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)

☐ 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 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

☐ Foundation Plan (scale ¼ = 1’)

Location and size of all foundations including pad footings (this information may be combined with the floor plans)

☐ Floor Plans (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) Exterior 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 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 _______”

DOCUMENT REQUIREMENTS CONTINUED ON NEXT PAGE
Building Permit Application Checklist – Coach House Single Family

DOCUMENT 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 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
- Schedule A – done by the co-ordinating registered professional (CRP) with owner signature
- Geotechnical Report (may be required) Note: Storm water is not permitted to be pumped into the storm sewers. See Sewer Bylaw Section 7.1 for further information

Step Code Documentation – Done by a Certified Energy Advisor
*as of July 1, 2021 – must comply to Step 5 or 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