PLANNING & DEVELOPMENT DEPARTMENT
BUILDING DIVISION

CITY OF NORTH VANCOUVER
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New Single Family & Two Family Dwellings
BUILDING PERMIT APPLICATION CHECKLIST   Address: _____

Included	Not included	**DOCUMENTS (ALL APPLICABLE items must be submitted at the time of application)**
		Building Permit Application
		Letter of Authorization
		Owner's Undertaking required - if Architect and/or Engineer is involved
		Design Verification Report and supporting documentation
		Schedule A (electronically sealed) - from Coordinating Registered Professional (Architect or Engineer) if 3+ P. Eng
		Schedule B (electronically sealed) - from all registered professionals
		Permit to Practice number must be listed on all signed and sealed documents as per the EGBC
		BC Housing - New Home Registration Form (HPO) for new homes
		Alternative Solution application if applicable
		Electrical Load Calculation for Duplex
		Demolition Permit Application (If necessary)
		Zoning Summary Table
		Supplementary Dwelling Unit Information Form

DRAWING REQUIREMENTS

SEDIMENT EROSION PLAN - See handout for example

Included	Not included	
		Show the location of all streets and lanes
		Show the location, note that all impacted catch basin will be protected
		Show the location, note the size and indicate the materials used for the site access driveway
		Show location and size of the sediment trap and discharge details
		Show the location and size of the excavation
		Show all required and proposed tree protection
		Show the location of the soil pile and list the material used to protect it
		Show the location of all fences and retaining walls

		ENGINEERED STORMWATER MANAGEMENT PLAN - See website for details

SURVEY PLAN

Included	Not included	
		Provide a current survey/posting plan to scale by BCLS showing full legal description & street name
		Surveys older than 6 months old may not be acceptable
		Provide a 'Posting Survey Plan' to scale by BCLS
		Show lot dimensions and North arrow
		Show geodetic datum's at 4 corners of property & buildings, grades, top and bottom of retaining walls
		Location of any existing buildings and their setbacks to property lines

Development Servicing Survey Requirements
(Review with Development Technician if any other grade information is required)

Included	Not included	
		Manhole and catch basin rim and inverts upstream and downstream of subject property
		Gutter and back of walk at property lines, lane cross-sections
		Adjacent signage, street lighting, utility poles, easements, on-site and off-site utilities
		Basement elevation, any changes in grade
		Nearest fire hydrant
		Location of all trees both on private and city property. Specify the size and caliper.
		Show the dripline and actual trunk size on the survey drawing.
		All drawings (architectural, civil, and landscape) should be coordinated, and all trees should be shown clearly and to scale.

SITE PLAN at 1/8" = 1'-0" scale

Full civic address

Show lot dimensions and North arrow

Show geodetic datum's at corner of all buildings, grades, top and bottom of all retaining walls

Location of site services (from Engineering Department)

Show easements and/or R.O.W.'s (if applicable), top & bottom of all retaining walls

Show any adjacent street and/or lane locations and widths

Location of any existing or proposed buildings and their setbacks to property lines

Show building dimensions and eave projections or overhangs

Indicate the proposed path of compliance for Part 9 Section 9.36 and 9.32

Show Zoning Analysis: Identify current zoning for the property

Lot area, Lot coverage %, Gross floor area (GFA) – permitted and proposed

Boulevard Treatment (sidewalks, grass)

For the garage slab: At both the property line and centre of the lane provide the geodetic elevations at the corners of the garage and the centre of the garage. Max 10% slope. Interpolate grades if required.

ROOF / FLOOR PLANS at 1/4" = 1'-0" scale

Dimensions, structural elements, foundation & footings and design loads

Room use, doors, and windows and all their dimensions & location of smoke alarms and carbon monoxide alarms

Location & detailed dimensions of stairs, handrail or guardrail heights & headroom clearances

Type & location of fixtures, heating & venting equipment must be clearly shown (ie. HRV, Heat pump)

Roof plan to include an overlay of the upper floor and ALL property lines (1/8"=1'-0" scale ok)

Show location and size of solar conduits/pipes and collector

Show location of electrical panel, washer and dryer

CROSS SECTIONS at 1/4" = 1'-0" scale

Construction notes for roof, wall, floor, foundation (minimum 18" to u/s footing)

Fire separation assembly & the Code reference of the assembly

Height from floor to ceiling, height over stairs, roof slope, truss height and room labels

Indicate the required and proposed U-value of all windows and exterior doors

Indicate the insulation requirements for all pipes in unconditioned spaces

Details - roof to wall, typical window head and sill detail, wall to foundation, soffit

Section through a doorway to guardrail of deck if applicable & a typical penetration

ELEVATIONS at 1/4" = 1'-0" scale

Building height c/w eave height (ie. geodetic datum) and floor to ceiling heights

Existing and finished grades at corners of the structure – calculate average finished grade

Show spatial separation calculations as well as all door and window sizes

Show extent of all exterior finishes including flashings over all doors and windows

STRUCTURAL 1/4" = 1'-0" scale

Design path must be clearly stated & design loads must be noted

Floor, roof plans, and construction details

Provide roof truss layout with design loads (0.24 kPa load required for solar collector)

GEOTECHNICAL - See handout for details

Site plan and elevations showing existing structures, retaining walls, and trees within 5' of lot

Cross sections demonstrating the shear line for the bearing will be maintained