BUILDING PERMIT APPLICATION CHECKLIST

NEW RESIDENTIAL BUILDINGS, ADDITIONS & STRUCTURAL ALTERATIONS

Complete checklist and submit with your application. Please note incomplete applications cannot be processed.

Req'd	N/A	Included	To follow	
☐	☐	☐	☐	Building Permit Application Form
☐	☐	☐	☐	Application Fee as per the Bylaw at time of application submission
☐	☐	☐	☐	Administration Fee as per the Bylaw due permit issue
☐	☐	☐	☐	2 sets of drawings to appropriate scale [1/8" = 1'-0", 1/4" = 1'-0", etc.] (must include the following: site plan, foundation plan, floor plans, cross section, elevations)
☐	☐	☐	☐	1 set of drawings in electronic format (PDF)
☐	☐	☐	☐	Schedule B completed by Registered Professionals (Schedule CB required at completion project)
☐	☐	☐	☐	Proof of Liability Insurance Certificate from Professional Engineers
☐	☐	☐	☐	Title Search (current within 6 months)
☐	☐	☐	☐	Survey (corners of foundation walls to be pinned prior to footing inspection)
☐	☐	☐	☐	Home Warranty Insurance as per Homeowner Protection Act (registration or owner/builder exemption)
☐	☐	☐	☐	Owner Authorization (written)
☐	☐	☐	☐	Strata Authorization (written)
☐	☐	☐	☐	Riparian Areas Assessment
☐	☐	☐	☐	Hazardous Waste Assessment (for buildings to be demolished or substantially renovated)
☐	☐	☐	☐	Truss Layout (with reactions) / Floor System Layout / Beam-Joist Calculations
☐	☐	☐	☐	TECA Ventilation Checklist & Appliance Selection Worksheet
☐	☐	☐	☐	BC Energy Pre-Construction Compliance Report
☐	☐	☐	☐	BC Energy As-Built Compliance Report

Additional Documentation for *Complex* Buildings & *Complex* Tenant Improvements (application of Part 3, BCBC)

☐	☐	☐	☐	Schedule A from Co-ordinating Registered Professional
☐	☐	☐	☐	Additional set of drawings (total of three sets + PDF)
☐	☐	☐	☐	Building Code Analysis
☐	☐	☐	☐	Alternative Solution Proposal (if applicable)
☐	☐	☐	☐	Site Safety Plan / Construction Fire Safety Plan
☐	☐	☐	☐	Proposed Fire Truck Route & Site Access Plan
☐	☐	☐	☐	Plan Review Fee/Deposit - $2000.00 (applied to permit fees at BP issue)
☐	☐	☐	☐	Energy Modeling Calculations