



Complete this form and submit to the City via email along with all required documents for any new single family, two family, small-scale multi-unit (SSMUH) dwellings and applicable additions. **Note:** we only receive electronic submissions for SSMUH New and Additions Applications.

**Part A – Project Information**

**Project Address:** Street Name: \_\_\_\_\_ Unit Number(s): \_\_\_\_\_

**Legal Description:**

Plan Number: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

**Property Profile:** (Check all that apply)

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

Number of Total Structures on the Lot:	Proposed for Demolition
<input type="checkbox"/> Residential Dwelling Units: _____ _____	<input type="checkbox"/> Yes <span style="float: right;"><input type="checkbox"/> No</span> No. of structures demolished or to be demolished: _____ Principal Unit(s) _____ Secondary Suite(s): _____
<input type="checkbox"/> Detached Accessory Buildings: _____	<input type="checkbox"/> Yes <span style="float: right;"><input type="checkbox"/> No</span> No. of structures demolished or to be demolished: _____

List all associated Demolition Permit numbers: \_\_\_\_\_

**Do you have a previous application in-stream with the City for this address?**

- Development Permit No.: \_\_\_\_\_     Rezoning     Subdivision     Servicing Agreement

**Part B – Description of New Structure Proposed**

	Building One <small>(Select either Existing or New)</small>		Building Two	
	<input type="checkbox"/> Existing	<input type="checkbox"/> New		
No. of Stories				
<b>No. of Dwelling Units Created</b>				
<b>Unit Type (Bedroom)</b>	<b>Ownership (Strata or Freehold) Unit(s)</b>	<b>Low-End Market Rental (LEMR) Unit(s)</b>	<b>Ownership (Strata or Freehold) Unit(s)</b>	<b>Low-End Market Rental (LEMR) Unit(s)</b>
No. of Studio/Bachelor Unit(s)				
No. of 1 Bedroom Unit(s)				
No. of 2 Bedroom Unit(s)				
No. of 3 Bedroom Unit(s)				
No. of 4 Bedroom or More Unit(s)				
No. of 1 Bedroom Secondary Suite(s)				
No. of 2 Bedroom or More Secondary Suite(s)				

For Office Use	
Permit No.:	Site Service No.:
Application Fee:	Receipt No.:

## Accessory Building

Attached Garage     Detached Garage     Carport     Shed     Other accessory building: \_\_\_\_\_

### Definition and Requirements:

- Principal Unit means a dwelling unit that is not a Secondary Suite Unit.
- Secondary Suite means an un-stratified, accessory, self-contained dwelling located within a principal dwelling unit, refer to [Zoning Bylaw Section 3 Interpretation](#).
- For lot area of 280.0 m<sup>2</sup> or less, the maximum density per lot is three dwelling units. For lot area greater than 280.0 m<sup>2</sup>, the maximum density per lot is four dwelling units. Higher density of six dwelling units is permitted if lot is located, in whole or in part, within 400.0 m of a prescribed bus stop and lot area is greater than 281.0 m<sup>2</sup>. Refer to [Zoning Bylaw Section 8.19](#) for details.
- For Low-End Market Rental Units requirement in RSM zone, refer to [Zoning Bylaw Section 8.19.5.2c](#).
- Check if your property is located within a Development Permit area at [Development Permit Guidelines](#).

Will any part of this project be stratified under a strata plan?     Yes     No

### Type of Space/Water Heating:

Electric     Gas     Geothermal     Solar

Will the building have fire suppression sprinklers?     Yes     No

### Soils and Tree Information:

Is the building/property on peat soil?     Yes, Geotechnical Engineer is required     No

Has/will the lot be filled or raised?     Yes, Soil Filled Permit is required     No

Will any trees conflict with the new construction?     Yes, Tree Permit may be required     No

### Service Connection Design Requirements

#### Information Required on Site Plan:

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

#### Designer: (Select one of the following for Water, Sewer and Storm)

By Consultant

**OR**

By City (with additional fees)

## Part C – Applicant Responsibility and Information

### 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.

### Plumbing Drawings/Civil 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 principal units on a SSMUH lot and the drawings must be signed and sealed by a Professional Engineer.

### 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.

**Applicant Information (Required)**

Name: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner(s) Information (Required)**

Name (List all names): \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Contractor Information**

Name (List all names): \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Bus. Lic. No.: \_\_\_\_\_

**Required for Three or more Principal Units per SSMUH lot:**

**Civil Design Consultant Firm**

Name (Registered Professional): \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

*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:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Owner's Agent *By signing I am acknowledging the above waiver*

## Submission Requirements

**NOTE:** Submission format is to be **ELECTRONIC ONLY** for Small-Scale Multi-Unit Housing (SSMUH). Digital submission of drawings, reports, surveys and letters of assurance must be with **CERTIFIED DIGITAL SEAL**.

