



New Residential Buildings, Additions & Structural Alterations

Required	Submitted	N/A	***Mandatory documents required before Permit can be processed:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Permit Application Form Secondary Suite <input type="checkbox"/> #
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing Application Form Permit #
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan- showing setbacks from lot lines and other structures
<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 showing foundation plans, floor plans, cross section, elevations MUST MEET REQUIREMENTS OF EXAMPLE
<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 (HPO -registration or owner/builder exemption)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title Search for all new structures (not more than 3 months old)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preconstruction compliance report – Step Code
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Land Use Acknowledgement Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application Fee \$100

Required	Submitted	N/A	*** Engineering Documentation that may be required before release of permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Truss Layout with point loads/ beam calculations / floor system layout stamped or unstamped.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule B (completed by Registered Professionals)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineer stamped letter or plans:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Required	Submitted	N/A	***Additional documents that may be required for Permit (BUT NOT LIMITED TO):
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Development Permit # _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Survey
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MFH Registration # and Specifications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heating Unit Application Permit #
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Required	Submitted	N/A	***Mandatory documents required before Framing Inspection:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Truss layout/beam calculations/floor system layout – Stamped copy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Required	Submitted	N/A	***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"/>	As Built Compliance Report – Step Code
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	