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Canada

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Part 3 Building Permit Application Checklist

The following documentation is to be completed and submitted with the Building Permit Application for all new buildings and additions

Project Address: _____

Date: _____

Documents & Drawings

	Submitted	N/A		Notes
1			Building Permit Application Form	
2			Building Permit Fee Deposit	
3			Project Directory	
4			Three (3) sets of drawings and a digital submission using metric dimensions, signed, sealed & dated (original seals & signatures), including: Excavation & Shoring, Erosion & Sediment Control, Lot Grading (including retaining walls), Architectural, Structural (including retaining walls), Civil (Site Servicing), Mechanical, Plumbing, Fire Suppression & Electrical	Drawings to use metric dimensions
5			Digital submission on USB with all application drawings	
6			Legal Survey of Lot: Three (3) sets signed, sealed & dated (original seals & signatures)	
7			Landscaping: Two (2) sets of drawings using metric dimensions, signed, sealed & dated (original seals & signatures)	Drawings to use metric dimensions
8			Three (3) sets of Code Compliance Drawings	Drawings to use metric dimensions
9			Proof of approval from other Regulatory Authorities (if applicable)	
10			"Schedule A" of the British Columbia Building Code: "Confirmation of Commitment by the Owner & Coordinating Registered Professional" form	
11			"Schedule B" of the British Columbia Building Code: "Assurance of Professional Design & Commitment for Field Review" forms from all registered professionals	

12			Proof of current Insurance Coverage for all Registered Professionals, including Form 2	
13			Two (2) original Soil Reports sealed by the Registered Geotechnical Engineer	
14			Two (2) Alternative Solutions Report submissions with appropriate administrative fees (if applicable)	
15			The Homeowner Protection Office (HPO) Forms-Residential Project only	
16			Two (2) Construction Fire Safety Plans from contractor	
17			Schedule L-1 & L-2 from Landscape Professional	
18			Schedule D from Professional Envelope consultant	
19			Two (2) sealed reports on Energy Model	
20			Form 1 – Acknowledgements of Landholder	