

# **Building Permit Application Checklist**

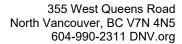
## **Coach House Single Family**

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

Complete this form and attach it to the permit submission documents

#### **DRAWINGS REQUIRED (2 Sets)**

	Topographica	Al Survey (scale $1/8 = 1'$ ) Prepared by a Registered B.C. Land Surveyor Signed and	
	Sealed Issued	l 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	
	_	Perimeter spot elevations where proposed structure will be sited	
		The state of the s	
	Ц	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 mus		
		Outline of the proposed building and accessory building(s) showing the outermost	
	_	most walls including basement walls and upper floor overhangs	
	Ц	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	
		Datum determination points	
		Driveway location and size. Off street parking Note: max driveway width 14.7ft	
Foundation Plan (scale $\frac{1}{4} = \frac{1}{1}$ )			
		Location and size of all foundations including pad footings (this information may be	
	_	combined with the floor plans)	
☐ Floor Plans (scale ¼" = 1')		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	

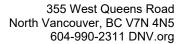




### **DRAWINGS REQUIRED cont. (2 Sets)**

	Four (4) Exte	rior Elevations (scale ¼" = 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 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)		
	Structural (scale $\frac{1}{2}$ " = 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"		

#### **DOCUMENT REQUIREMENTS CONTINUED ON NEXT PAGE**





DOCUN	MENT REQUIREMENT (1 set)
	Building permit application – Signed by the owner
	Master Requirements Questionnaire Signed
	Zoning Compliance Summary
	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
addres	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
	Schedule A – done by the co-ordinating registered professional (CRP) with owner signature Geotechnical Report (may be required) <b>Note: Storm water is not permitted to be pumped into the storm sewers. See Sewer Bylaw Section 7.1 for further information</b>
Step Co	ode Documentation – Done by a Certified Energy Advisor
*as of .	July 1, 2021 – must comply to Step 5 <u>or</u> Step 3 with a low carbon energy system
	Design Verification Report  House Performance Report (pre-construction)  House Performance Report (as-built – comes at the end of the project)  BC Housing New Home Registration Form (required at time of permit issuance)  Hot 2000 Report

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