

Building Permit Application Checklist

Addition / Deck 6' -6

Building Department: 604-990-2480, building@dnv.org

Complete this form and attach it to the permit submission documents

DRAWINGS REQUIRED

Please submit drawings digitally, combined into one file

- Topographical Survey (scale 1/8" = 1') *Prepared by a Registered B.C. Land Surveyor Signed and Sealed Issued within the last 6 months and include:*
 - Lot dimensions and setbacks of existing buildings and structures
 - Contours required at 3 ft. intervals
 - Curb & property corner elevations
 - Existing ridge elevation
 - Existing maximum eave height
 - Main floor elevation
 - Perimeter spot elevations where proposed structure will be sited
 - Datum determination points
 - Outline of the original building(s), creeks, adjacent roads/lane allowances, waterfront boundaries, trees, hedges, all other structures on adjoining boulevards, rights of way and all building(s) and structures on the foreshore.
- Site Plan (scale 1/8" = 1')
Site plan must include:
 - Outline of the proposed building and accessory building(s) showing the outermost most walls including basement walls and upper floor overhangs
 - All building cantilevers, roof overhangs, deck outlines, fireplace projections, window wells, floor projections, exterior stairs, retaining walls with top and bottom elevations
 - Setbacks to all structures
 - Natural and finished grades at all building corners
 - Main floor and ridge elevation
 - Datum determination points
 - Driveway location and size. Off street parking Note: max driveway width 14.7ft
- Foundation Plan (scale 1/4" = 1')
 - Location and size of all foundations including pad footings (this information may be combined with the floor plans)
- Floor Plans (scale 1/4" = 1') Existing and Proposed
 - Structural framing indicated (lumber grade and species, beam sizes, joist spacing size and direction, trusses indicated, etc.)
 - Fully dimensioned
 - Room use and size indicated
 - Window and door sizes
 - Stair rise/run
 - Roof plan/layout geodetic elevation
 - Section line
 - Secondary Suite – Electrical panel, type of heating, fire separation wall, upgrade to 200amp service

Document Number: 4825614

DRAWINGS REQUIRED cont.

- Four (4) Exterior Elevations (scale $\frac{1}{4}'' = 1'$)
Exterior Elevations must include:
 - Building height base line
 - Maximum building height line
 - Maximum eave height
 - Proposed eave and building height in geodetic elevation
 - Natural and finished geodetic grade elevations
 - Spatial separation calculations – UPO's
 - Window wells and retaining walls
 - Floor and/or deck geodetic elevations
 - Roof slope indicated

- Typical Full Cross-Section (scale $\frac{1}{4}'' = 1'$)
 - Basement, main floor, upper floor, maximum eave, and ridge elevation specified
 - Room clear heights
 - Construction details and material list
 - Roof slope indicated
 - RSI Energy Calculations

- Shoring Plan (recommended scale $3/32'' = 1'$) *depending on scope of work*
 - Signed and sealed shoring plan done by Geotechnical engineer (may be submitted after application, but prior to permit issuance)

- Storm Water Management Plan (to scale) *depending on scope of work*
 - Signed and sealed storm water management plan by P. Eng (may be submitted after application, but prior to permit issuance)

- Structural (scale $\frac{1}{4}'' = 1'$) *May be submitted after application prior to issuance*
 - Drawings to be sealed and signed by a professional engineer with indication of code compliance to Part 9, Part 4 of BCBC or CWC using the following statement: "structural design and lateral resistance in accordance with _____"

DOCUMENTS REQUIRED

- Building permit application – **Signed by the owner**
- Master Requirements Questionnaire **Signed**
- Zoning Compliance Summary
- Hazardous Materials Report submitted for buildings constructed prior to 1990, once building permit issued, must have clearance letter on site as per WCB regulations

Letters of Assurance and documents from the following professionals schedules must be correctly addressed identifying the discipline and items

- Structural Schedule B with confirmation of liability insurance and a copy of their insurance, with CRP initials
- Geotechnical Schedule B with confirmation of liability insurance and a copy of their insurance, with CRP initials (**Required if “new” footprint area greater than 500 sq ft or buildings constructed within a slope – see Master Requirements Questionnaire for further information**)
- Building Envelope Engineer (**Required design include 2 or more storeys with flat roofs and no roof overhangs**) Schedule B with confirmation of liability insurance and a copy of their insurance with CRP initials
- Plumbing Schedule B, from the SMP designer and initialled with confirmation of liability insurance and a copy of their insurance, with CRP initials (*depending on scope of work*)
- Schedule A – done by the co-ordinating registered professional (CRP) with owner signature
- Geotechnical Report (may be required)

Please note: This may not be a complete list. Further review of the application, drawings, or documents may reveal additional requirements