

Single Family & Two Family Dwelling Additions

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 - if Applicant is not registered Owner
_____	_____	Owner's Undertaking required - if Architect and/or Engineer is involved
_____	_____	Design Verification Report and supporting documentation
_____	_____	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 for substantial additions or reconstructions
_____	_____	Alternative Solution application
_____	_____	Electrical Load Calculation for Duplex
_____	_____	Supplementary Dwelling Unit Information Form (only applicable if a new residential unit is being added)

If the existing building was constructed prior to 1990:

Hazardous materials inspection report completed by a qualified person as per Worksafe BC

Note: If hazardous materials will be disturbed as part of the scope of work, Worksafe NOP for asbestos removal, clearance letter, and air clearance testing results will be required prior to first inspection.

DRAWING REQUIREMENTS

SEDIMENT EROSION PLAN - See handout for example

- _____ Show the location of all streets and lanes
- _____ Show the location or 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

SURVEY PLAN

- _____ 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

ENG DEPT SURVEY REQ'S (review with Eng Dept if any other grade information is required):

- _____ Manhole and catch basin rim and inverts upstream and downstream of subject property
- _____ Gutter and back of walk at property lines, lane x-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 size and caliper

Architectural Drawings

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 retaining walls

Show any adjacent street and/or lane locations and widths

Location of all existing buildings on the lot and highlight the proposed addition area

Distance of all building setbacks measured perpendicular to the property lines

Building dimensions of the proposed addition and the existing building and eave projections or overhangs

Distance between the new addition and any other existing buildings (building separation)

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

IF COMPLYING WITH 9.36 ENERGY EFFICIENCY & 9.32 VENTILATION

In chart form Indicate the RSI value of the exterior assemblies and their required and proposed RSI value

Indicate the U value for all doors, windows and skylights

Provide details demonstrating all new requirements for penetrations and insulation requirements

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

Existing/demolition floor plan, showing which elements will be removed

New floor plan showing all proposed new construction (**clearly identified using hatch pattern**)

Dimensions, struct. elements, foundation & footings and design loads

Room use, doors, and windows and all their dimensions & location of smoke and/or CO 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)

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

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

Fire Separation assembly, if applicable

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

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

Indicate the insulation requirements for all pipes in unconditioned spaces

Rain screen details - roof to wall, typical window head and sill detail, wall to foundation,

Section thru a doorway to guardrail /grade 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