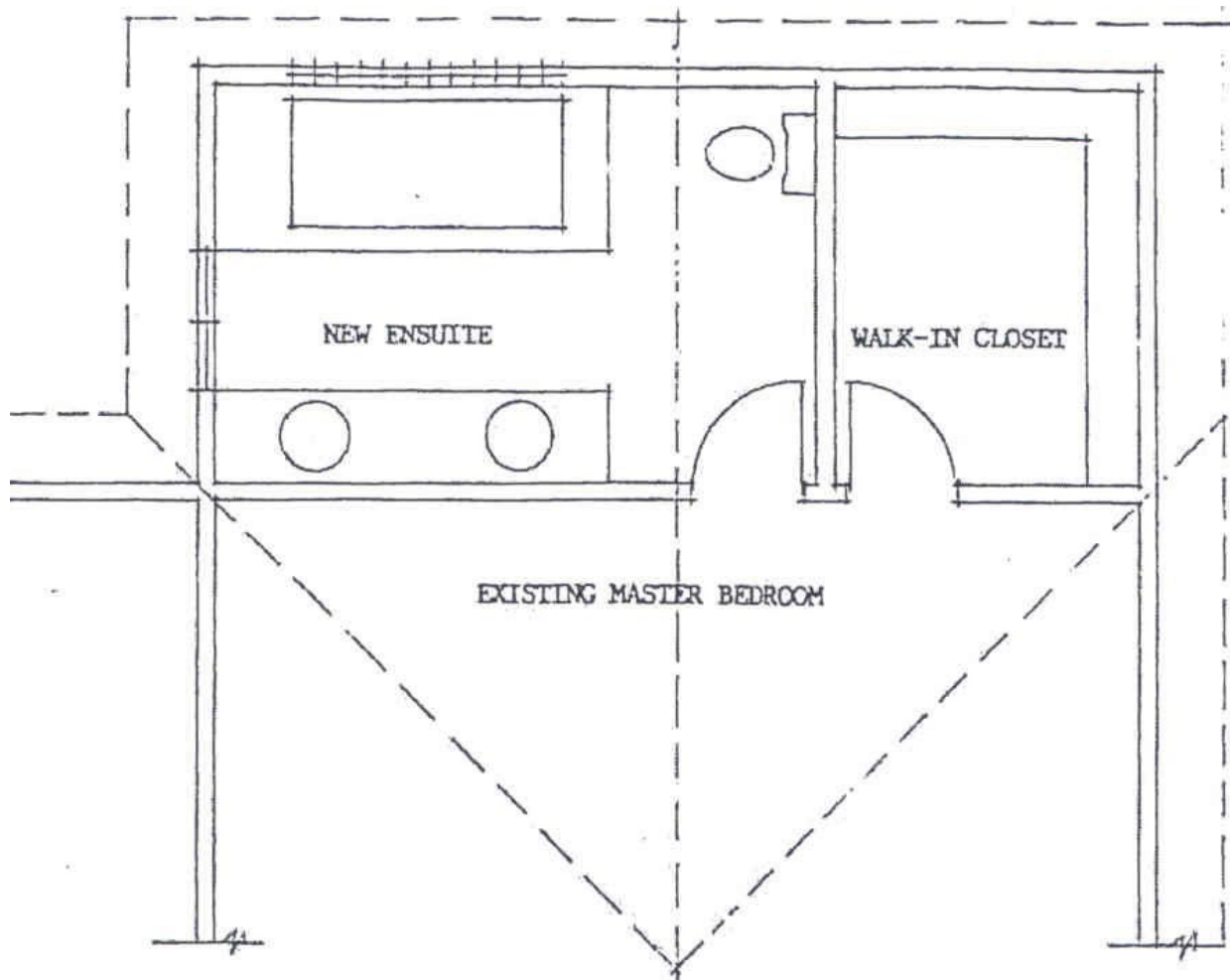
NOTE: This sample is for a slab on grade dwelling. Crawl space construction would require a separate foundation and floor plan.



