



## Apply online for a Garden Suite or Coach House

Delta has a two-step online process to submit your Building Permit application.

\* Please note, paper and email applications are not accepted

**STEP 1:** Complete the application on DeltaOnline and pay your application fee.

**STEP 2:** Upload the required plans to our ePlan portal and “Submit for Review”.

For a successful upload of plans, it is essential that the My City email account used for the Building Permit application be the same one used for the upload of the plans.

**Your application will only be reviewed once both steps are complete.**

### Getting started:

- Visit [delta.ca](https://delta.ca) to find out information about your property.
- Review the title of the property (**LTSA website**) for rights-of-way, covenants, etc.
- Gather the [building permit submission requirements](#).
  - Confirm that your hired professionals (surveyor, engineers, etc.) are able to provide digitally sealed drawings and reports. When constructing a new dwelling, hard copy applications will not be accepted.
- Submit your application by visiting [deltaonline.ca](https://deltaonline.ca).

**Need more help? Contact or visit the Application Centre!**



604.946.3380



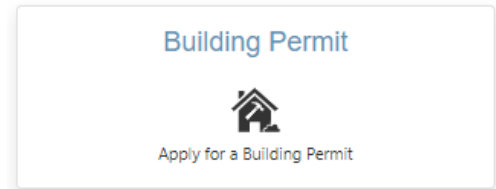
Development Department City of Delta  
4500 Clarence Taylor Crescent  
Delta BC V4K 3E2



[Development@delta.ca](mailto:Development@delta.ca)

# Step 1 – Completing the Online Application

1. Go to [deltaonline.ca](https://deltaonline.ca).
2. Select “Permit and Development Applications” and then “Apply for a Building Permit”.
3. Review the instructions and click “Continue”.
4. Log-in or register for a MyCity Account.



**Note:** In order to upload your plans in Step 2, you need a MyCity Account linked to your email address. Please be aware that all notifications about the application review and approval will be sent to that email address.

5. Respond to each of the questions in the online application.

## Helpful Tips

- Construction Value means the estimated total costs to the owner for the proposed construction to be completed.
- If building a new garden suite or coach house, you will need to register with BC Housing for a [Home Warranty Number](#). The number must be provided prior to building permit issuance.
- The Schedule 2 (Owner’s Undertaking) and Schedule 3 (Owner Authorization) must be signed by all owners listed on the title of the property.

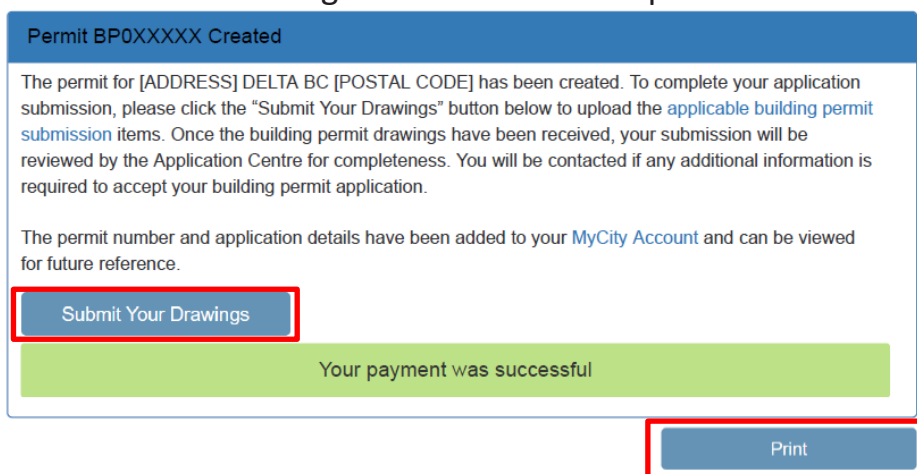
## MyCity Account Registration

Create an account: [MyCity Registration](#)

- Use an email you check often.
- Provide your mailing address.
- Set a secure password.
- Allow up to an hour to receive the verification email.

6. On the Completed Application Page:

- If needed, print your receipt.
- Click “Submit Drawings” to move on to Step 2.



