

# Building Permit Application Checklist

## Swimming Pool / Accessory Building

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*

- Simple 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
  - Complete legal description
  - North arrow
  - 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.
  - Building dimensions
- 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
  - Fence and locking gate (Swimming pools)
  - Outline of the Proposed Paving (swimming pools)
- 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 floor plan
  - Window and door sizes
- Four (4) Exterior Elevations (scale 1/4" = 1')  
Exterior Elevations must include:
  - Roof slope indicated
  - Roof height measured from top of slab
- Structural (scale 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

Document Number: 4825638

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**DOCUMENTS REQUIRED**

- Building permit application – **Signed by the owner**
- Master Requirements Questionnaire **Signed**

**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 for all in ground pools)**
- Schedule A – done by the co-ordinating registered professional (CRP) with owner signature **(Required when project has multiple engineers)**

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