



Development Permit Exemptions and Pre-Reviewed Building Plans Information Bulletin

To accelerate housing delivery and reduce approval timelines, the City is partnering with the Canada Mortgage and Housing Corporation (CMHC) as a Housing Design Catalogue Local Partner. This bulletin provides guidance to applicants, designers, and builders on the use of the **CMHC Housing Design Catalogue plans**, including:

- two fourplex,
- one duplex, and
- two accessory dwelling unit (ADU) designs.

All of the five designs have Pre-Reviewed Building Permit Plans, which support a more expedited building permit application review process. The plans have been reviewed for compliance with applicable building, energy, and life-safety codes. Designs will need to be finalized for specific site conditions as part of a complete permit application. Please note that minor modifications to CMHC pre-reviewed designs, such as cladding, material selection and site-specific adjustments, may qualify for expedited processing. Structural changes and other major modifications will require a full review.

In addition, the two fourplex designs are exempt from the required Form & Character Development Permit (DP). Utilizing a pre-approved design streamlines the permitting process and can significantly reduce review times. Note that a Form & Character Development Permit is never required for duplexes (including duplexes with suites) or ADUs.



DP Exempt, and Pre-Reviewed Building Plans Available:

Fourplex 01

- Standard Fourplex residential building with symmetrical layout.
- Floor Plans, Elevations and Cross Sections provided.
- GBA: 374 sq. m. (4,027 sq. ft)
- 1 and 3-Bedroom Units.
- Includes optional adaptable layouts.

Image Courtesy of Canada Mortgage and Housing Corporation (CMHC).



Fourplex 02

- Alternate façade configuration available for consideration.
- Floor Plans, Elevations and Cross Sections provided.
- GBA: 556 sq. m. (5,985 sq. ft)
- 3-Bedroom Units.

Image Courtesy of Canada Mortgage and Housing Corporation (CMHC).



Pre-Reviewed Building Plans Available:

Accessory Dwelling Unit 01

- Single-storey Accessory Dwelling Unit, optional adaptable layout.
- Floor Plans, Elevations and Cross Sections provided.
- GBA: 50 sq. m. (540 sq. ft)
- 1-Bedroom.

Image Courtesy of Canada Mortgage and Housing Corporation (CMHC).



Accessory Dwelling Unit 02

- 2-storey Accessory Dwelling Unit.
- Floor Plans, Elevations and Cross Sections provided.
- GBA: 94 sq. m. (1,010 sq. ft)
- 2-Bedroom.

Image Courtesy of Canada Mortgage and Housing Corporation (CMHC).



Pre-Reviewed Building Plans Available:

Duplex

- Front-back Duplex designed to fit on a variety of property sizes, including narrower lots.
- Floor Plans, Elevations and Cross Sections provided.
- GBA: 272 sq. m. (2,927 sq. ft)
- 3-Bedroom.

*Image Courtesy of Canada Mortgage and
Housing Corporation (CMHC).*





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What do I need to apply?

Requirement	Details
Select Plan Type	Indicate "CMHC Fourplex 01, Fourplex 02, ADU 01, ADU 02, or Duplex" on your Building Permit Application Form.
Building Permit Application	Complete Building Permit Application Form
Owners Authorization Form	If applicant is not the registered owner on title this form is required to authorize the application. Owners Authorization Form
Application Fee	Application fee is based off construction value. There may be other applicable fees including DCCs, Landscape Bonding and Development Engineering Fees.
Current State of Title	Title Certificate (no older than three months), & Covenant, Easement & Statutory Right of Way documents (listed on title).
Energy Step Code – Energy Advisor Pre Construction Report	For more information, refer to the BC Energy Step Code - Province of British Columbia
BC Land Surveyor Site Plan	Provided by a Registered Land Surveyor. Required for new construction of any kind where parcel coverage is within 2m of covenants, easements, SRWs, or 2m of required setbacks as per the Building Bylaw. Site plan to indicate parking stalls as per Zoning Bylaw.
BC Housing Warranty	BC Housing Warranty Registration or Owner Declaration. Register a New Home BC Housing
Truss and Beam Package	Including Roof/Truss Layout Beams & Floor Joist Layout and Beams
Permit Ready Drawings	A complete set of drawings adapted from the Housing Design Catalogue and adapted to actual site conditions by a Qualified Professional, including design/drafting professionals.
Example Disclaimer Photo: Please refer to your Housing Design Catalogue User Guide from CMHC for all Terms and Conditions in relation to submitting application.	<p>Adapted from Canada Mortgage and Housing Corporation, Housing Design Catalogue, [reference date]. This does not constitute an endorsement by Canada Mortgage and Housing Corporation of this product or of the accuracy or quality of the information that it contains, including any representations regarding fitness for a particular purpose.</p>
Geotechnical – Schedule B	Site Specific Schedules from Professional Engineer
Structural – Schedule B	Site Specific Schedules and Sealed Drawings from Professional Engineers

Note: Documents are to be submitted at time of application – digital copies are preferred. This is not an exhaustive list, and other documentation may be required at the time of plan check.



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Resources:

The CMHC design packages, drawings, and related materials referenced are provided directly by the Canada Mortgage and Housing Corporation (CMHC). Applicants and Homeowners are responsible for reviewing, understanding, and adhering to all CMHC terms, conditions and usage requirements associated with these documents. The City does not assume liability for the use, interpretation, modification, or distribution of CMHC materials; full responsibility for compliance and proper application remains with the applicant/owner.



CMHC informational page, summary and technical packages for review:

CMHC Fourplex 01: [Fourplex 01](#)

CMHC Fourplex 02: [Fourplex 02](#)

CMHC Accessory Dwelling Unit 01: [ADU 01](#)

CMHC Accessory Dwelling Unit 02: [ADU 02](#)

CMHC Duplex: [Duplex](#)

Construction Cost Estimates: [Housing Design Catalogue Construction Cost Estimate Summary | British Columbia](#)

CMHC Materials Guide: [CMHC Housing Materials Catalogue](#)

Climate Resilience Guide: [Resilience Guide & Design Catalogue](#)

Further Questions?

If you have questions regarding your property, zoning, or lot eligibility requirements, please contact the Planning Department at 778-797-8830 or email dev.services@westkelownacity.ca. Our Planning team can assist with understanding site-specific considerations, applicable zoning regulations, and how your parcel aligns with the City's development guidelines.

For inquiries related to the Pre-Reviewed Building Plans, including design details, required documentation, or navigating the permitting process, please reach out to the Building Department at 778-797-8820 or email building@westkelownacity.ca. Staff are available to help ensure your application is complete and aligned with the City's Pre-Reviewed plan standards for streamlined processing. We are committed to supporting applicants through each stage of the development and permitting process.