

PLANNING, DEVELOPMENT & REAL ESTATE BUILDING DIVISION

buildingpermits@cnv.org




Small Ground Oriented Project Checklist (1 or 2 units)

New Construction of No More Than 2 Units

Property Address: _____

This Submission Checklist and Drawing Requirements are for convenience and to provide guidance of the Building Permit and Development Permit requirements. They do not serve to substitute or supersede applicable City Bylaws, governing Provincial / Federal Codes, or laws. Any references to Bylaws, Codes, and laws pertain to those effective at the time of this guide's creation or revision. Building Owners are responsible for ensuring that any existing or proposed construction, and other works, comply with all applicable Bylaws, Codes, and law.

Note: All applicable items must be submitted at the time of application.

 Denotes hyperlink available in the 'Building Permit Reference Links' attachment.








Demolition Permit Application and documents to be submitted separately.



Alternative Solutions Application and documents to be submitted separately.



SUBMISSION CHECKLIST

Documentation Requirements	Submitted
CNV Residential Project Application Form 	<input type="checkbox"/>
BC Land Title Search 	<input type="checkbox"/>
BC Corporate Search (if Owner is a company or numbered company) 	<input type="checkbox"/>
CNV 'Acknowledgement of Responsibility – Owner's Undertaking' Form 	<input type="checkbox"/>
CNV Design Verification Report and supporting documentation 	<input type="checkbox"/>
BCBC Schedule B (digitally sealed) - from all Registered Professionals	<input type="checkbox"/>
Permit to Practice number on all digitally sealed documents	<input type="checkbox"/>
BC Housing - New Home Registration Form 	<input type="checkbox"/>
Electrical Load Calculation 	<input type="checkbox"/>
Zoning Summary Table	<input type="checkbox"/>
BC Land Survey - Topographic Survey Plan	<input type="checkbox"/>
Architectural plans	<input type="checkbox"/>

Structural plans	<input type="checkbox"/>
Hydraulic Load Calculations (if building is sprinklered)	<input type="checkbox"/>
BC Step Code Compliance Checklist and documentation (Excel Version) 🔗	<input type="checkbox"/>
Storm Water Management Plan	<input type="checkbox"/>
Erosion and Sediment Control Plan	<input type="checkbox"/>
Off-site civil drawings	<input type="checkbox"/>
Street lighting drawings	<input type="checkbox"/>
Digitally sealed street lighting cost estimate letter, including an itemized breakdown with unit rates, quantities, and total cost for each item	<input type="checkbox"/>
Adjacent signage, street lighting, utility poles, easements, on-site and off-site utilities	<input type="checkbox"/>
Excavation and Shoring Plans/Geotechnical 🔗	<input type="checkbox"/>
EROSION AND SEDIMENT CONTROL PLAN	
Erosion and Sediment Control Plan (see sample handout)	<input type="checkbox"/>
Show the location of all streets and lanes	<input type="checkbox"/>
Show the location of all impacted catch basins; note that all impacted catch basin will be protected	<input type="checkbox"/>
Show the location of the proposed site access driveway; note size and indicate materials used	<input type="checkbox"/>
Show location and size of the sediment trap and discharge details	<input type="checkbox"/>
Show the location and size of the excavation	<input type="checkbox"/>
Show all required and proposed tree protection	<input type="checkbox"/>
Show the location of the soil pile and list the material used to protect it	<input type="checkbox"/>
Show the location of all fences and retaining walls	<input type="checkbox"/>
Provide a current (dated within 6 months) posting plan survey to scale by BC Land Surveyor (BCLS)	<input type="checkbox"/>
BC Land Survey - Posting Plan (dated within 6 months)	<input type="checkbox"/>
Show geodetic elevations at the top and bottom of all existing and proposed retaining walls	<input type="checkbox"/>
Show the proposed driveway geodetic elevations at property line.	<input type="checkbox"/>
Location of existing buildings and their setbacks to property lines	<input type="checkbox"/>
SITE PLAN	
1/8" = 1'-0" (1:100) scale	<input type="checkbox"/>
Bicycle and vehicle parking dimensions including Level EV 2 charging outlets	<input type="checkbox"/>
Civic Address and Legal Description	<input type="checkbox"/>