## ROOF AND UPPER FLOOR PLAN

Must include:

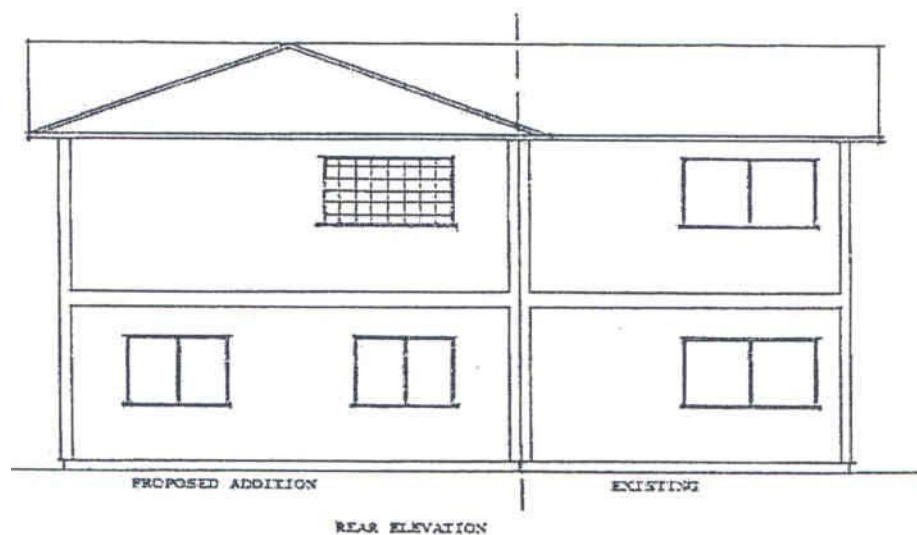
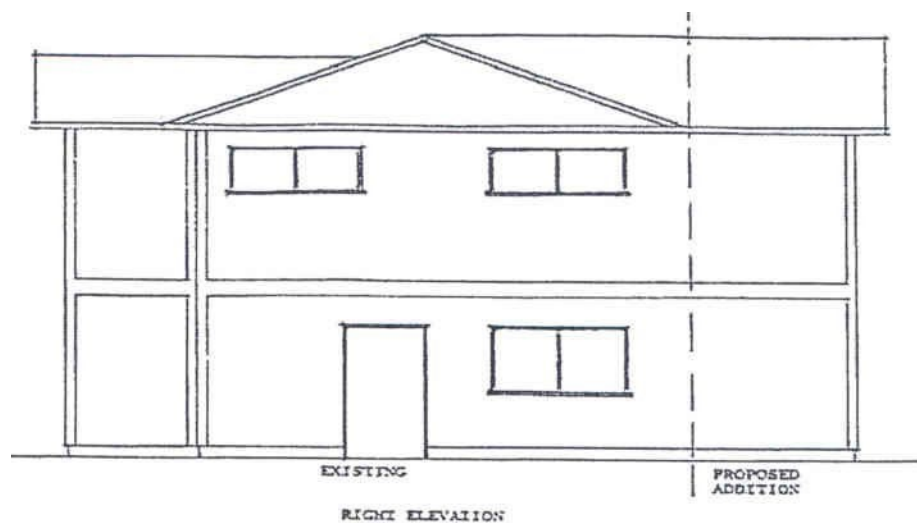
- ridge and valley lines of roof
- direction and spacing of trusses or framing members
- size and location of beams
- interior and exterior dimensions
- all rooms and use of each including those immediately adjacent to the proposed addition
- size and location of windows and doors
- all new or altered plumbing fixtures



## ELEVATIONS

Must include:

- two (2) full views of front, rear and/or both sides of dwelling; choose those most affected by the addition
- side elevations which must show sizes of existing windows
- exterior finishes
- railing construction and height for sundeck additions
- rise and run of stairs
- building height
- spatial separation calculations



## CROSS SECTION

Must include:

- size, thickness and spacing of materials
- roof, wall and floor framing
- sheathing thickness
- drywall thickness
- vapour barrier and insulation values
- exterior finishes for wall and roof
- foundation wall and footing sizes and depth
- slab thickness
- floor to ceiling height