Submission format is to be ELECTRONIC ONLY for SSMUH	
1	<b>Application Form:</b> <input type="checkbox"/> All fields must be completed and accurate.
2	<b>Letter of Authorization:</b> <input type="checkbox"/> All fields must be completed and accurate.
3	<b>New Home Registration Form:</b> <input type="checkbox"/> Authorization must be granted by the <a href="#">Homeowner Protection Office</a> .
4	<b>Site Disclosure Statement:</b> <input type="checkbox"/> Refer to <a href="#">Ministry of Environment and Climate Change Strategy Site Disclosure Statement</a> .
5	<b>Land Title Search:</b> <input type="checkbox"/> Land title search from <a href="#">Land Title and Survey Authority (LTSA)</a> must be dated within 60 days of application submission, including copy of all covenants registered on title.
6	<b>Letters of Assurance:</b> Required if Registered Professionals on Project <input type="checkbox"/> <b>Schedule A:</b> Confirmation of Commitment by Owner and Coordinating Registered Professional (required if <b>more than one</b> Registered Professional on project). <input type="checkbox"/> <b>Schedule B*:</b> Assurance of Professional Design and Commitment for Field Review (sealed). <input type="checkbox"/> <b>Schedule E*:</b> Confirmation of Insurance Coverage by Registered Professional (no seal required) <b>and</b> copy of valid Certificate of Insurance for each Registered Professional. <input type="checkbox"/> <b>Schedule F:</b> Owner's Undertaking (signed by all Owners; no seal required). <i>* Required for each Registered Professional on the project.</i>
7	<b>Energy Step Code Compliance Package:</b> <input type="checkbox"/> Refer to Bulletin <a href="#">BUILDING-38</a> for Energy Step Code requirements. <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 (<a href="mailto:EnergyReports@richmond.ca">EnergyReports@richmond.ca</a>).</i>
8	<b>Legal Topographical Survey:</b> <input type="checkbox"/> Must be dated within 12 months of time of application. Survey meets minimum requirements of the Legal Topographic Survey Checklist (see next page) and Bulletin <a href="#">ENGINEERING-01</a> for reference.
9	<b>Architectural Drawings:</b> <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 <a href="#">BUILDING-58</a> 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"> <li>• Detailed location of existing fire hydrants.</li> <li>• Distance A of nearest hydrant to street access point for a potential fire truck location.</li> <li>• Distance B from potential fire truck location at street access point to furthest unit on the lot</li> <li>• If Distance B is less than 45 m and A+B is less than 90 m, no further action will be required.</li> <li>• Distance A and B to be taken at right angles along unobstructed, hardscaped paths of travel.</li> <li>• Pathways from the curb to the principal or suite entrance expected to meet the following criteria:               <ul style="list-style-type: none"> <li>- Minimum width: 900 mm if serving one unit, or 1.2 m if serving two or more units.</li> <li>- Surface material: Concrete, asphalt, or a similar durable material.</li> </ul> </li> </ul>

**Submission format is to be ELECTRONIC ONLY for SSMUH**

<b>10</b>	<b>Structural Drawings:</b>
	<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).
<b>11</b>	<b>Off-Site/On-Site Civil Drawings:</b>
	<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 <a href="#">ENGINEERING-01</a> (required for all SSMUH lots). <input type="checkbox"/> Drawing including proposed onsite civil utilities (required for three or more primary units per SSMUH lot).
<b>12</b>	<b>On-Site Service Plumbing Drawings:</b>
	<input type="checkbox"/> Signed and sealed by a Professional Engineer (required for three or more primary units per SSMUH lot).
<b>13</b>	<b>Soils Condition Report: (if applicable)</b>
	<input type="checkbox"/> Refer to Bulletin <a href="#">BUILDING-12</a> for information on soil types requiring a Soils Report. Required if: <ul style="list-style-type: none"> <li>• the project is in a <b>peat area</b>;</li> <li>• more than 0.6 m or 2 ft. of fill has been deposited;</li> <li>• the required soil bearing capacity is more than 1,000 psf.</li> </ul> <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.
<b>14</b>	<b>Draft Strata Plan: (if applicable)</b>
	<input type="checkbox"/> Plan prepared by a British Columbia Land Surveyor (BCLS) designating the locations and boundaries of different categories of a property, outlining in detail the dimensions of the building, the strata lots and the common property. May also include information about unit entitlement, assigned parking stalls, registered easements and rights-of-way and a list of registered bylaws.



