

Building Permit Application Checklist

New Construction Single Family

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')
 - 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

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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

- Shoring Plan (recommended scale $\frac{3}{32}'' = 1'$)
 - 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)
 - Signed and sealed storm water management plan by P. Eng
 - Signed and Sealed Geotechnical Report

- Building Envelope Professional Design Plan (scale $\frac{1}{4}'' = 1'$)
 - Signed and sealed building envelope drawings done by a registered professional (must correspond with architectural drawings and step code documentation)

- 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 CONTINUED ON NEXT PAGE

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DOCUMENTS REQUIRED

- Building permit application – **Signed by the owner**
- Master Requirements Questionnaire **Signed**
- Demolition Waste Reduction Form (*if house built before 1950*)
- Zoning Compliance Summary
- Pest Control Report – *done by a pest control company prior to demolition permit issuance (submitted after application, prior to permit issuance)*
- Hazardous Materials Report submitted for buildings constructed prior to 1990, once building permit issued, must have clearance letter on site as per WCB regulations
- BC Housing New Home Registration Form (*required at time of permit issuance*)

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
- Building Envelope Engineer Schedule B with confirmation of liability insurance and a copy of their insurance, with CRP initials to accompany building envelope signed and sealed drawings
- Plumbing Schedule B, from the SMP designer and initialled with confirmation of liability insurance and a copy of their insurance, with CRP initials
- Schedule A – done by the co-ordinating registered professional (CRP) with owner signature
- Geotechnical Report (may be required)

Step Code Documentation – *As of November 1, 2023 – Must comply to Step 5 or Step 4 and Emissions Level 3 of the Zero Carbon Step Code

- GHG Calculator (*available on our website under Energy Step Code*)
- BC Compliance Checklist (*pre-construction*)
- BC Compliance Checklist (*as-built – comes at the end of the project*)
- Hot 2000 Report

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

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