



City of Richmond

Building Permit Application Form Small-Scale Multi-Unit Housing (SSMUH)

Building Approvals Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

richmond.ca

BuildingApplications@richmond.ca

Complete this form and submit to the City via email along with all required documents for any new small-scale multi-unit dwellings and applicable additions.

Electronic Submission Required

Project Information

Project Address: _____

Legal Description:

Plan: _____ Block: _____ Lot: _____

Zone: _____

Property Profile: (Check all that apply)

- Existing Heritage Building Riparian Management Area
 Environmentally Sensitive Area Agricultural Reserve
 Corner Lot Covenants: _____

Existing Building Proposed for Demolition? Yes No

Other Applications Affecting Property: (Do you have a previous application instream with the City for this address?)

- Rezoning Subdivision Development Permit
 Development Variance Application Servicing Agreement

Description of Work

Proposed Work:

- New Construction Addition
 Other: _____

Number of Total Dwelling Units on lot: _____
*(Including *Primary Unit and Secondary Suite Unit)*

Building One:
 Number of *Primary Units: _____ and Secondary Suite(s): _____

Building Two:
 Number of *Primary Units: _____ and Secondary Suite(s): _____

- Accessory Building Garage/Carport

Other: _____

Construction Value Total: \$ _____

Construction Value:

Building One: \$ _____ Building Two: \$ _____

**Primary Unit means a dwelling unit that is not a Secondary Suite Unit.*

Date: _____

Applicant Information:

Project Contact Name: _____

Tel: _____ Email: _____

Property Owner(s): *(List all names)*

Tel: _____ Email: _____

Mailing Address: _____

City: _____ Postal Code: _____

Contractor: _____
(Businesses) Name required prior to permit issuance.

Tel: _____ Bus. Lic. No.: _____

Email: _____

Civil Design Consultant Firm: _____

Engineer's Name: _____

Tel: _____ Email: _____

Type of Space/Water Heating:

- Electric Gas Geothermal Solar

Will the building have sprinklers? Yes No

Soils and Tree Information:

Is the building/property on peat soil? Yes No

Has/will the lot be filled or raised? Yes No

Has/will the fill exceed 0.6m or 2 ft. above grade? Yes No

For agricultural lands, has/will the fill exceed 0.1 ha? Yes No

Will any trees conflict with the new construction? Yes No

More than two (2) *primary units in one building e.g. Triplex requires:

- Architectural Building Envelope Drawings prepared by a Building Envelope Professional (signed and sealed, by a Professional Engineer)

Five (5) or more units (excluding secondary suites) in one building requires:

- Architectural Drawings prepared by a Registered Architect including Building Envelope Drawings.

This application meets the requirements of the Application Submission and Drawings Checklist.

Applicant's Initials

For Office Use

Permit No.: _____

Site Service No.: _____

Application Fee: _____

Receipt No.: _____

Where a professional engineer or architect, registered as such under provincial legislation, has certified that the plans comply with the current BC Building Code and any other applicable enactment, it should be expressly understood that the City has relied on such certification in issuing this permit and is not liable, directly or vicariously, for any damage, loss or expense caused or contributed to by an error, omission or other neglect in relation to its approval of the plans submitted. The issuance of a permit, the review of plans and supporting documents, or inspections by the building inspector or a registered professional are not a guarantee that the development complies with the BC Building Code or other applicable enactments and do not in any way relieve the owner, or his or her agent, from the responsibility of carrying out construction in substantial compliance with the requirements of the BC Building Code, the Building Regulation Bylaw, and other applicable bylaws of the City.

Applicant: _____ **Signature:** _____
 Owner's Agent Please Print By signing I am acknowledging the above waiver

Applicant Responsibility / Information:

BC Hydro Acknowledgement

Required if the electrical connection for the property is greater than > 320 Amps. BC Hydro Acknowledgement email will be required prior to issuance of the permit. To submit your BC Hydro check, you can log into 'My Hydro' account or contact BC Hydro Express Connect at 1-877-520-1355.

