New Single Family & Two Family Dwellings
BUILDING PERMIT APPLICATION CHECKLIST

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

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- Building Permit Application
- Letter of Authorization
- Owner's Undertaking required - if Architect and/or Engineer is involved
- Design Verification Report and supporting documentation
- Schedule A (electronically sealed) - from Coordinating Registered Professional (Architect or Engineer) if 3+ P. Eng
- 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
- BC Housing - New Home Registration Form (HPO) for new homes
- Alternative Solution application if applicable
- Electrical Load Calculation for Duplex
- Demolition Permit Application (If necessary)
- Zoning Summary Table

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

- ENGINEERED STORMWATER MANAGEMENT PLAN - See website for details

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 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