

Use this handout to submit a complete building permit application online for new construction, renovation, and addition or accessory structure for your residential property. Before you start your application process, please ensure you have contacted the Application Centre to discuss your proposed building permit application and the necessary requirements needed to submit your application. Applications cannot be processed until ALL information is uploaded. Incomplete applications will be rejected.

**Be sure you have the following system electronic submission requirements prior to starting your project:**

## Applicant System Requirements:

1. Internet Browser:
  - a) Internet Explorer 11 or higher for Windows; and
  - b) Mozilla Firefox 38 or higher for Windows.

*Other browsers are now compatible at this point.*

***You may have to install Microsoft Silverlight.***

***Be sure to close all browser sessions and Windows before restarting your computer.***
2. The following plans, which must be electronically produced, digitally signed and authenticated vector-based PDF files. Each plan sheet must be submitted as a ***separate*** pdf file.
  - a) Structural plans – from Structural Engineer;
  - b) Topographical Site Plan – from BC Land Surveyor or Civil Engineer;
  - c) Pump drawings (if required) – from Plumbing / Mechanical Engineer; and
  - d) Schedule B – from Engineers (all 4 pages may be submitted as one pdf file).
3. Separate vector-based PDF files of the following documents:
  - a) Truss layout – from Structural Engineer;
  - b) Architectural plans – from Architect or Designer; and
  - c) Insurance from each Engineer.



# Procedures for Electronic Submission Residential Single Family Building Permit Applications



To Start Your Building Permit Application Submission go to [Delta Online](#) and Select Building Permit:

Please select a service

<b>Business Licence/Suite Permit</b> Renew Business Licence or Secondary Suite Permit	<b>Bylaw Ticket</b> Pay Bylaw Infraction Ticket	<b>Dog Licence</b> Renew Dog Licence
<b>eInspections</b> Book an inspection	<b>Home Owner Grant</b> Claim a Home Owner Grant	<b>MyCity</b> View Your Accounts Under One Login
<b>Property Information</b> View Public Property Information	<b>Property Tax</b> Pay Property Tax	<b>Tax Certificate</b> Purchase Property Tax Certificates
<b>Utilities</b> Pay Utility Bill	<b>Plumbing Permit</b> Apply for a Plumbing Permit	<b>Building Permit</b> Apply for a Building Permit

1. You will be required to open up a 'MyCity Account'. If you have an existing account then login with your email address and password:

## Residential Single Family Dwelling Building Permit Application

### Login

Please enter your MyCity credentials below

**Email Address**  

**Password**

Forgot your password? [Reset It](#)  
Don't have a profile? [Register Now](#)

2. Once you have paid for your application, you can now upload your drawings. Upload all items from the attached Building Permit Application Checklist. Note that the entire checklist will be reviewed. Pay particular attention to the following plans, which must be electronically produced, digitally signed and authenticated vector-based PDF files. Each plan sheet must be submitted as a *separate* pdf file.
  - a) Structural plans – from Structural Engineer;
  - b) Topographical Site Plan – from BC Land Surveyor or Civil Engineer;
  - c) Pump drawings (if required) – from Plumbing / Mechanical Engineer; and



Application Centre, Community Planning & Development

Contact Us: 604-946-3380 or [CPD@delta.ca](mailto:CPD@delta.ca)

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  - c) Insurance from each Engineer.

## PLEASE NOTE:

- *Applications cannot be processed until **ALL** required information is uploaded. Incomplete applications will be rejected.*

### How to Sign Up for a MyCity Account:

1. Go to [Delta Online](#) and select “**Building Permit**”.
2. Click on “**Register Now**” and fill out the registration form.
3. Click on the “**Register**” button to proceed/submit your registration.
4. You will receive an email from Delta which you need to **confirm** to finalize your MyCity registration.

### How to Register Your Permit Application to an Existing MyCity Account:

1. Go to [Delta Online](#) and select “**MyCity**”.
2. Login with your MyCity credentials.
3. Click on “**Register Accounts**”.
4. Select “**Planning Folder**”.
5. Enter the application number and your access code
6. Click on the “**Register**” button.

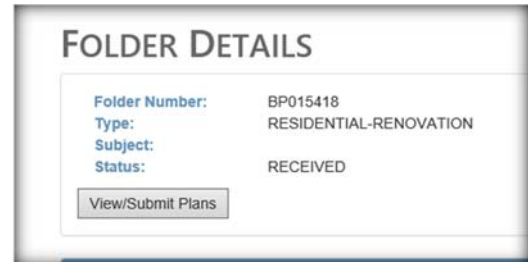


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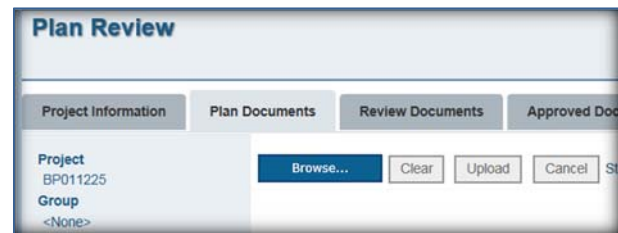


