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Concurrent Applications

No.: BUILDING-54
Date: 2023-06-15

Purpose

This bulletin informs Owners, Designers and Builders on the timeline and conditions for submitting a Building Permit (BP) Application on properties with concurrent Development Applications (Rezoning, Development Permit and Subdivision).

Background

The City has a long-standing practice of enabling Building Permit Application submission while a Development Application is under consideration in efforts to reduce overall review times.

This bulletin develops a procedure to clarify the timeline and conditions for submitting and implementing concurrent applications. The aim is to avoid unnecessary BP resubmissions during the development approval process.

Implementation

The following should be considered when a Building Permit Application with active Development Applications (DP, SD and RZ) is being processed:

Rezoning (RZ)*

- BP Application is recommended to be submitted after the rezoning bylaw has been granted 3rd reading by City Council in order to avoid potential design changes which may delay the completion of review.
- BP will not be issued until City Council adopts the rezoning bylaw.
- BP Application that becomes dormant is subject to cancellation.

Subdivision (SD)*

It is recommended that a BP application not be submitted until the Final Certification Plan for subdivision is signed by the Approving Officer.

- BP Application can be submitted after a Preliminary Letter of Approval (PLA) is issued, and the Property Records Clerk has created a pending property record for the BP submission for each proposed lot.
- BP will not be issued until the subdivision is fully registered at the Land Title Office.
- BP Application that becomes dormant is subject to cancellation.

*Notes:

- If there are any changes to the lot area and dimensions of the proposed lots after PLA issuance, it will require a new PLA to be issued and potentially modifications to the BP application.
- BP Application on single family dwelling may be submitted on the EXISTING lot at any time in the RZ/SD application process.

See over →

- BP may be issued on the EXISTING lot in advance of RZ or SD adoption/approval if it complies with existing and proposed zoning regulations including, but not limited to floor area ratio, lot coverage, setbacks, etc.

In these cases:

- RZ or SD may require changes to site servicing & access and landscaping; any subsequent modifications including removal/replacement would be at the Owner's/Builder's expense.
- Owners, Designers and Builders are responsible to ensure all aspects are coordinated with future property lines to avoid any issues that may result after RZ or SD adoption/approval.
- After the Subdivision approval, a new site plan showing final property dimensions shall be submitted as a building modification application to the original approved permit.

Development Permit (DP) and Development Variance Permit (DVP)

- BP Application is recommended to be submitted after DP panel has endorsed the DP Application.
- BP will not be issued until the DP or DVP is issued by City Council and final Zoning and DP compliance review is undertaken, based on approved DP plans by City Council.
- BP Application that becomes dormant is subject to cancellation.

Building Permit Applications, regardless of the time of application, are subject to the following conditions:

- At the time of submission, application should be completed to include, but not limited to:
 - Complete set of architectural, structural, mechanical (including plumbing), electrical and landscape drawings and any other drawings that may apply to the project.
- The Building Approvals Department holds the right to cancel BP Applications for inactivity in accordance with the Department Cancellation Policy should no response be received after three (3) months for single family applications and six (6) months for complex projects.
- Design changes not in response to BP review, is subject to additional Plan Review fees on an hourly rate.
- Revised submissions in response to Plan Review comments should address ALL deficiencies identified, accompanied by a coversheet identifying the revisions made. Partial revisions are not accepted.

Should you have any questions, comments, or suggestions concerning this bulletin, please email building@richmond.ca or call the Building Approvals General Inquiries line at **604-276-4118**.