

# Building Permit Application Checklist

## Coach House Single Family

Building Department: 604-990-2480, [building@dnv.org](mailto: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 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

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

- 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)
  
- 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 \_\_\_\_\_"

**DOCUMENT REQUIREMENTS CONTINUED ON NEXT PAGE**

**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