

Building Permit Application Checklist

Coach House Single Family

Building Department: 604-990-2480, building@dnv.org

Complete this form and attach it to the permit submission documents

*Documents **must** be named in accordance with the DNV standards found [HERE](#)*

DRAWINGS REQUIRED AT APPLICATION INTAKE

- ☐ Topographical Survey (scale 1/8" = 1') *Prepared by a Registered B.C. Land Surveyor Signed and Sealed Issued within the last 6 months and include:*
 - ☐ Lot area, dimensions and setbacks of existing buildings and structures, including structures, fences and retaining walls within a distance of 5 ft outside the property line
 - ☐ Legal description, street names, north arrow
 - ☐ Contours required at 3 ft. intervals
 - ☐ Curb & property corner elevations
 - ☐ Existing ridge elevation
 - ☐ Existing maximum eave height
 - ☐ Main floor elevation
 - ☐ Perimeter spot elevations where proposed structure will be sited
 - ☐ Datum determination points
 - ☐ Offsite details – Curb locations, above ground infrastructure, manholes complete with inverts, ditches, road elevations, driveway locations, ground elevation, existing retaining walls and any other details that may be required for review
 - ☐ Outline of the original building(s), creeks, adjacent roads/lane allowances, waterfront boundaries, trees, hedges, all other structures on adjoining boulevards, rights of way and all building(s) and structures on the foreshore.
- ☐ Site & Landscaping Plan (scale 1/8" = 1')
 - ☐ Outline of the proposed building and accessory building(s) showing the outermost most walls including basement walls and upper floor overhangs
 - ☐ All building cantilevers, roof overhangs, deck outlines, fireplace projections, window wells, floor projections, exterior stairs, retaining walls with top and bottom elevations
 - ☐ Setbacks to all structures
 - ☐ Natural and finished grades at all building corners
 - ☐ Main floor and ridge elevation
 - ☐ Datum determination points
 - ☐ Driveway location and size, off street parking location (max driveway width: 14.7ft)
 - ☐ Existing service connections (sanitary, storm, water)
 - ☐ Existing and proposed impermeable surfaces
 - ☐ Outline of all proposed on-site and off-site landscaping up to the curb/gutter line, including regrading, retaining walls, proposed tree removals, and planting areas. If replanting is required for a tree permit, the species and location of replacement trees needs to be plotted. Specify whether landscaping is existing/proposed
- ☐ Foundation Plan (scale 1/4" = 1')
 - ☐ Location and size of all foundations including pad footings (this information may be combined with the floor plans)
 - ☐ Radon under-slab piping layout

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- ☐ Location of radon sealant, sealed pipe penetration, air barrier, and gravel
- ☐ Floor Plans (scale ¼" = 1')
 - ☐ Framing indicated (lumber grade and species, beam and lintel sizes, joist spacing size and direction, trusses indicated, etc.)
 - ☐ Fully dimensioned
 - ☐ Room uses and size indicated
 - ☐ Indicate room(s) that will meet indoor cooling requirements and provide method (Required for Principal, Secondary Suite, and Coach House)
 - ☐ Window and door sizes
 - ☐ Stair rise/run
 - ☐ Roof plan/layout geodetic elevation
 - ☐ Section line
 - ☐ Location of radon pipe and stack outlet (or rough-in)

Electrical Requirements:

- ☐ Upgrading to minimum 200 AMP service is required, if unsure consult with electrical contractor to do a load calculation. Coach house and principal dwelling unit must be serviced by their own electrical panel within the unit. Panel locations to be verified at inspection
 - ☐ Four (4) Exterior Elevations (scale ¼" = 1')
 - ☐ Building height base line
 - ☐ Maximum building height line
 - ☐ Maximum eave height
 - ☐ Proposed eave and building height in geodetic elevation
 - ☐ Natural and finished geodetic grade elevations
 - ☐ Spatial separation calculations – UPO's
 - ☐ Window wells and retaining walls
 - ☐ Floor and/or deck geodetic elevations
 - ☐ Roof slope indicated
 - ☐ Typical Full Cross-Section (scale ¼" = 1')
 - ☐ Basement, main floor, upper floor, maximum eave, and ridge elevation specified
 - ☐ Room clear heights
 - ☐ Construction details and material list
 - ☐ Roof slope indicated
 - ☐ Location of the radon pipe and termination point through the roof (If the radon pipe penetrates a fire separation, additional details will be required) *
- * For exterior roof radon pipe termination, show minimum termination clearances as per CAN/CGSB-149.11 – Table 7.2.4.6. For side wall termination, show minimum clearances as per CAN/CGSB-149.11 – Table 7.3.4.3
- ☐ Building Envelope Professional Design Plan (scale ¼" = 1')
 - ☐ Signed and sealed building envelope drawings done by a registered professional (must correspond with architectural drawings and step code documentation)
 - ☐ Off-Site Civil Works (includes District ROW's) *All designs must conform to the District Development Servicing Bylaw 8145*
 - ☐ C-1 - Roadworks Restoration Plan
 - ☐ Show road asphalt restoration limits, curb restorations, and sidewalk restorations
 - ☐ Show proposed driveway access location complete with dimensions and driveway alignment & grade
 - ☐ Show culvert details and ditch restoration details (to be coordinated with stormwater management plan)
 - ☐ If driveway grade is greater than 15%, profile is required from crown of road to garage slab and must be signed and sealed by a P.Eng.