Name of Owner, Professional Engineer(s), Registered Architect or Designer	<input type="checkbox"/>
North arrow and lot dimensions	<input type="checkbox"/>
Geodetic elevations at property corners and building corners	<input type="checkbox"/>
Geodetic elevations at main floor and garage floor	<input type="checkbox"/>
Geodetic elevations at top and bottom of existing and new retaining walls, sunken patio, and landings	<input type="checkbox"/>
Show location of exterior mechanical equipment (i.e. heat pump)	<input type="checkbox"/>
BC Building Code Summary – code edition, building area, number of storeys, floor area, sprinklered/non-sprinklered, proposed path of compliance for Part 9 Section 9.36 and 9.32, etc	<input type="checkbox"/>
Show any existing hedges, retaining walls, steps, or crossings encroaching onto City property which are to be removed. Ensure proposed walkways, steps, railings, and door swings do not encroach into City rights-of-way.	<input type="checkbox"/>
Provide dimensions for all existing and proposed retaining walls, fence heights, and gate swings.	<input type="checkbox"/>
Show building grades at property line. The City boulevard must slope down at 2% towards the road. Property line elevations are calculated by adding 0.155m to the gutter elevation and continuing up at 2% until reaching the property line.	<input type="checkbox"/>
Show the infill area between the property line and the asphalt edge of the lane to be constructed with asphalt to match the existing lane surface without disturbing the lane drainage. If the access is to be constructed with concrete finish, it must not encroach into the lane.	<input type="checkbox"/>
Show dedications, easements, and/or SRWs	<input type="checkbox"/>
Show location of site services	<input type="checkbox"/>
Indicate the proposed path of compliance for Part 9 Section 9.36 and 9.32	<input type="checkbox"/>
Show Zoning Analysis: Identify current zoning for the property	<input type="checkbox"/>
Show outline of all buildings and their roof overhangs and their setbacks to property lines, top of bank, right of ways, and required setbacks to power lines	<input type="checkbox"/>
If there is an additional building containing dwelling units on site (existing or proposed), show the width of the required pathway from the street to the dwelling unit. Include lighting along the path and that projecting or underground features do not encroach onto the path. Include the dwelling unit's address.	<input type="checkbox"/>
FLOOR PLANS	
1/4" = 1'-0" (1:50) scale	<input type="checkbox"/>
Fully dimensioned floor plans including a roof plan.	<input type="checkbox"/>
Label the intended use of all rooms	<input type="checkbox"/>
Label garage as heated or unheated.	<input type="checkbox"/>
Show the location and fire-resistance rating of required fire separations	<input type="checkbox"/>
Show location of stairs, handrails, and guardrails	<input type="checkbox"/>

Radon/Soil Gas Control. Level 2 Classification - CNV requirement.	<input type="checkbox"/>
Show location, size, and type of doors, windows, and skylights	<input type="checkbox"/>
Show location and size of solar conduits / pipes and collector	<input type="checkbox"/>
Show location of electrical panel(s) in each dwelling unit	<input type="checkbox"/>
Show the location of the smoke alarms and carbon monoxide detectors	<input type="checkbox"/>
Show the location and label all heating, ventilation, and air conditioning equipment (HRV, heat pump, furnaces, DHW, etc.) - identify heating source/type	<input type="checkbox"/>
Show principal house building dimensions and elevations (including decks, porches, balconies)	<input type="checkbox"/>
If there is a secondary suite, the boundary of the suite should be clearly indicated on floor plan. Area of suite should also be included.	<input type="checkbox"/>

