



Building Permit Application Checklist

New Residential Buildings, Additions & Structural Alterations

Required	Submitted	N/A	
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*****Mandatory documents required before Permit can be processed:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Permit Application Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing Application Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 sets of drawings to scale – 1/4" per foot (preferred) 11 x 17 or larger foundation plan, floor plans, cross section, elevations – must meet requirements of example
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title Search for all new structures (not more than 3 months old)

*****Documents required before Permit can be picked up:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Development Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial Proof of Sewerage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner Authorization Form (Appointment of Agent)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Licensing and Consumer Services (registration or owner/builder exemption)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Truss Layout with point loads/beam calculations/floor system layout – unstamped or stamped
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If a registered professional is required to provide Letters of Assurance for the construction project, a proof of liability must be provided and submitted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule B (completed by Registered Professionals)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tall Wall Engineer stamped letter or plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MFH Registration # and Specifications

*****Mandatory documents required before Framing Inspection:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Truss layout/beam calculations/floor system layout - stamped
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Ventilation Checklist

*****Mandatory documents required before Occupancy Inspection:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of Potable Water
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical – Final Declaration Document from Technical Safety BC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gas - Final Declaration Document from Technical Safety BC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule C-B (completed by Registered Professionals)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of Final Sewerage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Address Sign
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Decommission/removal of old residence

*****Mandatory documents required before Demolition Permit:**

Hazardous Waste Assessment

FOR DEPARTMENT USE ONLY

Building Permit No.:

Received By (SCR): _____

Plan Review Completed Date:

Date App. Rec'd: _____

Signature of Owner or Authorized Agent: _____

Date: _____