

# New Single Family & Two Family Dwellings

## BUILDING PERMIT APPLICATION CHECKLIST

Address: \_\_\_\_\_

Included	Not included	<b>DOCUMENTS (ALL APPLICABLE items must be submitted at the time of application):</b>
_____	_____	<a href="#">Building Permit Application</a>
_____	_____	<a href="#">Letter of Authorization</a>
_____	_____	<a href="#">Owner's Undertaking required - if Architect and/or Engineer is involved</a>
_____	_____	<a href="#">Design Verification Report</a> and supporting documentation
_____	_____	<a href="#">Schedule A (electronically sealed) - from Coordinating Registered Professional (Architect or Engineer) if 3+ P. Eng</a>
_____	_____	<a href="#">Schedule B (electronically sealed) - from all registered professionals</a>
_____	_____	Permit to Practice number must be listed on all signed and sealed documents as per the EGBC
_____	_____	BC Housing - New Home Registration Form (HPO) for new homes
_____	_____	<a href="#">Alternative Solution application if applicable</a>
_____	_____	<a href="#">Electrical Load Calculation for Duplex</a>
_____	_____	<a href="#">Demolition Permit Application (If necessary)</a>
_____	_____	Zoning Summary Table
<b>DRAWING REQUIREMENTS</b>		
_____	_____	<a href="#">SEDIMENT EROSION PLAN - See handout for example</a>
_____	_____	Show the location of all streets and lanes
_____	_____	Show the location or note that all impacted catch basin will be protected
_____	_____	Show the location, note the size and indicate the materials used for the site access driveway
_____	_____	Show location and size of the sediment trap and discharge details
_____	_____	Show the location and size of the excavation
_____	_____	Show all required and proposed tree protection
_____	_____	Show the location of the soil pile and list the material used to protect it
_____	_____	Show the location of all fences and retaining walls
_____	_____	 
_____	_____	<a href="#">ENGINEERED STORMWATER MANAGEMENT PLAN - See website for details</a>
<b>SURVEY PLAN</b>		
_____	_____	Provide a <u>current</u> survey/posting plan to scale by BCLS showing full legal description & street name
_____	_____	Surveys older than 6 months old may not be acceptable
_____	_____	Provide a 'Posting Survey Plan' to scale by BCLS
_____	_____	Show lot dimensions and North arrow
_____	_____	Show geodetic datum's at 4 corners of property & buildings, grades, top and bottom of retaining walls
_____	_____	Location of any existing buildings and their setbacks to property lines
_____	_____	<b><u>ENG DEPT SURVEY REQ'S (review with Eng Dept if any other grade information is required):</u></b>
_____	_____	Manhole and catch basin rim and inverts upstream and downstream of subject property
_____	_____	Gutter and back of walk at property lines, lane x-sections
_____	_____	Adjacent signage, street lighting, utility poles, easements, on-site and off-site utilities,
_____	_____	basement elevation, any changes in grade
_____	_____	Nearest fire hydrant
_____	_____	Location of all trees both on private and city property. Specify size and caliper

## ARCHITECTURAL PLANS

### SITE PLAN at 1/8" = 1'-0" scale

Full civic address

Show lot dimensions and North arrow

Show geodetic datum's at corner of all buildings, grades, top and bottom of all retaining walls

Location of site services (from Engineering Department)

Show easements and/or R.O.W.'s (if applicable), top & bottom of retaining walls

Show any adjacent street and/or lane locations and widths

Location of any existing or proposed buildings and their setbacks to property lines

Show building dimensions and eave projections or overhangs

Indicate the proposed path of compliance for Part 9 Section 9.36 and 9.32

Show Zoning Analysis: - Identify current zoning for the property

Lot area, Lot coverage %, Gross floor area (GFA) – permitted and proposed

Boulevard Treatment (sidewalks, grass)

For the garage slab: At both the property line and centre of the lane provide the geodetic elevations at the corners of the garage and the centre of the garage. Max 10% slope. Interpolate grades if required.

### ROOF / FLOOR PLANS at 1/4" = 1'-0" scale

Dimensions, struct. elements, foundation & footings and design loads

Room use, doors, and windows and all their dimensions & location of smoke and/or CO alarms

Location & detailed dimensions of stairs, handrail or guardrail heights & headroom clearances

Type & location of fixtures, heating & venting equipment must be clearly shown (ie. HRV, Heat pump)

Roof plan to include an overlay of the upper floor and ALL property lines (1/8"=1'-0" scale ok)

Show location and size of solar conduits/pipes and collector

Show location of electrical panel, washer and dryer

### CROSS SECTIONS at 1/4" = 1'-0" scale

Construction notes for roof, wall, floor, foundation (minimum 18" to u/s footing)

Fire separation assembly & the Code reference of the assembly

Height from floor to ceiling, height over stairs, roof slope, truss height and room labels

Indicate the required and proposed U-value of all windows and exterior doors

Indicate the insulation requirements for all pipes in unconditioned spaces

Details - roof to wall, typical window head and sill detail, wall to foundation, soffit

Section through a doorway to guardrail of deck if applicable & a typical penetration

### ELEVATIONS at 1/4" = 1'-0" scale

Building height c/w eave height ( ie. geodetic datum) and floor to ceiling heights

Existing and finished grades at corners of the structure – calculate average finished grade

Show spatial separation calculations as well as all door and window sizes

Show extent of all exterior finishes including flashings over all doors and windows

### STRUCTURAL 1/4" = 1'-0" scale

Design path must be clearly stated & design loads must be noted

Floor, roof plans, and construction details

Provide roof truss layout with design loads (0.24 kPa load required for solar collector)

### GEOTECHNICAL - See handout for details

Site plan and elevations showing existing structures, retaining walls, and trees within 5' of lot

Cross sections demonstrating the shear line for the bearing will be maintained