

Single Family & Two Family Dwelling Interior Renovations

BUILDING PERMIT APPLICATION CHECKLIST

Address: _____

Included	Not included
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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 - If any changes to Insulation, windows etc.
- [Electrical Load Calculation for Duplex - Required if suites are being added](#)
- [Supplementary Dwelling Unit Information Form](#)

If the existing building was constructed prior to 1990:

_____	_____
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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.

Architectural Drawings

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

_____	_____
_____	_____
_____	_____
_____	_____

- Civic address
- Show lot dimensions and North arrow
- Show any adjacent street and/or lane locations
- Distance of all building setbacks measured perpendicular to the property lines

IF COMPLYING WITH 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 of entire house, showing which elements will be removed
- New floor plan of entire house showing all proposed construction (**clearly identified using hatch pattern**)
- Room use, doors and their dimensions & location of smoke and/or CO alarms
- Type & location of fixtures, heating & venting equipment must be clearly shown (ie. HRV, Heat pump)
- Provide window sizes and show how window opens (for example, slider, casement)
- Show washroom and fixture layout (for example, if you are removing a tub and replacing it with a shower or vice versa)
- Show kitchen and appliance layout for kitchen renovations

CROSS SECTIONS at 1/4" = 1'-0" scale - If major renovations and major changes to interior layout

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- Construction notes for roof, wall, floor, foundation (minimum 18" to u/s footing)
- Height from floor to ceiling, height over stairs, roof slope, truss height and room labels
- 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 - if exterior is being modified
- Section through a doorway to guardrail /grade if applicable & a typical penetration

CONSTRUCTION DETAILS at 1/4" = 1'-0" scale

_____	_____
_____	_____

- Floor, ceiling, roof and wall assembly details
- Fire separation assembly, If applicable

ELEVATIONS at 1/4" = 1'-0" scale - If changes to the exterior

- 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

If work includes alterations such as the removal of a load-bearing wall or column, the involvement of a Registered Professional will be required. Please provide the following from an Architect/Professional Engineer: A memo may also be acceptable, discuss with Plan Checker

[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

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

- Design path must be clearly stated & design loads must be noted
- Floor, roof plans, and construction details

Office Use Only:

BLD#: _____