New Garages and Carports
BUILDING PERMIT APPLICATION CHECKLIST

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
- Schedule B (electronically sealed) - from all registered professionals
- Permit to Practice number must be listed on all signed and sealed documents as per the EGBC

If there is an existing garage or carport to be demolished:
- Demolition Application for existing structure
- Demolition Waste Checklist
- Book Site Safety Inspection

DRAWING REQUIREMENTS
- SEDIMENT EROSION PLAN - See handout for example
  - 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

SURVEY PLAN
- Provide a current 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

ENG DEPT SURVEY REQ'S (review with Eng Dept if any other grade information is required):
- 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 Drawings
SITE PLAN at 1/8" = 1'-0" scale

- Full civic address
- Show lot dimensions and North arrow
- 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 and dimensions of any existing or proposed buildings and their setbacks to property lines
- Show building dimensions and eave projections or overhangs
- Show Zoning Analysis: - Identify current zoning for the property
- Lot area & Lot coverage %
- Gross floor area (GFA) – permitted and proposed
- Driveway, parking location
- 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
- Complete dimensions to all construction
- Windows and doors including door swings and sizes
- Type & location of fixtures, heating & venting equipment must be clearly shown (if applicable)
- Direction and sizes of all roof structural components, including beams and hangers (sealed and signed by a Registered Professional Structural Engineer if engineered beams are used)

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

- Construction notes for roof, wall, floor, foundation (minimum 18” to u/s footing)
- Construction notes to include concrete strength & lumber grade
- Height from floor to ceiling, roof slope, and truss height
- Footing and foundation wall details

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
- 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

GEOTECHNICAL - If scope involves excavation - 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

Office Use Only:
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