

Professional Builder Building Permit Application Checklist



Property

Civic Address of Property _____

Legal Description of Property _____

**Must match title*

Documents to Accompany Plans

- Property title no more than 10 days old
- Copies of all covenants, right-of-ways and easements registered on title – highlight applicable requirements
- HPO document (*sealed/notarized*)
- Plumbing Declaration Form
- Appointment of Agent form signed or completed Purchase Agreement (*if applicant is not owner*)
- Completed Application Cover Sheet for appropriate zone, filled out with contact name and phone number
- Designer's name and phone number
- Driveway Access Application (*unless strata*)
- Written authorization from Strata Council in support of application (*if strata property*)
- Building Permit Application including:**
- Site Plan/Survey – dimensioned in SI (*metric*) units
- Site Plan is to scale
- Setbacks, easements, right-of-ways and cantilevers identified
- Most restrictive building points used to establish minimum setback
- Size and configuration of building concur with submitted plans
- No encroachments on or over right-of-ways (*including aerial encroachments such as roofs*)
- Site Plan (*scaled/signed*) with location/height survey from BCLS; all elevations geodetic
- Site Plan has curb elevation at centre of lot on down-sloping lots if height calculation is taken from highest street abutting property (*strike out if not applicable*)
- Height survey has outermost corners identified (*as per City's height guideline*)
- Driveway indicated, including grade, at crossing 5' minimum from property line. Maximum 20' width
- Driveway grade of 15% or less, or as approved by the Engineering Division
- Letter to retain BCLS to pin foundation on lot (*as per height and site guideline*)
- Retaining walls – show natural grade on top of guard elevations (*if guard required*), or top of wall to confirm zoning compliance – separate permit application required for walls 1.5 meters or taller
- Truss plan with point loads and maximum truss height
- Engineered floor system with point loads (*strike out if not applicable*)
- Engineered beam plan with point loads (*strike out if not applicable*)

Documents to Accompany Plans Cont.

Engineering:

- Foundations over coal mines or ICF foundations *(strike out if not applicable)*
- Over-height foundations or point loads over 20,000 lbs *(strike out if not applicable)*
- Plans requiring seismic design or framing over 12' *(strike out if not applicable)*
- Retaining walls - see retaining wall handout *(strike out if not applicable)*
- Review geotechnical report if applicable and provide geotechnical and/or structural engineering; as necessary *(strike out if not applicable)*

Information Required on Plans

Elevation Plans:

- Building height *(proposed and maximum permitted)*
- Roof pitch to conform to pitch on truss plan
- Final grade and natural grade to match height survey; verify roof peak elevation
- Finished and natural grades drawn and noted on all four elevations
- Perimeter wall height *(check Zoning Bylaw for requirements, example: RS-1 – 24' max, RS-1a – 22' max)*
- Spatial separation information – show calculations including: wall area, limiting distance and percent of unprotected openings
- Retaining wall over 5' in height *(or possibility of)*, engineering and separate building permit application required
- Exterior finish and type of roofing identified

Floor Plans:

- Use of all rooms is identified
- Unfinished and finished areas are identified, sundeck finish and railing type identified
- Structural review *(bearing to ground, beams/lintels sized, un-factored point loads specified)* shown on plans
- Over-height backfill at foundation walls – engineering required *(note: review stairs in garage)*
- Floor system type identified *(if engineered floor plan submitted, timber floor joists should not be indicated on plans)*, and also identified on application cover sheet
- Secondary Suite fully specified *(all items on checklist)*

Cross-Sections:

- Venting detail where deck areas are over garage or heated space
- Details of construction specifications
- Floor to ceiling heights; confirm height

Incomplete applications will be returned to the applicant.

I hereby confirm that the information supplied in support of the building permit application is true and correct.

Signature

Phone

Print Name

Email Address