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. If hard copy drawing(s) and Registered Professional schedules are being submitted, they must be wet sealed and signed. If documents are only submitted digitally, all digital signatures must be verifiable. A digital or scanned submission of all documents is required.

Building permit submissions can be emailed to **buildingpermits@tsawwassenfirstnation.com** or hard copies can be delivered to: Tsawwassen First Nation Lands Department, 1926 Tsawwassen Drive, Tsawwassen BC V4M 4G2.

Once a building permit submission has been received and processed, the Applicant will be sent a Fee Slip for related building permit fees and deposit.

Project Address: Date:

Documents & Drawings

	Original Hard Copy Submitted	Digitally Signed Submitted	N/A		Notes
1	☐	☐	☐	Building Permit Application Form	
2	☐	☐	☐	Project Directory	
3	☐	☐	☐	One (1) set of drawings using **metric** dimensions, signed, sealed & dated (original seals & signatures if hard copies are being submitted). Drawings to include: • Excavation & Shoring • Erosion & Sediment Control • Lot Grading (including retaining walls) • Architectural • Structural (including retaining walls) • Civil (Site Servicing) • Mechanical • Plumbing • Fire Suppression • Electrical	Use metric dimensions
4	☐	☐	☐	Legal Survey of Lot: One (1) set signed, sealed & dated (original seals & signatures required)	
5	☐	☐	☐	Landscaping: One (1) set of drawings using **metric** dimensions, signed, sealed & dated (original seals & signatures if hard copies are being submitted)	Use metric dimensions

Revision March 2026

	Original Hard Copy Submitted	Digitally Signed Submitted	N/A		Notes
6	☐	☐	☐	One (1) set of Code Compliance Drawings	Use metric dimensions
7	☐	☐	☐	Proof of approval from other Regulatory Authorities (if applicable)	
8	☐	☐	☐	"Schedule A" of the British Columbia Building Code: "Confirmation of Commitment by the Owner & Coordinating Registered Professional" form	
9	☐	☐	☐	"Schedule B" of the British Columbia Building Code: "Assurance of Professional Design & Commitment for Field Review" forms from all Registered Professionals	
10	☐	☐	☐	Form 2 and current Insurance Certificate for all Registered Professionals	
11	☐	☐	☐	One (1) original Soil Report sealed by the Registered Geotechnical Engineer	
12	☐	☐	☐	One (1) Alternative Solutions Report submission with appropriate administrative fees (if applicable)	
13	☐	☐	☐	One (1) Construction Fire Safety Plan from contractor	
14	☐	☐	☐	Schedule L-1 & L-2 from Landscape Professional	
15	☐	☐	☐	Schedule D from Professional Envelope consultant	
16	☐	☐	☐	One (1) sealed report on Energy Model	
17	☐	☐	☐	Form 1 – Acknowledgements of Landholder	
18	☐	☐	☐	BC Step Code Compliance Checklist	
19	☐	☐	☐	Construction value estimate signed and sealed by a qualified professional	
20	☐	☐	☐	New Home Registration Form (for new homes, modular exempt)	

1926 Tsawwassen Drive,
Tsawwassen, British Columbia
V4M 4G2

Tel: (604) 948-0694
tsawwassenfirstnation.com

scəwaθən məsteyəxʷ
TSAWWASSEN FIRST NATION

BUILDING PERMIT APPLICATION

Office Use Only:
Building Permit Application No:

Project Address:

☐ **Demolition** ☐ **Moving**

☐ **Part 3 Building** (complex) ☐ **Part 9 Building** (housing & small buildings)

Description of Proposed Work:

Floor Area (in square meters): **Construction Value: $**

Proposed Use (i.e. house, townhouse, store, warehouse, office):

Any other buildings on the same lot? **Yes** ☐ **If yes, used for?**
No ☐

APPLICANT:

Address:

City: **Province:** **Postal Code:**

Phone: **Cell:** **Email:**

LESSEE and/or LANDHOLDER:

Address:

City: **Province:** **Postal Code:**

Phone: **Cell:** **Email:**

TENANT/BUSINESS NAME:

Address:

City: **Province:** **Postal Code:**

Phone: **Cell:** **Email:**

DESIGNER/ARCHITECT:

Address:

City: **Province:** **Postal Code:**

Phone: **Cell:** **Email:**

As Lessee or Landholder or as Agent on behalf of the Lessee or Landholder, I have instructions to and I do certify that I have read and understand the release of liability, waiver of claims and indemnity provisions that are contained on Form 1 and by signing this application, I agree to all terms contained therein. I am aware that by signing this application, I am waiving certain legal rights which I, or a party on whose behalf I act, may otherwise have against the Tsawwassen First Nation.

Applicant Signature: **Date:**

TSAWWASSEN FIRST NATION
Building Regulation
Form 1
Acknowledgements of Land Holder

I acknowledge that the land holder of the land of which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the BC Building Code and other applicable laws respecting safety, including the requirements of the BC Building Code in relation to soil conditions for building foundations.

I acknowledge that the land holder of the land is also solely responsible for determining whether the work authorized by this permit contravenes any covenant, easement, right of way, building scheme or other restriction affecting the building site, and whether the work requires the involvement of an architect under the **Architects Act** or an engineer or geoscientist under the **Engineers and Geoscientists Act**.

I acknowledge that the Tsawwassen First Nation provides a limited monitoring service in relation to building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others, or issuing building or occupancy permits, make any representation or give any assurance that the construction authorized by this permit complies in every or any respect with the BC Building Code or any other applicable laws respecting safety.

If the Tsawwassen First Nation has so indicated on this permit, I acknowledge that the Tsawwassen First Nation has issued the permit in reliance on the certification of a registered professional, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the BC Building Code and other applicable enactments, and that the fee for the permit has been accordingly reduced. I acknowledge that the Tsawwassen First Nation by issuing this permit or any occupancy permit, makes no representations to me or any other person as to any such compliance.

Name of Registered Land Holder or Tenant (Please print)

Signature of Registered Lands Holder or Authorizing Signatory of Corporate Land Holder

Date of Acknowledgement

Revision March 2026

TSAWWASSEN FIRST NATION
Building Regulation
Form 2
Registered Professionals Proof of Insurance

Tsawwassen First Nation
1926 Tsawwassen Drive
Tsawwassen BC V4M 4G2

ATTENTION: Chief Building Inspector

Re (Civic address of project):

This is to confirm that the undersigned registered professional is insured by a policy of insurance covering liability to third parties for error and omissions, in the amount of at least Two Million Dollars ($2,000,000.00), in the provision of professional services in respect of the captioned project, **a certificate of which insurance is attached**.

The undersigned will notify both the Chief Building Inspector and the land holder who has engaged the undersigned to provide professional services in respect of the captioned project, in writing, of any termination of or change in the terms of the coverage provided by the policy, immediately upon being informed of or becoming aware of such termination or change.

Signature of Registered Professional (affix seal)

Name of Firm

Date of Acknowledgement

Revision March 2026