

Applicants proposing to construct or alter a dwelling, or an accessory structure larger than 10 m², on a property must submit Building Design Plans detailing the proposed construction. They include clearly dimensioned foundation plan, floor plans, roof plan, elevations, sections as well as building materials and colour scheme. All dimensions should be in metric, and may include the imperial scale as an additional reference.

Building Design Plans for construction requiring the services of an architect must be prepared, signed and sealed by an architect registered with the Architectural Institute of British Columbia.

Have you included the minimum requirements below on your Building Design Plans?

- Civic address of the site and a location map
- Foundation plan
- Floor plans, including crawl space and basement floor, to show the layout of the dwelling including size and proposed use of all rooms and spaces, door and window placement, steps and stairs
- 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
- Sections
- Exterior building materials and colour scheme
- In-ground basement calculation if an in-ground basement is proposed (see In-Ground Basements Policy attached to *Form D1*)
- Notation indicating pumping is needed for storm and/or sanitary services, if applicable
- Project data table

Other Requirements:

1. Refer to *Form I* for site plan requirements.
2. If pumping is needed for storm or sanitary services, registration of a restrictive covenant on the property title and a legal fee will be required.
3. If an in-ground basement is proposed, registration of a restrictive covenant on the property title acknowledging zoning regulations and a legal fee will be required.
4. If a detached garage or accessory structure greater than 20 m² is proposed, registration of a restrictive covenant on the property title acknowledging zoning regulations and a legal fee will be required. This covenant may be combined with the applicable in-ground basement covenant and only one legal fee will be charged.

