

The following checklist is to assist applicants with the information necessary for a complete residential permit application.

YES	N/A	NEW CONSTRUCTION Documents	
		BC Housing Warranty Registration (HPO) For new (or conversion) house construction	
		Structural Engineer Letters of Assurance for entire structure, including seismic	<ul style="list-style-type: none"> Schedule B Form 2 (Bylaw 1470) Insurance certificate
		BC Step Code Compliance Report Pre-Construction Report from Energy Advisor Ensure date and details match drawings (Higher than Energy Step 3 is eligible for BP rebate)	
		Residential (Infill, Small Lot, Cottage) Development Permit	

YES	N/A	OTHER Documents	
		Current Certificate of Title + Encumbrances Within the last 30 days	
		Structural Engineer Letters of Assurance for reno/addition, including seismic	<ul style="list-style-type: none"> Schedule B Form 2 (Bylaw 1470) Insurance
		Septic System Onsite (new, addition, reno) <ul style="list-style-type: none"> VIHA accepted septic design OR Letter from ROWP/ENG accepting existing 	
		Renovating Home – pre 1990 construction <ul style="list-style-type: none"> Hazardous Material Testing Required After removal, test and post Air Clearance 	
		Registered Covenant <ul style="list-style-type: none"> Cottage/Carriage House Retain House while Building New SFD Area Prone to Flooding 	
		Fill/Soil Removal APPROVED PERMIT	
		Run-off Control Plan by P. Engineer If non-permeable surface $\geq 400m^2$ (roof, paving, patio, walkways etc.) See Bylaw No. 1606 for details	
		Driveway Permit APPLICATION	
		Blasting APPLICATION	
		Tree Removal APPLICATION removing or pruning protected tree ($\geq 30cm$ dia.)	<ul style="list-style-type: none"> application geotechnical engineer's report arborist report
		Shoreline; Sensitive Eco; Riparian Development Permit $\leq 15m$ from sea; $\leq 30m$ from streams	

3 Sets of Plans (or online pdf)	YES	N/A	Details
Site Plan			Dimensions of property lines, rights-of-way, easements and all setbacks to all buildings
			Locate and size of all existing and proposed water lines, wells, septic fields, sanitary sewer and storm drain laterals and detention tank
			Natural and finished grades of site, at buildings, driveways and retaining walls
			Indicate total roof and paved areas – storm detention tank required when area 200-399m ²
			Location and dimensions of driveways, vehicle parking and EV chargers
			Locate size and species of all trees
			Locate high water mark, top of bank, natural boundaries, watercourses, riparian areas and dimensions to the development
Floor Plans with Structural Engineer's design/seal for entire structure			Detailed foundation plan with dimensions
			Uses and dimensions of all areas; Floor area totals
			Structural members - floor joists, beams, roof
			Stairs details – rise, run, guards and handrails
			Window and door sizes, bedroom egress opening size, NAFS design and U-VALUE numbers
Secondary Suite			Smoke/CO alarms, plumbing fixtures, HVAC systems
			Heating systems, ventilation details
			Smoke/CO alarms types and interconnection details
Accessory Dwelling Unit			Fire separation and Sound Transmission Class rating location between dwellings and assembly types
			Zoning calculations for lot as per Land Use Bylaw
Elevations			Compliance with the BC Building Code for dwelling, including Step Code, Structural Engineer, Builder Licencing and all other items on this checklist
			Registration of covenant as per bylaw
Building Section			Building finishes and materials
			Natural, finished grade and floor(s), roof and building height
Calculations			Wall, floor and roof assemblies (details of footing, foundation, slab, exterior wall, air barrier location, vapour barrier, insulation, window headers, flashing, rainscreen cavity etc.)
			Lot Coverage, Floor Area Ratio (Land Use Bylaw)
			Building height from average natural grade
			Spatial separation where 3m or less setback – Ratio of unprotected openings to exposed building face (BCBC 9.10.14 OR 15)