## To View/Submit Plans for Review through ePlan Application Portal (*upload your drawings*):

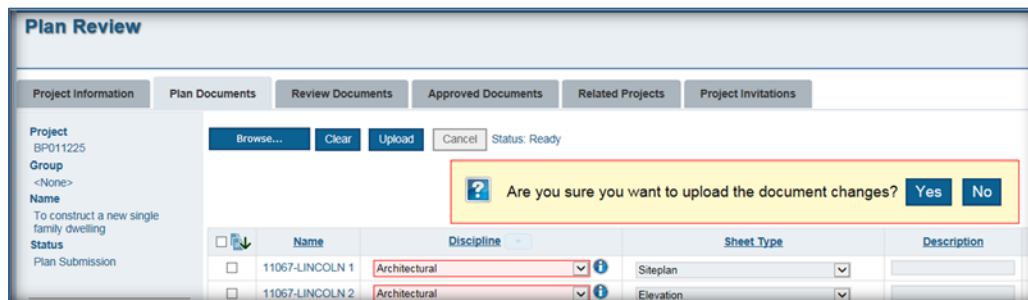
1. **Click** on the “**View/Submit Plans**” button. This will take you to the Plan Documents section of the ePlan portal.
2. **Click** on “**Browse**” and navigate to the location of your plans/documents.
3. **Select** the plans/documents you wish to upload for review.
4. **Click** “**Open**” to view and name your selected plans / documents for upload.



**Note:** This is to ensure that you are uploading the correct and most up-to-date version of your plans/documents as well as choosing the type of discipline and sheet type for each document. Please refer to Illustration 1 (Page 5) for the discipline types and sheet types available.



5. Name your documents. Choose the discipline type and sheet type for each document from the drop down menus. You may add a “Description” if you would like to add more detail. **USE LETTERS AND NUMBERS ONLY – NO SPECIAL CHARACTERS CAN BE USED, such as #<>\$%!&\*'}{()}?"/:~@.**
6. Once all of your documents are named, you can **click** on the “**Upload**” button then select “**Yes**” to continue.



7. At this stage, you have the option to remove/replace any of the documents. Once you are satisfied that all required documents have been uploaded, **click** the “**Submit for Review**” button to initiate the start of the review process. You will receive an email notification when your application is being actively reviewed. The ePlan portal’s upload document function will be inaccessible while your application is being reviewed.

**NOTE:** *Please do not click on the ‘Submit for Review Button’ unless you are certain that all required documents are included on your list of uploaded documents.*



Application Centre, Community Planning & Development

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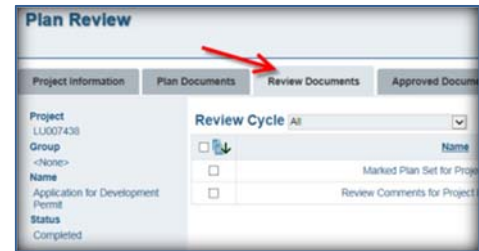
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## Rejection of Application

An email notification will be sent to you if your application is rejected. Details of the rejection, along with comments of the rejected plans, will be available from the ePlan portal. To view and/or download these documents:

1. Go to [Delta Online](#) and select “MyCity”.
2. Login with your MyCity credentials.
3. Select the appropriate application account.
4. Click on the “View/Submit Plans” button.
5. Click on “Review Documents” tab.



## Re-Submission of Plans

An email notification will be sent to you when a re-submission is required to fulfill requirements, or when you decide to modify your existing application. When this occurs, the ePlan portal’s upload document function re-opens for you to upload these documents. Follow the steps [View/Submit Plans for Review](#) (above) to upload requirements and/or modified plans. **Please ensure you use the original drawing(s) to make your revisions; and upload the original drawing(s), with the changes, in your re-submission.**

## Illustration 1 – Document Disciplines and Sheet Types

Name your documents from the list of Disciplines and Sheet Types below:

Disciplines	Sheet Types
Architectural	Cover Sheet
Civil	Cross Section
Electrical	Detail Sheet
Fire Protection	Elevation
General	Floor Plan
Geotechnical	Legal Survey BCLS
Landscape	Off-Site Sewer
Mechanical	Off-Site Water
Plumbing	Other
Structural	Plumbing
Land Surveyor BCLS	Report
Reports	Sewer-Septic
	SitePlan
	SitePlan Partial
	SitePlan/Grading
	Structural
	Truss Layout



## Approval of Your Application

You will receive an email notification when your permit application review is approved. The application status area of your ePlan portal will show "Completed". Once you receive this approval, please wait for a Delta Folder Manager to contact you and provide you with details of the fees associated with your application, along with instructions on how to retrieve your approved plan sets.

