



The City of Richmond, Building Approvals Department, is shifting towards electronic permit application processing to help foster efficiency and play its part in reducing Richmond's carbon footprint. Currently, the City of Richmond is accepting paper and email submissions. Thank you for your patience and support as we continue to navigate our way to better streamlining our services for the community and all of those who live, work, and play in Richmond.

## General Process

The requirements previously in place for paper applications remain largely the same as we transition to email application submissions. Please ensure that the application form is **fully completed** and all other required documents and drawings are consistently sized, dimensioned, **unsecured**, and in **PDF format**. Having a fully complete application helps the Building Approvals Department to reduce permit processing times. Click on the hyperlinked text to view [permit applications forms](#) and [schedules](#). If you have additional questions, please email [buildingapplications@richmond.ca](mailto:buildingapplications@richmond.ca) or call 604-276-4118.



The following is a simplification of the permit process. The text in blue summarizes the City's process while the yellow sections note the actions applicants need to take.

Please note that **Internal Review (Step 3) will not occur until verification of total application completion**. Please ensure that all required documents, drawings, and forms are completed and submitted together at application intake.

1	Application Submission
A building permit is required prior to any new construction work, a demolition of a house, some alterations or additions to an existing building, adding a secondary suite, and changing the use or occupancy of a building.	
Applicant Action	
<p>Submit the application via email to <a href="mailto:buildingapplications@richmond.ca">buildingapplications@richmond.ca</a> titled "&lt;Property Address&gt;, &lt;Building Permit Type&gt;" and include the following:</p> <ul style="list-style-type: none"> <li>• Completed <a href="#">application form</a>.</li> <li>• A Dropbox or Google Drive link containing all required drawings and documents in PDF form.</li> </ul> <p>Applications for tree removal and demolition may be submitted concurrently with the building permit application. To check your application status, visit <a href="https://inspections.richmond.ca/">https://inspections.richmond.ca/</a>. A permit number is required at log in.</p> <p><b>Tip! For more efficient plans processing, please complete the following:</b></p> <ul style="list-style-type: none"> <li>• Submitting all documents and drawings with required contents will allow staff to review applications efficiently, reducing permit processing time:             <ul style="list-style-type: none"> <li>○ Property address must be indicated on all documents/drawings.</li> <li>○ Please ensure consistent scale.</li> </ul> </li> <li>• Please ensure that all electronic documents are <b>not</b> secured or locked.</li> <li>• Name documents according to the <a href="#">naming convention sheet</a>, this allows our staff to quickly identify documents by title.</li> <li>• Combine all Letters of Assurance into a single PDF in this order: Schedule F, A, B, E, followed by insurances.</li> <li>• Ensure that all documents are in portrait orientation and drawings are in landscape orientation. Each file should consist of the same size pages.</li> </ul>	

## 2

### Permit Processing

In this step, the application will go through preliminary review for submission package completion. City staff will check to see if all required materials have been properly submitted and filled in. Incomplete applications will be rejected.

#### Applicant Action

Once the applicant email has been processed by Building Approvals, the applicant may be advised of application deficiencies and will be instructed on how to pay applicable application fees prior to internal review. Please submit application fee payment by mail or verified courier.

For faster plan processing times, please address any comments from the City promptly and thoroughly.

## 3

### Internal Review

After the application goes through initial processing, additional City departments will review the application to help ensure that all regulations are met and public interests protected. City departments include, but are not limited to, BC Building Review, Planning, Trees, and Engineering.

#### Applicant Action

Often times, the applicant will be required to address comments from several City departments, resulting in application revisions. For faster plan review times, address City comments promptly and thoroughly.

Thank you for refraining from contacting staff for updates and allowing us to serve the City in a timely manner. Internal feedback will be presented to the applicant by staff upon review completion.

#### Tips!

- Check your permit status online often [here](#).
- Please address all comments in the same resubmission version.

## 4

### Permit Issuance

Once the plans and documents have been approved by the various City departments, the drawings will receive its final stamps, and the applicant will be notified. Plans will be sent to the applicant via email, mail, or courier.

#### Applicant Action

Please wait for a fee letter advising on the necessary steps the applicant must take prior to permit issuance. The fee letter may require applicant action such as paying outstanding fees, providing additional information, and ensuring that all other permits have been obtained.

#### Tips!

- Make sure that Contractors have a valid City business license or IMBL.



Please note that this is not an inclusive list and not all documents listed may be required for your application.

<b>Application Documents</b>	
<b>Document Type</b>	<b>Document Name</b>
Acoustic Report	<Project Address> Acoustic Report
Application Coversheet	<Project Address> Coversheet
Application Form	<Project Address> Application Form – Building
Arborist Report	<Project Address> Arborist Report
Damage Deposit Application	<Project Address> Damage Deposit Application
Demolition Schedule A&B	<Project Address> Demolition Schedule A&B
Freehold Transfer	<Project Address> Freehold Transfer
Geotechnical Letter	<Project Address> Geotechnical Letter
Geotechnical Report	<Project Address> Geotechnical Report
Letter of Authorization	<Project Address> Letter of Authorization
Schedules F, A, B, E, etc. with insurances* ( <i>*all schedules should be combined into one PDF document in the order noted above</i> )	<Project Address> Letters of Assurance
Site Profile Exemption	<Project Address> Site Profile Exemption
Sprinkler Capacity Letter	<Project Address> Sprinkler Capacity Letter
Strata Approval Letter	<Project Address> Strata Letter
Structural Letter	<Project Address> Structural Letter
Zoning Regulation Summary	<Project Address> Zoning Regulation Summary
<b>Drawings</b>	
<b>Document Type</b>	<b>Document Name</b>
Architectural Drawings	<Project Address> Architectural
Civil	<Project Address> Civil
Electrical Drawings	<Project Address> Electrical
Key Plan	<Project Address> Key Plan
Landscaping	<Project Address> Landscaping
Mechanical Drawings	<Project Address> Mechanical
Plumbing Drawings	<Project Address> Plumbing
Site Plan	<Project Address> Site Plan
Sprinkler	<Project Address> Sprinkler
Structural Drawings	<Project Address> Structural
Topographical Survey	<Project Address> Topographical Survey
<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