



**BUILDING PERMIT APPLICATION FORM – SINGLE FAMILY & DUPLEX**

Building Permit Applications are to be submitted through the [DOCUMENT UPLOAD CENTRE](#)

<b>Address:</b>		<b>Date:</b>	
<b>Building Type:</b>	Single Family	Duplex	Detached Secondary Suite (Coach House)
<b>New Construction:</b>	Demolish Existing Building:	Yes	No
<b>Addition/Alteration:</b>	Interior Only	Exterior Only	Interior + Exterior
<b>Pool/Hot Tub:</b>	New	Decommission	Repair
<b>Other:</b>	Secondary Suite	Garage/Carport	Accessory Building/Structure
	Retaining Wall	Solar Panels	Power Pole Deck Repair
<b>Description:</b>			

Does the application require a variance? BOV Yes  No  DVP Yes  No

If yes, submit the [SUMMARY OF ZONING VARIANCES FORM](#)

Does this property have a Grinder Pump located on site? Yes  No

Is the existing building pre 1990? Yes  No  If yes, a HAZMAT Survey will be required for renovations.

Does the property contain a Creek or Watercourse? Yes  No

Is the property within 15 m of the top bank of a Creek or Watercourse? Yes  No

Is the property within a Foreshore Development Permit Area? Yes  No

Is the property within a Wildfire Hazard Development Permit Area? Yes  No

Answering Yes to any of the above will require an [Environmental Development Permit](#) and/or [Foreshore Development Permit](#) and/or [Wildfire Hazard Development Permit](#).

<b>Property Owner(s):</b>		
Address:	Postal Code:	
Phone:	Cell:	E-mail:
<b>Architect/Designer:</b>		
Address:	Postal Code:	
Phone:	Cell:	E-mail:
<b>Contractor:</b>		
Address:	Postal Code:	
Phone:	Cell:	E-mail:
<b>Project Site Contact Name:</b>		
Phone:	Cell:	E-mail:
<i>Inspection Notices will be sent via email. Enter email if different from above:</i>		

**Landscape Security \$:**

Soft landscaping for new dwellings (as per estimate supplied)

**Construction Value \$:**

Subject to correction after plan review

<b>Applicant:</b> <input type="checkbox"/> Owner <input type="checkbox"/> Architect/Designer <input type="checkbox"/> Contractor <input type="checkbox"/> Agent		
Applicant other than owner must submit a <a href="#">Registered Owner's Authorization Letter</a>		
Please note that only the "applicant" can submit the <a href="#">Demolition Material Recycling and Disposal Report</a>		
Name:		
Phone:	Cell:	Email:
Signature:		

THE PERMIT APPLICATION FEE IS NON-REFUNDABLE. THIS APPLICATION IS VOID IF A PERMIT IS NOT OBTAINED WITHIN 6 MONTHS OF THE DATE OF APPLICATION.

