

Building Permit Application Checklist

New Construction Single Family

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

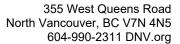
Complete this form and attach it to the permit submission documents

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 (sca	lle 1/8" = 1')	
Site plan mus	st 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 stars, 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	
	Plan (scale ¼ = 1')	
	Location and size of all foundations including pad footings (this information may be	
	combined with the floor plans)	
Floor Plans (s	scale ¼" = 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 ¼" = 1')		
	Exterior Elev	ations 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	
Ц	··	ross-Section (scale ¼" = 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 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	
	_	Signed and Scarca Scottesinical Report	
	Building Enve	elope Professional Design Plan (scale ¼" = 1')	
		Signed and sealed building envelope drawings done by a registered professional (must	
		correspond with architectural drawings and step code documentation)	
	Structural (so	cale ¼" = 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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<u>DOCUN</u>	MENTS 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)
	of Assurance and documents from the following professionals schedules must be correctly sed 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)
-	ode Documentation – *As of November 1, 2023 – Must comply to Step 5 <u>or</u> Step 4 and
EMISSIC	ons 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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