- ☐ C-2 - Retaining Walls (only if required) must be signed and sealed by a P.Eng.
 - ☐ Any retaining wall existing or proposed on District ROW must be shown complete with details
 - ☐ Must show drainage requirements, elevations and tie-in points
 - ☐ Subject for acceptance
- ☐ Storm Water Management Plan (SMP)
 - ☐ Signed and sealed storm water management plan by a P.Eng.
 - ☐ Hard surface storm water flow to the DNV storm sewer system is to be controlled at the predevelopment 2-year 24-hour discharge rate except in excess of a post development 2-year rainfall event. If the property does not have a connection to the DNV storm sewer system, all storm water and groundwater is to be controlled on site to the maximum of a post construction 10-year rainfall event. See Bylaw 8145 Schedule A Part 1 section 4
 - ☐ Groundwater is not to be discharged to the DNV storm sewer system except as described in Bylaw 6656 Sections 7.1-7.3
 - ☐ Detailed design calculations
 - ☐ On site infiltration has been considered where possible
 - ☐ Infiltration systems are compliant with Bylaw 8145 Schedule A Part 1 section 4.11.5
 - ☐ All relevant elevations, sump sizing, pipe sizing and grade, separation requirements, etc.
 - ☐ Include on the design, "Prior to cover and after professional field review has been submitted, contractor to arrange for District inspection"
 - ☐ System maintenance requirements
 - Off-site civil drawing package complete with SWMP, roadworks (driveway, sidewalk, trench etc.), servicing (sanitary, storm and water), retaining wall detail (if proposed on DNV Right of Way or DNV Boulevard), laneway culvert and ditch remediation
- ☐ Geotechnical Report
 - ☐ Signed and sealed Geotechnical Report by a P. Eng
 - ☐ Test hole as deep as the proposed foundation footings or the bottom of the proposed infiltration system, whichever is deepest
 - ☐ Monitoring well installed in the test hole
 - ☐ Rainy/snowmelt season groundwater conditions noted
 - ☐ Percolation test results at the bottom depth and location of any proposed infiltration system
 - ☐ The elevation of any observed groundwater seepage (as per the definition of groundwater in Bylaw 6656)
 - ☐ Predicted perimeter drainage flowrate
 - ☐ Soil profile
 - ☐ Photographs of test hole investigation

Drawings Required Prior to Permit Issuance *(May be submitted at application intake)*

- ☐ Shoring Plan (recommended scale 3/32" = 1'): *If basement proposed and setback is less than 10ft*
 - ☐ Signed and sealed shoring plan done by Geotechnical engineer
- ☐ Structural (scale 1/4" = 1')
 - ☐ Drawings to be sealed and signed by a professional engineer with indication of code compliance to Part 9, Part 4 of BCBC or CWC using the following statement: "structural design and lateral resistance in accordance with _____"

DOCUMENTS REQUIRED AT APPLICATION INTAKE

- ☐ Building permit application – **Signed by the owner**
- ☐ [Master Requirements Questionnaire](#)
- ☐ Title search (pulled within the past 30 days, or it will be charged with the partial building permit fees)
- ☐ Arborist report
 - Summary of how the proposed construction, utility work, landscaping, and/or regrading will affect surrounding trees, including those on adjacent lots and trees owned by the District
 - Tree assessment for all surrounding trees, both on-site and off-site, including details on species, condition, trunk diameter, and the anticipated impact of the project on each tree
 - Tree management plan showing:
 - All trees on and off the lot that will be affected
 - Location of existing structures
 - Location of any proposed structures, landscaping, and/or regrading
 - Delineated protection areas
 - How retained trees will be protected during construction
 - Any proposals for phased tree management

Letters of Assurance and documents from the following professional's schedules must be correctly addressed identifying the discipline and items

- ☐ Structural Schedule B with [confirmation of liability insurance](#) and a copy of their insurance, with CRP initials
- ☐ Geotechnical Schedule B with [confirmation of liability insurance](#) and a copy of their insurance, with CRP initials
- ☐ Building Envelope Engineer Schedule B with [confirmation of liability insurance](#) and a copy of their insurance, with CRP initials to accompany building envelope signed and sealed drawings
- ☐ Plumbing Schedule B, from the SMP designer and initialled with [confirmation of liability insurance](#) and a copy of their insurance, with CRP initials
- ☐ Schedule A – completed by the co-ordinating registered professional (CRP) with owner signature
- ☐ Geotechnical Report may be required depending on slope (see SPE104 or SPE105)

Step Code Documentation: Done by a Certified Energy Advisor – *As of November 1, 2023 – must comply to Step 5 or Step 4 and Emissions Level 3 of the Zero Carbon Step Code

- ☐ GHG Calculator (*available on our website under Energy Step Code*)
- ☐ BC Compliance Checklist (*pre-construction*)
- ☐ BC Compliance Checklist (*as-built – comes at the end of the project*)
- ☐ Hot 2000 Report

Documents Required Prior to Permit Issuance (*May be submitted at application intake*)

- ☐ Hazardous Materials Report submitted for buildings constructed prior to 1990 must have clearance letter on site as per WCB regulations
- ☐ BC Housing New Home Registration Form

Note: The items on this list are minimum submission requirements. Additional documents and drawings may be required at any point during the building permit process.

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