Water Service

For a residential lot, only a single water connection will be provided by the City to the property line. The SSMUH single water connection must be sized by the applicant's Professional Engineer and submitted with the BP application. A single water meter and chamber will be placed at the property line by the City to provide the water connection for connections less than 100 mm in size. A SRW may be required if the chamber does not fit in the boulevard.

Storm & Sanitary Services

Storm and sanitary service connections; locations and sizes shall be proposed and prepared by a Professional Engineer and submitted for review by the City.

Option for Service Connection Design

Indicate who will provide the service connection design when off-site civil works are upgraded for water, storm, sanitary.

By Consultant **OR** By City + additional fees – information required on Site Plan:

Requires:

- Driveway offset and width from property line.
- Finished grade at all service connection points (existing and proposed).

Plumbing Drawings

Plumbing drawings will be required to show all sanitary drainage, storm drainage and water piping within the proposed building(s). All the drawings need to show pipe sizes, grades, and fixture loads and need to be designed to connect with the on-site civil utilities seamlessly. Both plumbing drawings and on-site civil drawings are required when there are three or more primary units on a SSMUH lot and the drawings must be signed and sealed by a Professional Engineer.

| Submission format is to be Electronic Only | | FORMAT ACCEPTED |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| 1 | Application Form: | DIGITAL |
| | <input type="checkbox"/> All fields must be completed and accurate. | DIGITAL |
| 2 | Off-Site/On-Site Civil Drawings: | DIGITAL |
| | <input type="checkbox"/> Drawing including existing utilities and proposed offsite civil utilities, including preliminary proposed sizes and locations of water and sewer (storm and sanitary) service connections for review and acceptance by the Engineering Department. Signed and sealed drawings by a Professional Engineer to be submitted. See Bulletin ENGINEERING-01 (required for all SSMUH lots). <input type="checkbox"/> Drawing including proposed onsite civil utilities (required for three or more primary units per SSMUH lot). | DIGITAL with Certified Digital Seal |
| 3 | On-Site Service Plumbing Drawings: | DIGITAL |
| | <input type="checkbox"/> Signed and sealed by a Professional Engineer (required for three or more primary units per SSMUH lot). | DIGITAL with Certified Digital Seal |
| 4 | Letter of Authorization: All fields must be completed and signed by all property owners | DIGITAL |
| | <input type="checkbox"/> Zoning Regulation Summary Form (PL-46) : All Zoning information must be complete and accurate. | DIGITAL |
| 5 | New Home Registration form: | DIGITAL |
| | <input type="checkbox"/> Authorization must be granted by the Homeowner Protection Office . | DIGITAL |
| 6 | Site Disclosure Statement: | DIGITAL |
| | Ministry of Environment and Climate Change Strategy Site Disclosure Statement . | DIGITAL |