# Building Permit Application Checklist – Single Family & Duplex Dwellings

*Incomplete submissions will not be accepted*

<b>1. APPLICATION FORMS &amp; DOCUMENTATION</b>	
<a href="#">Owner's Authorization Letter</a>	Title Search issued within the last 30 days <i>with copies of covenants, easements, rights of way, encumbrances</i>
<a href="#">Housing Form</a> – for New Single Family, Duplex, Secondary Suites and/or Coach House Building Permit Applications ONLY	
BC Housing – New Home Registration Form <i>(if applicable, required before permit issuance)</i>	
Copies of Planning Department Approvals <i>(if applicable)</i> : <input type="checkbox"/> EDP <input type="checkbox"/> FDP <input type="checkbox"/> WHDP <input type="checkbox"/> DVP <input type="checkbox"/> DP	
<b>2. PROFESSIONAL FORMS &amp; DOCUMENTS</b> <i>*schedules must be correctly addressed, identifying discipline and items</i>	
BCBC 2024 Schedule B and <a href="#">DWV Declaration of Insurance</a> for each of: <input type="checkbox"/> Building Envelope <input type="checkbox"/> Geotechnical* <input type="checkbox"/> Structural* <input type="checkbox"/> Civil (Storm Water) <i>*Must specify, where applicable: SFD, swimming pool, retaining walls, accessory building, coach house, etc.</i>	
Sealed Geotechnical Engineer Letter confirming Site Class for property <i>*where applicable</i>	
Energy Advisor Documents – refer to <a href="#">DWV Step Code Checklist</a> for list of required documents	
Hazmat Survey – for all renovations to buildings built prior to 1990 <i>(if applicable, required prior to permit issuance)</i>	
<b>3. DRAWINGS</b>	
<b>a) Topographical Survey</b> – must include: <i>*Prepared by a Registered BC Land Surveyor with original seal or stamp within 6 months of application date</i> <i>*Interpolated grades will not be accepted unless requested by the Building Inspector. Sealed site plans or overlays will not be accepted.</i>	minimum scale: 1:100 or 1/8" = 1'-0"
<input type="checkbox"/> Reference geodetic datum points and lot area in meters <input type="checkbox"/> Outline of the proposed building(s) showing: outermost walls including basement walls and upper floor overhangs <input type="checkbox"/> Outline of original building(s), creeks, adjacent roads/lane allowance, waterfront boundaries, accretions, trees, hedges, all other structures on adjoining boulevards, rights of way and all building(s) and structures on the foreshore <input type="checkbox"/> Survey to show location of trees, DBH (diameter measured at 1.4 m above natural ground) and species of each identified tree on the site. Indicate the permitted building envelope and the trees that are proposed to be cut in order to permit construction of the driveway or accessory building outside the permitted building envelope	
<b>b) Site Plan</b> – must include:	minimum scale: 1:100 or 1/8" = 1'-0"
<input type="checkbox"/> North arrow, rights of way, easements, creeks and restrictive covenants <input type="checkbox"/> Outline of all proposed buildings, including accessory buildings, showing the outermost walls including basement walls and upper floor overhangs <input type="checkbox"/> All building cantilevers, roof overhangs, deck outlines, fireplace projections, window wells, floor projections, exterior stairs with clearly indicated dimensions <input type="checkbox"/> Setbacks – in metric and imperial units – measured perpendicular from all property lines to the building/structure <input type="checkbox"/> Average grade calculations <input type="checkbox"/> Natural and finished grade elevations at each building corner and at each point used to calculate average grade <input type="checkbox"/> Retaining walls, planters, and fences showing: setbacks to prop lines, distance from adj walls, top and bottom of wall elevations <input type="checkbox"/> Proposed driveway location, slope, and area of impermeable surfaces in the front yard only <input type="checkbox"/> Zoning summary referencing metric values as defined in the <a href="#">ZONING BYLAW</a> which must include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Lot width, site coverage and floor area calculations (include calculations for basement/accessory structure exemptions)</li> </ul>	
<b>c) Floor Plans &amp; Roof Plans</b> – must include:	minimum scale: 1:50 or 1/4" = 1'-0"
<input type="checkbox"/> Drawings must be fully dimensioned and labelled <input type="checkbox"/> North arrows, smoke alarms, CO alarms and exhaust fans must be labelled <input type="checkbox"/> Show conduit locations for solar ready and radon piping at each floor and roof plan, including radon piping layout at slab	
<b>d) Elevation Drawings</b> – must include:	minimum scale: 1:50 or 1/4" = 1'-0"
<input type="checkbox"/> Four elevations each for all buildings on site <input type="checkbox"/> Roof slope ratio and eave overhang dimensions <input type="checkbox"/> Elevations of all finished floors, top plates, parapet walls, roof mean height and roof ridges <input type="checkbox"/> Finished grade line and detailed grade elevations around the building <input type="checkbox"/> Window and doors shown complete with dimensions and areas <input type="checkbox"/> Conformance to highest building face <input type="checkbox"/> Spatial separation for all elevations, including reference to applicable BCBC Table	
<b>e) Cross Sections</b> – must include:	minimum scale: 1:50 or 1/4" = 1'-0"
<input type="checkbox"/> Floor to ceiling dimensions <input type="checkbox"/> Proposed building height measured from average grade <input type="checkbox"/> All roof, floor, wall and foundation assemblies and provide roof and deck venting information (where applicable) <input type="checkbox"/> Details for any decks over living space <input type="checkbox"/> Identification and dimensions of any crawlspace and attic areas <input type="checkbox"/> Show conformance with BCBC 9.32 and 9.36 <input type="checkbox"/> Roof, wall, floor, foundation, deck assemblies to match Energy Advisor Pre-Construction Reports	
<b>f) Structural Drawings</b> – must include:	
<input type="checkbox"/> Structural drawings to be sealed and signed by a Professional Engineer with indication of code compliance to Part 4 of BCBC 2024 or the CWC Guide	
<b>4. LAND DEVELOPMENT FORMS AND DRAWINGS</b>	
<input type="checkbox"/> Storm Water Management Plans prepared by a Professional Engineer, complete with Schedule B <i>(see above)</i> <input type="checkbox"/> Sediment and Erosion Plans including <a href="#">Confirmation of Commitment</a> by ESC Supervisor <input type="checkbox"/> Traffic Management Plans and <a href="#">application form</a> <i>(for all new houses and major construction projects over \$500,000 in value)</i> <input type="checkbox"/> Plan and profile drawings for the driveway including all dimensions and elevations <input type="checkbox"/> Boulevard Plans – landscape/grading plans to include work on DWV rights of way or lands on the adjacent boulevard <input type="checkbox"/> Site Servicing Plan – required for all new construction. For details, please refer to the <a href="#">SITE SERVICING BROCHURE</a> <input type="checkbox"/> Site Landscaping Plan – complete with <a href="#">Commitment Letter</a> (new SFD only) <input type="checkbox"/> Estimate from a BCLSA or licensed landscape contractor	