BUILDING PERMIT CHECKLIST

COMMERCIAL | MULTI-RESIDENTIAL | INDUSTRIAL

This CHECKLIST will help you with your building permit application. If you have any questions or require any additional information or clarifications, please contact the Building Inspector. ***Note:*** *This checklist outlines the typical requirements for a new complex building. Depending on the specifics of your project, certain "must-have" items may not be applicable. It is strongly recommended to consult with your Building Inspector or Coordinating Registered Professional before submitting your application.*

MUST HAVE ITEMS:

Once we receive these "must have" items, we will start to process your application. This will help us to process all permit applications as quickly as possible. **Incomplete applications will not be accepted. Review the requirements carefully.**

BUILDING PERMIT APPLICATION FORM

- ❑ This form must be fully completed for your project and signed.

APPOINTMENT OF AGENT

- ❑ This form must be signed by the owner(s), authorizing the applicant to apply for the building permit on the owner's behalf, if applicable.

CERTIFICATE OF TITLE

- ❑ Provide a certificate of title (current within 30 days).
- ❑ Include any Charges or Interests on Title such as easements, rights of way, covenants, geotechnical reports, etc.

HOME WARRANTY INSURANCE

- ❑ This is a Provincial (BCHousing) requirement for all new homes and substantially renovated homes. Provide your New Home Registration form or your Owner-Builder Exemption.

SITE SURVEY AND HEIGHT CALCULATIONS

- ❑ Signed BCLS surveys (Proposed Location Certificate)
  - ❑ Show all buildings (existing and proposed), rights of way, easements, covenant areas, SPEA, etc., building envelope, parcel size, parcel coverage, zoning, setbacks.
  - ❑ Proposed building height, maximum building height, sloped roof mid-point height, height of eaves, average natural grade, average finished grade.
  - ❑ Driveway location, length, width, elevations, parking areas, profile.
  - ❑ Proposed retaining wall heights and spacing.

DRIVEWAY ACCESS PERMIT APPLICATION

- ❑ This form must be fully completed for your project and signed. It requires a surveyed plan showing:
  - ❑ The driveway location, length, width, elevations, parking areas.
  - ❑ A profile of the driveway showing building location, elevation of garage/parking area relative to the back of existing curb and existing boulevard plantings, if any.

SEALED ARCHITECTURAL PLANS

- ❑ Digital plans containing: **Note: For all types of plans, hard-copies may be requested before permit issuance.*
  - ❑ Floor plans
  - ❑ Foundation plans
  - ❑ Elevations with heights and spatial calculations (10min> response time)
  - ❑ Two cross sections
  - ❑ Site plans and parking layout showing grades, buildings, and driveways

SEALED BUILDING CODE COMPLIANCE SUMMARY

- ❑ Include all applicable information such as, without limitation, whether the building is designed to Part 3 or Part 9, major occupancy classification(s), building area and building height, number of streets the building faces, accessible entrances, occupant loads, washrooms, firewalls, fire department access and life safety systems.
- An additional checklist may be requested for Adaptable Dwelling Units.

SEALED MISCELLANEOUS PLANS

- ❑ Structural plans
- ❑ Mechanical plans, complying with the BC Building Code including Part 10
- ❑ Plumbing plans
- ❑ Electrical plans, including any fire alarm information
- ❑ Geotechnical plans and reports, including Storm Water Management plans
- ❑ Alternative Solutions plans and reports
- ❑ Fire Suppression plans, including hydraulic calculations
- ❑ Civil Plans, if applicable, including design of on-site and off-site servicing and access, and Erosion & Sediment Control Plans

BC ENERGY STEP CODE & ZERO CARBON STEP CODE

- ❑ Pre-Construction Energy and Zero Carbon Compliance Report - More information
- ❑ Energy Model Report, sealed by an Architect or registered professional with expertise in energy modelling. The signing professional must also submit a signed Schedule B.

SITE DISCLOSURE STATEMENT (SDS)

- ❑ All building permit applications require a completed Provincial Site Disclosure Statement (SDS).

HAZARDOUS MATERIALS DECLARATION (Renovations & Demolitions Only)

- ❑ This form must be fully completed for your project and signed.
- Confirmation of Abatement Report or an Air Clearance Report may be required.
- Air Clearance Reports may be required at various stages of construction.

