

New Single Family & Two Family Dwellings

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 |
| _____ | _____ | Owner's Undertaking required - if Architect and/or Engineer is involved |
| _____ | _____ | CNV Design Verification Report (2 COPIES) |
| _____ | _____ | CNV House Performance Report (2 COPIES) |
| _____ | _____ | Proposed and Reference House Energy Modeling Report ie. Hot2000 (2 COPIES) |
| _____ | _____ | EnerGuideHomeowner Information Sheet (2 COPIES) |
| _____ | _____ | Schedule A (sealed) - from the Registered Coordinating Professional (Architect or Engineer) if applicable |
| _____ | _____ | Schedule B (sealed) - from all registered professionals |
| _____ | _____ | Confirmation of Professional Liability Form (sealed) - from all registered professionals |
| _____ | _____ | Certificate of Insurance required - from all registered professionals |
| _____ | _____ | BC Housing - New Home Registration Form for new homes or substantial reconstructions |
| _____ | _____ | Alternative Solution application (Application form, 1 original plus 5 copies of the report and fees) if applicable |
| _____ | _____ | Electrical Load Calculation for Duplex |
| _____ | _____ | Demolition Permit Application (If necessary) |
| _____ | _____ | Zoning Summary Table |

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 |

[ENGINEERED STORMWATER MANAGEMENT PLAN \(3 copies\) - See handout for details](#)

SURVEY PLAN (3 copies)

- | | | |
|-------|-------|--|
| _____ | _____ | Provide a <u>current</u> 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) - See handout for sample

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

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.

IF COMPLYING WITH 9.36 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

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 - 4 Copies

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 - 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

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 - 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 (0.24 kPa load required for solar collector)

GEOTECHNICAL (2 Copies) - See handout for details

Office Use Only:

PAM #: _____

BLD #: _____