

# Building Permit Checklist

Building permit application packages must contain all required documents at the time of submission to be considered complete. Only complete applications will be processed and submitted for review.

- I have confirmed that my application conforms with regards to use, setbacks, height, site coverage, parking, and other applicable sections of the current Zoning Bylaw**

## All applications must include the following documents:

- Application fee of \$120 and Completed Building Permit Checklist (this document)
- Completed and signed Building Permit Application
- Completed and signed Owners Authorization of agent if an agent is applying on the owner's behalf
- Title current to within 30 days of application date (or)  Authorize District to pull Title for applicable fee available from [BC Land Title & Survey](#)
- Value of Work Declaration/Contractor Quote  
\*\*NOT REQUIRED for single-family dwellings, duplex, townhouse, rowhouse, or multi-family buildings conforming to Part 9 of the BC Building Code which will be determined by Marshall and Swift Residential Estimator using "average calculations"\*\*\*
- Survey of the property including the proposed building, as per current Building Bylaw  
(For alterations/renovations which do not change the footprint of the existing buildings a survey may not be required)
- Construction drawings – two paper copies in 11"x 17"  
(site plan, floor plans, elevations, sections, and details etc per current building bylaw)
- PDFs of all drawings emailed directly to Building Inspector at the time of application
- Site Disclosure Statement included if applicable
- Strata Properties Authorization form if applicable (for building permits in strata buildings)

## Applications for single-family dwellings, duplex, townhouse, rowhouse, or multi-family buildings conforming to Part 9 of the BC Building Code, include the following:

- New Home Registration Form through [BC Housing, Licensing & Consumer Services](#) (formerly HPO)
- Truss and floor layouts including all factored loads
- BC Building Code Schedule B Letter of Assurance – Geotechnical Engineering for bearing and soil conditions
- Plumbing declaration, if owner intends to do the plumbing, and is not a licensed plumber
- Water Meter Application
- Water and Sewer Connection Application (or)  No new connections required

## If you have engaged Registered Professionals (Engineer or Architect) your application must also include:

- One set of sealed plans for each discipline engaged on the project
- Schedule B Letters of Assurance completed and sealed by each discipline engaged on your project
- PDFs of digitally sealed plans and Schedule B Letters of Assurance by each discipline engaged on your project emailed directly to Building Inspector at time of application
- Confirmation of Registered Professional's Liability Insurance

## Documentation of energy compliance path:

- For Step Code or Performance Path: BC Energy Compliance Report completed by a Registered Energy Advisor
- For NECB: Compliance report completed by a Registered Professional
- For Prescriptive Path: A written report describing construction assemblies and RSI calculations

## Applications for a Part 3 or Complex Part 9 residential buildings must include:

- BC Building Code Schedule A from a Coordinating Registered Professional (CRP)

## Applications on properties subject to one or more Development Permit designations

- Copy of the development permit and statement of conditions

***If you have questions regarding your application, please contact the Building Department at 250-726-7744.***