SCHEDULE A – COORDINATING REGISTERED PROFESSIONAL (CRP)

- ❑ Schedule A - Confirmation of Commitment by Owner and Coordinating Registered Professional
- The Coordinating Registered Professional (CRP) must be either an architect or a registered professional. They are responsible for coordinating the work of all registered professionals on a project, ensuring compliance with the BC Building Code and other safety regulations. **An Architect may be required as per the Professional Governance Act.*
- Where more than two registered professionals are required for a project, a CRP must coordinate.

SCHEDULE B's – ARCHITECT OR A REGISTERED PROFESSIONAL
❑ Schedule B's - Assurance of Professional Design and Commitment for Field Review • Each Schedule B must be submitted by a registered professional and must be signed by the CRP. (Architectural, Structural, Mechanical, Plumbing, Civil, Fire Suppression, Electrical, Geotechnical)
CONFIRMATION OF PROFESSIONAL LIABILITY INSURANCE
❑ The letter found in Appendix B of the Building & Plumbing Bylaw 2024, NO.2174 must be submitted along with each Schedule A or Schedule B. A separate letter is required from each registered professional.
CONSTRUCTION FIRE SAFETY PLAN
❑ A Construction Fire Safety Plan is required prior to commencing construction. Your plan will be forwarded to the Fire Department for approval. • A Fire Safety Plan and/or a Fire Evacuation Plan may be required prior to occupancy.

MAY BE REQUIRED ITEMS:
HEALTH AND SAFETY APPROVALS
❑ Include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits and ministry of health approvals.
WATER SERVICE PIPE - HYDRAULIC LOAD CALCULATIONS FORM
❑ May be required when the proposed construction or renovation adds plumbing fixtures, increases water demand, or where there is concern that the existing water service may be undersized for the proposed use.
GRADING PLAN & SLOPES
❑ A grading plan may have been a requirement for your lot when the subdivision was created. If so, the building plans must be based on the approved grading plan. ❑ Include illustrations of any slopes on the property that exceed 30%.
ENGINEERED TRUSS, FLOOR SYSTEM AND BEAM DOCUMENTS
❑ Digital plans showing trusses, engineered beams, joist layouts and factored loads.
DEVELOPMENT PERMITS, BUSINESS LICENCES, SIGN PERMITS AND VARIANCES
❑ To be determined based on the specifics of the project. Contact the Planning Department to discuss which permits may be applicable.
CERTIFIED PROFESSIONAL (CP) PROGRAM
❑ If a CP is used, the Certified Professional Program Guide & Supplement must be followed. Applicable submissions such as the CP-1, CP-2 and CP-3 forms may be required.
OTHER PROFESSIONALS/REPORTS
❑ To be determined based on the specifics of the project.

OTHER IMPORTANT INFORMATION:

OLD SERVICES?

- If you are building on a lot that is already serviced by the Town (sewer, water, storm), you should check with the Engineering Department to see if any of the services need to be replaced.
- Engineering Administrative and Inspection Fees may apply.

DEVELOPMENT COST CHARGES (DCC)

- ❑ If DCCs have not been paid for the lot, a DCC may be payable.

SCHOOL SITE ACQUISITION CHARGES (SSAC)

- ❑ SSAC's may be required, depending on the type of build.

DAMAGE AND SECURITY DEPOSITS

- ❑ Deposits may be requested at permit issuance and are determined based on specifics of the project.
- For permits requiring the use of tower cranes or construction hoists, additional deposits may be required.

WORK ON OR WITHIN TOWN STREETS PERMIT

- ❑ Contact the Engineering Department if work is intended to take place on Town property or within Town roads.

VENTILATION CHECKLISTS

- May be required by or at Framing Inspection.

GAS, ELEVATOR AND ELECTRICAL PERMITS

- Gas, Electrical and Elevator permits are obtained through Technical Safety BC (TSBC). Copies of TSBC final approval will be requested before final inspection approval.

BUILDING PERMIT FEE

- ❑ Please note that fees are paid when the Building Permit has been issued and it is ready to be picked up. Building Permits are issued at the Development Services office, 132C Roberts Street (payment by cheque only). If you wish to pay by Debit or Cash, payment can be made at City Hall, 410 Esplanade, after you pick up your Building Permit at Development Services.