CROSS SECTIONS

Indicate scale used	<input type="checkbox"/>
Indicate the required and proposed U-value of all fenestrations	<input type="checkbox"/>
Indicate the insulation requirements for all pipes in unconditioned spaces	<input type="checkbox"/>
Rain screen details - roof to wall, window head and sill detail, vents, and wall at foundation, soffit	<input type="checkbox"/>
Building height which is measured between average existing grade and midpoint of highest roof	<input type="checkbox"/>
Details for stairs - clear height, rise, run, tread depth	<input type="checkbox"/>
Details for handrails and guardrails and attachment	<input type="checkbox"/>
Roof slope and truss heights	<input type="checkbox"/>
Floor to ceiling heights of all rooms	<input type="checkbox"/>
Label the intended use of all rooms	<input type="checkbox"/>
Details of the wall, roof, ceiling and floor construction, including insulation	<input type="checkbox"/>
Include code reference of listed assemblies	<input type="checkbox"/>
Details on radon requirements at foundation	<input type="checkbox"/>

ELEVATIONS

Indicate scale used	<input type="checkbox"/>
Building height c/w eave height (i.e. geodetic datum) and floor to ceiling heights	<input type="checkbox"/>
Existing and finished grades at corners of the structure – calculate average finished grade	<input type="checkbox"/>
Show extent of all exterior finishes including flashings over all doors and windows	<input type="checkbox"/>
Show deck height from average grade	<input type="checkbox"/>

Show roof slope Also required are all common principal building projections including measurements for eaves, cornices, leaders, gutters, canopies, chimneys (along interior side lot line), Sunlight Control Projections, Unenclosed balconies, porches, steps, exterior ramps, railings, lifts, bay windows, etc.	<input type="checkbox"/>
Spatial separation and limiting distance calculations for all elevations	<input type="checkbox"/>
Geodetic elevations for all floor levels including eave height and ridge height.	<input type="checkbox"/>
Show door and window sizes. Show direction of door swing and type of window opener	<input type="checkbox"/>
Grade elevations at corners of deck	<input type="checkbox"/>
Elevation for top of plate, roof ridge, main floor, second floor, basement	<input type="checkbox"/>
Show elevations for adjacent faces of any other buildings on the property, including all door and window dimensions and spatial separation calculations	<input type="checkbox"/>
STRUCTURAL	
1/4" = 1'-0" (1:50) scale	<input type="checkbox"/>
Floor plans including roof truss layout	<input type="checkbox"/>
Dimensions, structural elements, foundation & footings, and design loads. Include 0.24 kPa load for future solar collector for single family dwellings	<input type="checkbox"/>
Structural notes and details including concrete strength and lumber grade	<input type="checkbox"/>
GEOTECHNICAL	
Excavation & Shoring/Geotechnical (see handout for details) ↗	<input type="checkbox"/>
Site plan and elevations showing existing structures, retaining walls, and trees within 1.5 m (5 feet) of lot	<input type="checkbox"/>
Cross sections demonstrating the shear line for the bearing will be maintained	<input type="checkbox"/>
OFFSITE REQUIREMENTS	
Street Lighting drawings , coordinated with existing and proposed trees and utilities.	<input type="checkbox"/>
Survey Plan ↗	<input type="checkbox"/>
Tree Protection Plan (if applicable)	<input type="checkbox"/>
SITE PLAN	
Show building grades at property corners and both sides of all driveway and pedestrian entrances, as well as all points of grade transition.Streetscape: Indicate proposed gutter elevations and top of curb elevations at all corresponding building grade locations	<input type="checkbox"/>
Boulevard Treatment to be conformed to CNV Boulevard Landscaping and Maintenance Guide ↗	<input type="checkbox"/>

