## PLANNING & DEVELOPMENT DEPARTMENT BUILDING DIVISION

CITY OF NORTH VANCOUVER 141 WEST 14TH STREET, NORTH VANCOUVER, BC V7M 1H9 T 604 982 WORK (9675) BUILDINGPERMITS@CNV.ORG



Address:



## **New Garages and Carports**

**BUILDING PERMIT APPLICATION CHECKLIST** 

Included	Not included	DOCUMENTS (ALL APPLICABLE items must be submitted at the time of application):
		Building Permit Application
		<u>Letter of Authorization - if Applicant is not registered Owner</u>
		Owner's Undertaking required - if Architect and/or Engineer is involved
		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
		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 - See handout for example
		Show the location of all streets and lanes
		Show the location or all streets and lanes  Show the location or note that all impacted catch basin will be protected
		Show the location of 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, note the size and indicate the materials used for the site access driveway.
		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
		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,
	. <u>—</u>	basement elevation, any changes in grade
		Nearest fire hydrant
	· <del></del> -	Location of all trees both on private and city property. Specify size and caliper

Architectural Drawings
SITE PLAN at 1/8" = 1'-0" scale
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
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
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
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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
 All door and window sizes
 Show extent of all exterior finishes including flashings over all doors and windows
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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
GEOTECHNICAL - 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#:
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