

**Residential Multi-Family Interior Renovations**  
**BUILDING PERMIT APPLICATION CHECKLIST**

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

Included	Not included
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**DOCUMENTS (ALL APPLICABLE items must be submitted at the time of application):**

- [Building Permit Application](#)
- [Letter of Authorization - if Applicant is not registered Owner](#)
- [Owner's Undertaking required - if Architect and/or Engineer is involved](#)
- [CNV Design Verification Report - If any changes to Insulation, windows etc.](#)
- [CNV House Performance Report - If any changes to Insulation, windows etc.](#)
- [Electrical Load Calculation](#)

**If the existing building was constructed prior to 1990:**

Hazardous materials inspection report completed by a qualified person as per Worksafe BC  
Note: If hazardous materials will be disturbed as part of the scope of work, Worksafe NOP for asbestos removal, clearance letter, and air clearance testing results will be required prior to first inspection.

**(4 Copies of Architectural Drawings)**

**SITE PLAN at 1/8" = 1'-0" scale - 4 Copies**

- Civic address
- Show lot dimensions and North arrow
- Show any adjacent street and/or lane locations
- Distance of all building setbacks measured perpendicular to the property lines
- Provide a key plan showing the entire floor with all adjacent units and highlight the unit being renovated.

**IF COMPLYING WITH ENERGY EFFICIENCY & 9.32 VENTILATION - 4 Copies**

- In chart form Indicate the RSI value of the exterior assemblies and their required and proposed RSI value
- Indicate the U value for all doors, windows and skylights
- Provide details demonstrating all new requirements for penetrations and insulation requirements

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

- Existing/demolition floor plan, showing which elements will be removed
- New suite layout showing all proposed new construction (**clearly identified using hatch pattern**)
- Room use, doors, their dimensions and direction of swing & location of smoke and/or CO alarms
- Provide window sizes and show how window opens ( for example, slider, casement) if to be changed.
- Show washroom and fixture layout (for example, if you are removing a tub and replacing it with a shower or vice versa)
- Show kitchen and appliance layout - if kitchen reno
- Indicate location of demising walls between the suite and the adjacent suites and common property.
- Indicate the fire resistance rating, if know.
- Show venting route for washer/dryer, bathroom and kitchen fans, if being changed.
- Show location of electrical panel
- Identify type of mechanical and heating equipment, if relevant to the permit.

**CONSTRUCTION DETAILS at 1/4" = 1'-0" scale - 4 Copies**

Floor, ceiling, roof and wall assembly details

Construction details for fire rated assemblies, if known

Construction details for balcony, decks and guardrails, if applicable

**ELEVATIONS at 1/4" = 1'-0" scale - 4 Copies - If changes to the exterior**

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

**If work includes alterations such as the removal of a load-bearing wall or column, the involvement of a Registered Professional will be required. Please provide the following from an Architect/Professional Engineer: A memo may also be acceptable. Discuss with Plan Checker.**

[Schedule B \(sealed\) - from all registered professionals - If any](#)

Permit to Practice number must be listed on all signed and sealed documents as per the EGBC

**STRUCTURAL 1/4" = 1'-0" scale - 2 Copies**

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

Floor, roof plans, and construction details

**All plans and information submitted must be legible and suitable quality for scanning. Minimum size 11" x 17" sheets are required (24" x 36" preferred). Blueprint paper, vellum or graph paper will not be accepted. Drawings in colour ink or in pencil will not be accepted. Drawings should not be laminated. Reversed plans are not acceptable.**

Office Use Only:

PAM #: \_\_\_\_\_

BLD #: \_\_\_\_\_