

Building Permit Submission Requirements - 3 and 4 unit Residential Buildings

Site Address: _____

Applicant: _____

Date: _____

- Contact a Plans Reviewer to arrange a pre-building permit application meeting.
- Plans and documents must be packaged into the following sets for submission.
- Each set should include a copy of this document listing the documents within the package.
- Maximum size of plans A1 (23.39" x 33.11") (707mm x 1000mm)

Building Department Set

- [Building Permit Application Form](#)
- Building Permit Application Fee
- [Acknowledgment of Responsibility – Owner's Undertaking Form](#)
- Consultants Schedules
- Consultants Confirmation of Professional Liability Form
- Consultants proof of liability insurance
- BC Housing – New Home Registration Form
- [2 sets of energy documents](#)
- 2 sets of architectural plans
 - show geodetic datum's at corners of all buildings, grades, top and bottom of all retaining walls
 - show boulevard treatment (sidewalks, grass etc)
 - indicate the Energy Step Code requirement
 - indicate use of all rooms and areas (provide the size of any accessory units)
 - provide all door and window sizes
 - provide residential floor areas of all levels including the parking levels
 - indicate heating and venting method
 - show location of all mechanical equipment including HRV, A/C unit, Heat Pump etc
 - roof plan including all property lines and an overlay of the upper floor (can reduce scale to 1/8"=1'). Dimension all eave projections and bay window projections
 - elevations including the top-of-plate and underside of the ceiling of the upper floor
 - provide spatial separation calculations
 - provide fire separation details including sound transmission rating and the Code references
 - cross section details from soffit to footings - include stair dimensions, wall, floor, ceiling assemblies, access to roof deck, fire resistance ratings and fire stopping details
 - provide building envelope details for windows, doors, walls, roofs, decks and other openings.
- 2 sets of structural plans
- 2 British Columbia land survey plan
- 2 sets of sprinkler plans or specifications
- 2 sets of storm water management plan
- 2 set of landscape plans
- 1 signed and sealed on-site landscape cost estimate
- 1 signed and sealed off-site landscape & civil works cost estimate
- 1 set of Traffic Management Plan for Construction
- 1 set of Fire Safety Plan for the Construction site
- 2 sets of signed and sealed excavation and shoring plans

- 1 set of geotech report
- Building Code Data Sheet

Plumbing Department Set

- 1 set of Plumbing Services plans. Please click [here](#) for detailed plan submission requirements.
- 1 set of sprinkler plans or specifications
- 1 set of storm water management plans
- 1 set of landscape plans
- 1 set of civil plans

Electrical Department Set

- 1 electrical load calculation letter

Planning Department Set

- 1 set of architectural plans. If the project was approved by Council, any changes to the drawings made after the council approval are to be bubbled and a corresponding list explaining the changes is to be provided.
- 1 British Columbia land survey plan
- 1 set of landscape plans
- 1 signed and sealed on-site landscape cost estimate from a Registered BC Landscape Architect

Fire Department Set

- 1 set of architectural plans
- 1 British Columbia land survey plan
- 1 set of sprinkler plans or specifications
- 1 set of landscape plans
- 1 set of civil plans
- 1 set of Traffic Management Plan for Construction
- 1 set of Fire and Construction Site Safety Plan

Engineering Department Set

- 1 set of architectural plans
- 2 additional architectural site plan drawings
- 1 British Columbia land survey plan
- 1 set of mechanical plans
- 2 sets of Plumbing Services plans or a letter to confirm the sizing for water/sanitary/storm connections
- 3 sets of Erosion and Sediment Control Plan
- 3 sets of civil plans
- 3 sets of traffic and street lighting plan
- 3 sets of landscape plans
- 1 signed and sealed on-site landscape cost estimate
- 1 signed and sealed off-site landscape & civil works cost estimate
- 3 sets of Traffic Management Plan for Construction
- 1 set of Fire Safety Plan for the Construction site
- 2 sets of signed and sealed excavation and shoring plans
- 1 geotech report
- 1 digital (PDF) submission of complete plan set

Bylaw Enforcement Set

- 1 set of Traffic Management Plan for Construction

Demolition Permit

- Please refer to the [Demolition Application Checklist](#) online

Alternative Solution Application

Phone: 604.983.7367 for information and fee amount

- 1 original signed and sealed Alternative Solutions Code Report
- 1 original signed and sealed Alternative Solutions Application Form
- 5 copies of the signed and sealed Alternative Solutions Report
- 5 copies of the signed and sealed Alternative Solutions Application Form
- Cheque for Alternative Solution Fee

Building Permit in-take appointment is required for the Building Permit submission.

For building permit application inquiries:

Jerome Del Rosario, Plan Checker 2, Phone: 604.982.3931, E-mail: JDelRosario@cnv.org
Rebecca Leung, Plan Checker 1, Phone: 604.982.3916, E-mail: rleung@cnv.org

For civil works, traffic management, erosion and sediment control inquiries:

Gerald Reyes, Development Technician, Phone: 604.998.3286, E-mail: greyes@cnv.org

For Fire Department inquiries:

Captain, Mark Stevenson, Phone 604.904.5214, E-mail: mstevenson@cnv.org

For Planning Department inquiries:

Phone: 604.983.7357

Forms and documents are available online at www.cnv.org.

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