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:

<b>Legal Topographical Survey</b>	
<input type="checkbox"/> Dimensioned survey must indicate grades, trees, legal description and civic address, rights-of-way, watercourse crossing, easements, preload, utilities and services. (Refer to Bulletin <a href="#">ENGINEERING-01</a> ) <input type="checkbox"/> All existing structures and buildings (to remain or proposed for demolition) on property, clearly dimensioned. <input type="checkbox"/> If applicable, indicate Riparian Management Areas (RMA), Environmentally Sensitive Areas. <input type="checkbox"/> Must be dated within 12 months from time of application.	
<b>Architectural Drawings</b>	
<input type="checkbox"/>	<b>Cover Sheet</b> <input type="checkbox"/> Scope of work. <input type="checkbox"/> Sheet index. <input type="checkbox"/> Restrictive covenants. <input type="checkbox"/> Vicinity map. <input type="checkbox"/> Building Code summary. <input type="checkbox"/> Abbreviations. <input type="checkbox"/> Contact information for project design team, owner, and developer.
<input type="checkbox"/>	<b>Site Plan</b> (Refer to Bulletins <a href="#">BUILDING-26</a> and <a href="#">BUILDING-28</a> for AG Zone building permit application requirements) <input type="checkbox"/> Zoning summary, See Bulletin <a href="#">PERMITS-56</a> . <input type="checkbox"/> Floor area ratio (F.A.R.) calculations. <input type="checkbox"/> Dimensioned setbacks. <input type="checkbox"/> Building area of each floor and combined. <input type="checkbox"/> Survey information. <input type="checkbox"/> Utility connections. <input type="checkbox"/> North arrow, right-of-way, easements, creeks. <input type="checkbox"/> Lot area. <input type="checkbox"/> Retaining walls with height. <input type="checkbox"/> All trees. <input type="checkbox"/> Proposed fencing with height. <input type="checkbox"/> Driveway and walkway. <input type="checkbox"/> Gate locations. <input type="checkbox"/> All existing buildings (to remain) on property, clearly dimensioned. <input type="checkbox"/> For <b>Agriculture Zones</b> , indicate Soil Deposition and Farm Home Plate on a separate page.
<input type="checkbox"/>	<b>Floor Plan(s)</b> <input type="checkbox"/> Standard scale: ¼". <input type="checkbox"/> Roofing plan with framing layout. <input type="checkbox"/> Indicate scale on each drawing. <input type="checkbox"/> Clearly reference building section locations on plans. <input type="checkbox"/> All exterior and interior rooms and secondary suite area must be clearly labelled and dimensioned. <input type="checkbox"/> Radon Rough-in Foundation (required per the new <a href="#">BC Building Code 2024</a> ). <input type="checkbox"/> Display code compliance issues for all floors.
<input type="checkbox"/>	<b>Building Section(s) and Detail(s)</b> <input type="checkbox"/> Rainscreen details (min. 1½" scale). <input type="checkbox"/> Air barrier details. <input type="checkbox"/> Clearly reference detail keys/callouts on sections. <input type="checkbox"/> Indicate scale on drawing (minimum scale ½" for sections; 1" for details). <input type="checkbox"/> Copy page 2 of BC Energy Compliance Report – Pre-construction Form on sections sheet.
<input type="checkbox"/>	<b>Elevations</b> <input type="checkbox"/> Indicate cardinal orientation in drawing title. <input type="checkbox"/> Building envelope, vertical envelope (dotted line). <input type="checkbox"/> Building materials. <input type="checkbox"/> Windows, door locations, and wall penetration locations. <input type="checkbox"/> Proposed/existing grades with proposed building height. <input type="checkbox"/> Spatial calculations, including limiting distance, % unprotected openings provided and allowed, wall area, width, and height.
<input type="checkbox"/>	<b>Floor Area Overlays</b> <input type="checkbox"/> Boxed, dimensioned, and areas totaled. <input type="checkbox"/> Live landscaping calculations. <input type="checkbox"/> Diagram to indicate how F.A.R is achieved. <input type="checkbox"/> In <b>AG Zones</b> , include the Fill Plan.

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:

Structural Drawings	
<input type="checkbox"/>	<b>Cover Sheet</b> <ul style="list-style-type: none"><li><input type="checkbox"/> General notes including seismic design, bearing pressure, specifications, standard details and all applicable design loads.</li><li><input type="checkbox"/> Reference geotechnical report with preparation date, file name and company.</li></ul>
<input type="checkbox"/>	<b>Framing Plan(s)</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide information on uniform loads across structure and point loads.</li><li><input type="checkbox"/> Identify shear walls, lintels, built-up beam spans, joist span, large span openings.</li></ul>
<input type="checkbox"/>	<b>Foundation Plan(s)</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Identify design and key details, strip footing and pad footings as applicable.</li><li><input type="checkbox"/> Include additional specialized plans, i.e. methane barrier system.</li></ul>
<input type="checkbox"/>	<b>Additional Details</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Indicate any special features such as foundations, solar panel mountings, roof framing, awnings, balconies monuments, port cochere, etc.</li></ul>



**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:

<b>Application Documents</b>	
<b>Document Type</b>	<b>Document Name</b>
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
<b>Drawings</b>	
<b>Document Type</b>	<b>Document Name</b>
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
<b>Energy Documents</b>	
<b>Document Type</b>	<b>Document Name</b>
Preconstruction Energy Report	<Project Address> Preconstruction Energy Report
ASHRAE Energy Checklist	<Project Address> ASHRAE Energy Checklist