# Step 2 – Uploading to the ePlan Portal

1. Once you click “Submit Your Drawings” (Step 1), you will be taken to your new application within [MyCity](#). Click “View/Submit Plans”.

## FOLDER DETAILS

Folder Number:  
BP0XXXXX  
Type:  
RESIDENTIAL  
Subject:  
To construct...  
Status:  
NEW  
[View/Submit Plans](#)

**Plan Review**

Project Information | Plan Documents | Review Documents | Approved Documents

**Project**  
BP018728  
**Group**  
<None>  
**Name**  
4500 CLARENCE TAYLOR  
CRES - To construct a single  
family dwell...  
**Status**  
Plan Submission

**Quick start instructions:**  
\* Use the Browse button to select one or more files  
\* Please order your plans and documents by file name, use '0' padded numbers (e.g., 0001-A-Siteplan.pdf)  
\* Select a Discipline for each file if it is not already selected. **Note: naming conventions defined in the full instructions can automate this**  
\* Use the Upload button to import the files to the system  
\* After uploading, use the “Submit for Review” button to the left to start the review process  
\* Uploading Revisions: Use the exact same file name or use the Upload button to the right of the file under ‘Actions’

Browse... Clear Upload Cancel Edit Names Status: Ready

2. Within the ePlan Portal (above), browse for your PDF submission items. You can select multiple documents for upload at once; however, PDFs must be broken up by discipline (architectural, structural, arborist report, etc.). **File names MUST be kept simple and avoid characters within the title name of the document to ensure successful upload of your plans.**
3. Once you upload the PDF files from your computer, you will be prompted to categorize the documents. Categorize each PDF file (discipline, sheet type and description).

Browse... Clear Upload Cancel Edit Names Status: Ready

Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
print	Select Discipline	Select Sheet Type		New	Pending Upload	

4. After all PDF files have been categorized, click “Upload” and then “Yes”. Each document will upload. Ensure you see the Upload Status change to “Success”.

Browse... Clear Upload Cancel Edit Names Status: Ready

To perform a complete review of an uploaded file copy, the Reviewing Body requires permission to repurpose the file copy contents. By uploading a file copy, you give the Reviewing Body permission to repurpose the file copy for the purpose of reviewing your submission.

Yes No

Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
print	Architectural	Floor Plan	Main Floor	New	Pending Upload	

Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
print	Architectural	Floor Plan	Main Floor	1	Success	

5. To complete the process, once each PDF file has uploaded successfully, click “Submit for Review”.

Plan Submission

Review Status  
None

Actions

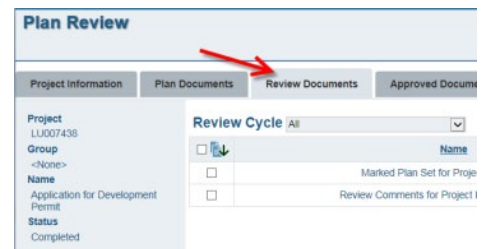
Submit for Review

# Revision Letters and Resubmissions

To keep up to date on the status of your application, visit [MyCity](#).

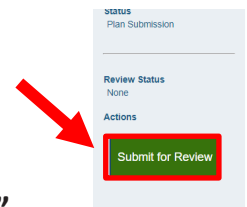
Once the complete application has been reviewed by a Plans Examiner, you will receive an email. In order to access the revision letter and marked up drawings:

1. Click the “View/Submit Plans” button within [MyCity](#).
2. Go to the “Review Documents” tab and download the documents available.
3. Work with your hired professionals to revise the drawings and contact the Plans Examiner if you have any questions. All comments must be addressed.



When you are ready to resubmit your plans:

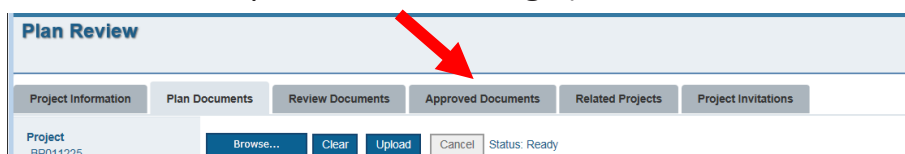
1. Click the “View/Submit Plans” button within [MyCity](#).
2. Go to the “Plan Documents” tab and upload the revised PDF files (see Step 2 – Uploading to the ePlan Portal).
3. Once all PDF files has uploaded successfully, click “**Submit for Review**”.



