



New Commercial, Industrial, Institutional, Multi Residential Building and Addition Application

Follow the instructions below for a complete application submission. An incomplete submission will not be accepted and will cause further delays in the review process.

Application Submission Methods:

- **By Email (digital)** *the use of digital submission is strongly encouraged.



- I. All complete Building permit applications can be submitted via email to development@delta.ca.
- II. All required documents must be completed correctly and submitted within the same email. If you are submitting multiple emails for the same application, then the email subject line must be labelled with Part 1 of 2, Part 2 of 2, etc.

- **In Person (paper- 2 sets)**



- I. Complete application submissions can be dropped off at the Front Counter Desk of the Development Department located on the 1st floor of City Hall.
- Submissions must either completely utilize Digital Seals or ink stamps (paper) for the entire application package. A combination of Digital Seals and ink stamps will not be accepted.
 - All construction associated with a building requires a building permit, each building requires a separate application and documentation.

Documents Required with a Building Permit Application:

- Completed Schedule 2, Owner's Undertaking.
- Completed Schedule 3 (if applicant is not the owner of the property).
- Form H Soil Contamination Review.
- Completed Building Code Analysis.
- Schedule A sealed and signed by the Coordinating Registered Professional (if **more than one Registered Professional is involved**) and signed by the Owner.
- Schedule B sealed and signed from each Registered Professional involved with the Project.
- Proof of professional liability insurance for each Registered Professional.



- Geotechnical Investigation Report.
- Alternative Solution Report (if applicable).
- South Fraser Health Region approval (if applicable).
- A reduced building plan showing individual units and addresses (for multi-tenant spaces or suites).
- Energy Report.
- Plumbing Fee Calculation Form.
- Development Department Engineering Requirement Form.

Drawings Required with a Building Permit Application:

- Architectural
- Structural
- Civil - Including a Lot Grading Plan
- Mechanical ***only required for PART 3 applications**
- Plumbing
- Electrical ***only required for PART 3 applications**
- Landscaping
- Fire Suppression System (if applicable)

Fee Deposit Required with Building Permit Application:

A building permit non-refundable deposit, based on construction value is required at the time of application. The balance of the building permit fee, as well as the other applicable fees, will be calculated during the plan review process and must be paid prior to issuance of the building permit.

***Please Note; additional documentation may be required at time of plan review.**

For further application requirements and information, please click on the hyperlinks:

[Building Permit Application Form](#)

[Schedule 2](#)

[Schedule 3](#)

[Form H](#)

[Building Code Analysis](#)

[Development Department Engineering Requirements](#)

[Fraser Health Authority](#)

[Plumbing Fee Bylaw](#)

[Plumbing Fee Calculations](#)



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City of Delta, Development Department

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