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|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| 7 | Land Title Search: Land title search must be dated within 60 days of application submission | DIGITAL |
| | <input type="checkbox"/> Title search and copy of all covenants registered on title. | DIGITAL |
| 8 | Letters of Assurance: Required if Registered Professionals on Project | DIGITAL |
| | <input type="checkbox"/> Schedule A: Confirmation of Commitment by Owner and Coordinating Registered Professional (required if more than one Registered Professional on project). <input type="checkbox"/> Schedule B*: Assurance of Professional Design and Commitment for Field Review (sealed). <input type="checkbox"/> Schedule E*: Confirmation of Insurance Coverage by Registered Professional (no seal required) and copy of valid Certificate of Insurance for each Registered Professional. <input type="checkbox"/> Schedule F: Owner's Undertaking (signed by all Owners; no seal required). <i>* Required for each Registered Professional on the project.</i> | DIGITAL with Certified Digital Seal |
| 9 | Energy Step Code Compliance Package: <i>Refer to Bulletin BUILDING-38 for Energy Step Code requirements</i> | DIGITAL |
| | <input type="checkbox"/> BC Energy Compliance Report – Pre-Construction Form. <input type="checkbox"/> Copy of City of Richmond Business License for Energy Advisor. <input type="checkbox"/> Copy of Valid Certificate of Insurance for Energy Advisor. <i>Confirmation of e-submission of Energy 9.36 documents (EnergyReports@richmond.ca).</i> | DIGITAL |
| 10 | Legal Topographical Survey: Must be dated within 12 months of time of application | DIGITAL |
| | <input type="checkbox"/> Survey meets minimum requirements of the Legal Topographic Survey Checklist (see next page) and Bulletin ENGINEERING-01 for reference. | DIGITAL with Certified Digital Seal |
| 11 | Architectural Drawings: | DIGITAL |
| | <input type="checkbox"/> Detailed and dimensioned drawings including: coversheet, site plan, floor plans, building sections and details, elevations, and floor area overlays, including FAR detailed calculation <input type="checkbox"/> Drawings meet minimum requirements of Drawing Checklist (see next page) including Radon Control Requirement for an air barrier and subfloor depressurization system. See Bulletin BUILDING-58 for reference. Include Radon Rough-in and Full Passive Vertical Radon Stack sections with dimensions. <input type="checkbox"/> Fire Truck Access Plan includes: <ul style="list-style-type: none"> • Detailed location of existing fire hydrants. • Distance A of nearest hydrant to street access point for a potential fire truck location. • Distance B from potential fire truck location at street access point to furthest unit on the lot • If Distance B is less than 45 m and A+B is less than 90 m, no further action will be required. • Distance A and B to be taken at right angles along unobstructed, hardscaped paths of travel. • Pathways from the curb to the principal or suite entrance expected to meet the following criteria: <ul style="list-style-type: none"> - Minimum width: 900 mm if serving one unit, or 1.2 m if serving two or more units. - Surface material: Concrete, asphalt, or a similar durable material. | DIGITAL Certified Digital Seal (if Registered Architect) |
| 12 | Structural Drawings: | DIGITAL |
| | <input type="checkbox"/> Detailed and dimensioned drawings including: coversheet, framing plan(s), foundation plan(s), and additional details. <input type="checkbox"/> Drawings meet minimum requirements of Drawing Checklist (see next page). | DIGITAL with Certified Digital Seal |
| 13 | Soils Condition Report: (if applicable) <i>Refer to Bulletin BUILDING-12 for information on soil types requiring a Soils Report</i> | DIGITAL |
| | Required if: <ul style="list-style-type: none"> • the project is in a peat area; • more than 0.6 m or 2 ft. of fill has been deposited; • the required soil bearing capacity is more than 1000 psf. <input type="checkbox"/> Signed and sealed Geotechnical Report. <input type="checkbox"/> Signed and sealed Schedule A, in addition to a Schedule B and E, if Registered Professional undertaking responsibility for Soils Report is separate from the Structural Engineer. | DIGITAL with Certified Digital Seal |



Drawings must be consistently dimensioned in either metric or imperial and all pages must reference the correct property address.
The following items are required to be clearly indicated on the drawings:

Legal Topographical Survey

- Dimensioned survey must indicate grades, trees, legal description and civic address, right-of-ways, watercourse crossing, easements, preload, utilities and services. (Refer to Bulletin [ENGINEERING-01](#))
- All existing structures and buildings (to remain or proposed for demolition) on property, clearly dimensioned.
- If applicable, indicate Riparian Management Areas (RMA), Environmentally Sensitive Areas.
- Must be dated within 12 months from time of application.

