

**New Garages and Carports**  
**BUILDING PERMIT APPLICATION CHECKLIST**

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

Included	Not included
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**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 \(sealed\) - 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](#)
- If garage is finished: Hazardous materials inspection report completed by a qualified person as per Worksafe BC, Worksafe NOP for asbestos removal, clearance letter
- [Demolition Waste Checklist](#)
- Book Site Safety Inspection

**DRAWING REQUIREMENTS**

SEDIMENT EROSION PLAN (3 copies) - 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 (3 copies)**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- 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

**(4 Copies of Architectural Drawings)**

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

- 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 - 4 Copies**

- 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 - 4 Copies**

- 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 - 4 Copies**

- 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 - 2 Copies**

- 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 (2 Copies) - 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:

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