# Accessing Your Approved Plans

Once your **permit is issued**, you will receive an email. In order to access the approved plans:

1. Click the “View/Submit Plans” button within [MyCity](#).
2. Go to the “Approved Documents” tab and download the documents available.
3. Print full size copies of the drawings (must be available on-site for inspections).



## Submitting a Garden Suite or Coach House Building Permit Application:

Apply and pay the application fee online at [deltaonline.ca](https://deltaonline.ca). See minimum submission requirements below:

Submission Requirements:		
Document	Required?	Description
Owner's Undertaking ( <a href="#">Schedule 2</a> ) and Authorization ( <a href="#">Schedule 3</a> ) form	Required	All owners listed on title of subject property(ies) must sign the owner undertaking and authorization form.
<a href="#">Form H</a> Soil contamination Review form	Required	If soil disturbance is likely, your application is to be accompanied by a completed questionnaire in order to determine if your site will be subject to the Ministry of Environment and Climate Change Strategy's Site Disclosure Statement review for contaminated soil.
Letters of Assurance (Schedule A/ Schedule B)	Required for engineered structural designs	Required for engineered structural designs, including Geotechnical if required for fill compaction, excavations deeper than 1.2m, soft soil and for steep slopes. Drawings to be signed and sealed by a registered professional engineer. If there is more than one engineer, a Schedule "A" may be required.
Energy Compliance Report	Required from an Energy Advisor	EnerGuide Report and HOT 2000 Report
Arborist Report	Required if trees are on or adjacent to the subject site that may be affected by the proposed development	This report must include the species and condition of the trees and the location shown on a site survey plan. If any trees are to be removed, a tree replacement plan will also need to be submitted. See "Delta Tree Protection and Regulation Bylaw No. 7969, 2021".
Homeowner Protection Office (HPO)	Required upon permit pickup for new construction and/or major additions	Warranty available from the Home Protection Office
Geotechnical Report	Required for property on a steep slope	The geotechnical report must be prepared, signed and sealed by a qualified geotechnical engineer and must follow the " <a href="#">Guideline for Geotechnical Requirements in Steep Slope Areas of Delta</a> " (see link).
Archeological Branch	Owner/Applicant responsibility	In Archeologically sensitive areas, please contact the Archeology Branch at: <a href="mailto:ArchDataRequest@gov.bc.ca">ArchDataRequest@gov.bc.ca</a> or phone 250-953-3334.
<a href="#">Erosion and Sediment Control Declaration</a>	Required	Signed Declaration that erosion and sediment control best practices will be reviewed and implemented prior to soil disturbance

Plans	Required?	Description
Topographical Site Plan	Required	Include site survey plans signed sealed by registered BC Land Surveyor or Civil Engineer
Architectural Plans: <ul style="list-style-type: none"> <li>• Site Plan</li> <li>• Foundation Plan</li> <li>• Floor Plans</li> <li>• Building Elevations</li> <li>• Cross Section and Detail</li> </ul>	Required	Refer to Plan Requirements below for detailed description
<p><b>**All plans and information submitted must conform to the current edition of the British Columbia Building Code and applicable City of Delta Bylaws. Plans must indicate building site address and the name of the designer. Drawings except the site plan, will be accepted in imperial measures until such time as local industry standards for residential construction are converted to metric standard. Grade elevations to be in metric and to the Geodetic Survey of Canada datum.</b></p>		
<p><b>Supplementary documentation requirements (where applicable)</b></p>		
Strata Authorization	Applicant obligation	It is the responsibility of the building permit applicant to confirm if strata corporation approval is required for the work contemplated in a building permit application.

## Plan Requirements

### Specific Detailed Requirements:

#### 1. Topographical Site Plan:

Include site survey plans signed sealed by registered BC Land Surveyor or Civil Engineer refer to Delta Building/Plumbing Bylaw No. 8065, 2021, Section 7.1.4.