Architectural Drawings

- Cover Sheet**
 - Scope of work
 - Vicinity map
 - Contact information for project design team, owner, and developer
 - Sheet index
 - Building Code summary
 - Restrictive covenants
 - Abbreviations
- Site Plan** (Refer to Bulletins [BUILDING-26](#) and [BUILDING-28](#) for AG Zone building permit application requirements)
 - Zoning summary, See Bulletin [PERMITS-56](#)
 - Dimensioned setbacks
 - Survey information
 - North arrow, right-of-way, easements, creeks
 - Retaining walls with height
 - Proposed fencing with height
 - Gate locations
 - All existing buildings (to remain) on property, clearly dimensioned
 - For **Agriculture Zones**, indicate Soil Deposition and Farm Home Plate on a separate page
 - Floor area ratio (F.A.R.) calculations
 - Building area of each floor and combined
 - Utility connections
 - Lot area
 - All trees
 - Driveway and walkway
- Floor Plan(s)**
 - Standard scale: 1/4"
 - Indicate scale on each drawing
 - All exterior and interior rooms and secondary suite area must be clearly labelled and dimensioned
 - Display code compliance issues for all floors
 - Roofing plan with framing layout
 - Clearly reference building section locations on plans
 - Radon Rough-in Foundation (required per the new [BC Building Code 2024](#))
- Building Section(s) and Detail(s)**
 - Rainscreen details (min. 1 1/2" scale)
 - Clearly reference detail keys/callouts on sections
 - Indicate scale on drawing (minimum scale 1/2" for sections; 1" for details)
 - Copy page 2 of BC Energy Compliance Report – Pre-construction Form on sections sheet
 - Air barrier details
- Elevations**
 - Indicate cardinal orientation in drawing title
 - Building materials
 - Proposed/existing grades with proposed building height
 - Spatial calculations, including limiting distance, % unprotected openings provided and allowed, wall area, width, and height
 - Building envelope, vertical envelope (dotted line)
 - Windows, door locations, and wall penetration locations
- Floor Area Overlays**
 - Boxed, dimensioned, and areas totaled
 - Diagram to indicate how F.A.R. is achieved
 - Live landscaping calculations
 - In **AG Zones**, include the Fill Plan

Structural Drawings

- Cover Sheet**
 - General notes including seismic design, bearing pressure, specifications, standard details and all applicable design loads.
 - Reference geotechnical report with preparation date, file name and company.
- Framing Plan(s)**
 - Provide information on uniform loads across structure and point loads.
 - Identify shear walls, lintels, built-up beam spans, joist span, large span openings.
- Foundation Plan(s)**
 - Identify design and key details, strip footing and pad footings as applicable.
 - Include additional specialized plans, i.e. methane barrier system.
- Additional Details**
 - Indicate any special features such as foundations, solar panel mountings, roof framing, awnings, balconies monuments, port cochere, etc.



For Small-Scale Multi-Unit Housing (SSMUH) and Additions

Ensure all electronic documents submitted are in PDF format and follow the naming convention outlined below:

| Application Documents | |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------|
| Document Type | Document Name |
| Application Form | <Project Address> Application Form – Building |
| Letter of Authorization (from all owners) | <Project Address> Letter of Authorization |
| Ministry of Environment and Climate Change Strategy Site Disclosure Statement | <Project Address> Site Disclosure Statement – Building |
| Freehold Transfer (if title changed within 2 months) | <Project Address> Freehold Transfer |
| Geotechnical Letter/Report (only if being built on peat) | <Project Address> Geotechnical Letter/Report |
| BC Housing New Home Insurance (prior to issue) | <Project Address> BC Housing – HPO Form |
| Schedule F: Owner’s Undertaking | <Project Address> Schedule F |
| Schedule A: Confirmation of Commitment by Owner and by Coordinating Registered Professional | <Project Address> Schedule A |
| Schedule B: Assurance of Professional Design and Commitment for Field Review | <Project Address> Schedule B |
| Schedule E: Confirmation of Insurance Coverage by Registered Professional | <Project Address> Schedule E |
| Zoning Regulation Summary | <Project Address> Zoning Regulation Summary |
| Drawings | |
| Document Type | Document Name |
| Topographical Survey | <Project Address> Topographical Survey |
| Civil Drawings | <Project Address> Civil Drawings |
| Plumbing Drawings | <Project Address> Plumbing Drawings |
| Architectural Drawings | <Project Address> Architectural |
| Structural Drawings | <Project Address> Structural |
| Energy Documents | |
| Document Type | Document Name |
| Preconstruction Energy Report | <Project Address> Preconstruction Energy Report |
| ASHRAE Energy Checklist | <Project Address> ASHRAE Energy Checklist |