Lane / Garage Access: Show the proposed garage/ Parking pad slab elevations as well as proposed driveway elevations at property line. Where the lane slopes towards the property, proposed grades are calculated by using the elevation of the center of the lane OR where the lane slopes away from the property, proposed grades are calculated by adding 0.1 m to the elevation at the center of the lane	<input type="checkbox"/>
Indicate center of the lane elevation at corresponding building grade locations in the lane	<input type="checkbox"/>
Ensure proposed walkways, steps, railings, and door swings do not encroach into City rights-of-way	<input type="checkbox"/>
Show vehicle accesses and pedestrian entrances	<input type="checkbox"/>
EROSION AND SEDIMENT CONTROL PLAN	
Include proposed site access location(s) and protection measures to prevent sediment from being tracked off-site (Gravel access: minimum depth of 30 cm, length of 15 m, and rock size of 75 mm clear gravel - or wheel wash system will be required)	<input type="checkbox"/>
Show existing and proposed contours and relevant spot elevations	<input type="checkbox"/>
Show existing underground services and proposed connections to existing services.	<input type="checkbox"/>
Show existing catch basins and drainage infrastructure with proposed protection measures	<input type="checkbox"/>
Show street tree protection measures	<input type="checkbox"/>
Indicate designated area for soil stockpiling with proposed protection measures	<input type="checkbox"/>
Include a silt fence and swales on sloped areas (if applicable)	<input type="checkbox"/>
Include a sediment pond and dewatering pump (if applicable)	<input type="checkbox"/>
SURVEY REQUIREMENTS	
Include manhole and catch basin rim and invert elevations	<input type="checkbox"/>
Show distances between manholes	<input type="checkbox"/>
Include basement elevation and any grade changes	<input type="checkbox"/>
Indicate the top and bottom elevations of retaining walls (gutter and back of walk at property lines, lane cross-sections)	<input type="checkbox"/>
Provide corner shots and evenly spaced shots along the property line (3 along the width, 4 along the length)	<input type="checkbox"/>
Include road and lane centerlines, edges of pavement, and gutter lines	<input type="checkbox"/>
Locate all trees both on private and City property - show the dripline and trunk size on the survey drawing	<input type="checkbox"/>
Note: survey must be signed and sealed	<input type="checkbox"/>
STORMWATER MANAGEMENT	

Include a proposed infiltration facility (e.g. infiltration or detention tanks)	<input type="checkbox"/>
Show major pervious, semi-pervious, and impervious areas	<input type="checkbox"/>
Indicate infiltration rates used (if applicable include test results)	<input type="checkbox"/>
Indicate areas, depths, and volumes for any source controls	<input type="checkbox"/>
Show piping details and design details	<input type="checkbox"/>
Provide a table of calculations	<input type="checkbox"/>
BUILDING GRADES	
Show building grades at property corners and both sides of all driveway and sidewalk entrances at the property line	<input type="checkbox"/>
Show corresponding grades at the gutter line and top of curb	<input type="checkbox"/>
EXCAVATION AND SHORING DRAWINGS	
Indicate existing underground servicing on City property adjacent to the site	<input type="checkbox"/>
Show all existing third-party utilities and hydro pole locations adjacent to the site	<input type="checkbox"/>
Show the extent of excavation	<input type="checkbox"/>
CIVIL DRAWINGS FOR DUPLEXES	
MMCD and City of North Vancouver Engineering Standards	<input type="checkbox"/>
Boulevard Treatment to be conformed to CNV Boulevard Landscaping and Maintenance Guide	<input type="checkbox"/>
Show vehicle accesses and pedestrian entrances, including existing and proposed building grades at property corners, both sides of driveway, and pedestrian entrances at the property line, and all points of grade transition. Show the proposed garage slab elevation. The garage slab must be installed to provide positive drainage to the lane. The grade must be between a minimum of 2% and maximum of 10% from the garage slab to the property line. Steep lanes may require the access to slope down from the lane to the garage slab for a portion of the access. In this case, water flow must be directed back to the lane and trench drains must be installed.	<input type="checkbox"/>
Streetscape: Indicate proposed gutter elevations and top of curb elevations at all corresponding building grade locations.	<input type="checkbox"/>
Lane / Garage Access: Show the proposed garage/ Parking pad slab elevations as well as proposed driveway elevations at property line. Where the lane slopes towards the property, proposed grades are calculated by using the elevation of the center of the lane OR where the lane slopes away from the property, proposed grades are calculated by adding 0.1 m to the elevation at the center of the lane.	<input type="checkbox"/>