#### 2. Architectural

##### A. Site Plan:

- Scale
- Lot area, North arrow, and street names
- Location and dimensions of all buildings and structures including all floor projections, window wells and patio wells. Proposed new structures or additions should be clearly identified
- Distance of all building setbacks measured perpendicular to the property lines (front, rear, and side yard setback) including any special setbacks where applicable - refer to Delta Zoning Bylaw No. 7600, 2017, Section 6.2.1
- Show exception to rear setback area & make-up area if applied
- Location and dimensions of all easements, right-of-ways, including natural boundary of any watercourses or environmental features
- Location and dimensions of landscaping, hard surfaces such as driveways, walkways, patios and required parking spaces
- Location of all landscaping to be retained and fencing Retaining wall dimensions, locations, and heights
- Existing and finished grade elevations at all corners of the proposed building
- Minimum Building Elevation (MBE) and proposed floor elevations using Geological Survey of Canada (GSC) datum
- Floor space ratio (FSR)
- Lot coverage calculation
- Impermeable surfaces and 50% front yard landscaping calculation
- Location of trees

##### B. Foundation Plan:

- Scale
- Dimensions to the outside exterior foundation walls and columns and to the centerline of interior foundation walls and columns.
- Footing and foundation location and sizes
- Window wells and sunken patios
- Retaining wall dimensions, locations, and heights
- Framing layout of floor above
- Indicate load bearing walls

### **C. Floor Plans:**

- Scale
- Dimensions to be taken to the outside of exterior wall sheathing and columns, and to the centerline of interior walls, columns and openings
- Floor area of each floor, and floor area of any area permitted to be excluded
- Roof plan or engineered truss layout
- Location and dimensions of projections (e.g.: eaves, chimneys, hatches, bay or box windows, verandas, porches, decks, etc.)
- Label the proposed use for all rooms including dimensions, including finished and unfinished areas
- All door, window, and skylight locations and sizes and door swings, stair/patio wells where applicable
- Location and layouts of kitchen, bathroom, laundry room, hot water tank, boiler/furnace and all plumbing fixture locations.
- Label the source of heating for main dwelling
- Boiler/furnace and hot water tank locations require accessible of space 1.8m by 2.1m in height beside the hot water tank for solar hot water ready requirements
- Framing details of floor system above include beams, columns, joists, bridging, strapping, size, spacing, direction, length
- Location of stairs: width, rise, and run
- Outline of roof above including overhangs. If roof is hand framed show all roof framing details, if engineered beams are used provide sign & sealed documentation by registered professional
- Locate braced wall bands and braced wall panels if a registered professional is not being used
- At least one Level 2 outlet or charger to be provided in the garage in accordance with Sections 8.5.12 and 8.5.13 of [Delta's Zoning Bylaw](#).

### **D. Building Elevations:**

- Scale
- Elevations of each side of the house (indicate direction each is facing)
- Roof slope(s)
- Exterior finishes
- Opening sizes, locations and types
- Balcony, guard, stair and handrail details
- Existing and proposed grade elevations at building corners for each building elevation
- Elevations (including building height) at finished floor, uppermost ceiling and midpoint of highest roof
- Show building height - dimension between average grade elevation and midpoint and highest roof ridge or peak
- Spatial separation calculations for maximum allowable glazed (window) areas.
- Location of potential solar hot water ready roof panel

### **E. Cross Section and Detail:**

- Scale
- Floor, ceiling, roof and wall assembly details
- Concrete topping for in-floor radiant heat referenced where used, engineer to indicate concrete topping, where applicable
- Detail and list all required fire resistance rated separations between dwelling units where

applicable reference current British Columbia Building Code.

- Footing and foundation wall details
- Balcony, guard, stair and handrail details
- Drain tile specifications
- Detail roof decks including insulation and ventilation
- Detail exterior basement wall construction proposed
- Provide moisture management details (rain screen details) – exterior wall assembly, wall to window detail, wall to door detail, wall transitions to different materials, wall intersection horizontal assemblies such as a; roof, balcony, deck. Penetrations caused by vents, pipes, utility outlets, flashing and caulking details, material specifications, and any special Code references.

Provide a separate cross section through the lot and house demonstrating conformance to the vertical building envelope height restrictions (refer to City of Delta Zoning Bylaw 7600, 2017, 6.2.14 Height of Buildings and Structures)