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BUILDING PERMIT APPLICATION CHECKLIST: REFERENCE LINKS

Alternative Solutions Application and documents to be Submitted
BC Corporate Search – available at <u>Province of British Columbia 'BC Registries and Digital Services' website</u>
BC Housing – New Home Registration Form
BC Land Title Search
BC Step Code Compliance Checklist and Documentation
BCBC Schedule A - Confirmation of Commitment by Owner and Coordinating Registered Professional
BCBC Schedule B - Assurance of Professional Design and Commitment for Field Review
CNV 'Accessory Secondary Suite' Zoning Bylaw Requirements
CNV 'Acknowledgement of Responsibility – Owner's Undertaking' Form
CNV 'Alternative Solutions' Information and Resources
CNV Arborist Guide – Arborist Report, Tree Protection Plan & Tree Replacement Plan
CNV Boulevard Landscaping and Maintenance and Boulevard Landscaping Guide
CNV Building Code Data Sheet – for New Construction for Complex Buildings
CNV Building Code Data Sheet – for Tenant Improvements in Existing Buildings
CNV 'Building Permit Application' Form
CNV Building Permit Application Guideline – Residential Heat Pumps
CNV Coach House Development Permit Application Form
CNV 'Decommissioning In-Ground Residential Swimming Pools' Handout
CNV 'Demolition Permit Application' Form
CNV Demolition Permit Information and Resources
CNV Demolition Permit Checklist – Commercial and Multi-Residential
CNV Demolition Permit Checklist – Multiple Lot – Residential
CNV Demolition Permit Checklist – Single Family Dwellings

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BUILDING PERMIT APPLICATION CHECKLIST: REFERENCE LINKS

CNV Design Verification Report – for Buildings Complying with Section 9.36 of the BCBC
CNV Electrical Load Calculation Form – for Commercial Tenant Improvements
CNV Electrical Load Calculation Form – for Duplexes
CNV Electrical Load Calculation Form – for Single Family Dwellings with Secondary Suites
CNV Electrical Load Calculation Form – for Townhouses & Row Houses
CNV 'Electrical Permit' Information and Resources
CNV Energy Efficiency Compliance Documentation – Design Verification Report
CNV Guideline Construction Fire Safety Plans (C-FSP) – BCFC 5.6.1.2 “Protection of Adjacent Properties” Report
CNV 'Public Works & Engineering Servicing Standards' Information and Resources
CNV Residential Project Application Form
CNV Residential Swimming Pool Safety Requirements
CNV 'Slope Stability' Information and Resources
CNV 'Supplementary Dwelling Unit Information' Form
Erosion and Sediment Control see Erosion and Sediment Control Requirements for Construction on Renovations, Coach Houses, Single & Two-Family Properties
Excavation Requirements for Single Family & Two Family Dwelling Construction (Including Coach Houses and Garages with Basements)
Metro Vancouver Grease Interceptor Resources
Site Disclosure Statement – available at Province of British Columbia 'Site Remediation Forms' website
Site Disclosure Statement: Determine if you need to complete a Site Disclosure Statement
Temporary Sales/Lease Centre Proposal Located in Building Under Construction (Checklist)
Tenant Improvement Inspection and Documentation Guide

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BUILDING PERMIT APPLICATION CHECKLIST: REFERENCE LINKS

[WorkSafeBC 'Restoration, Renovation & Demolition' Information and Resources](#)