

Building Permit Application Checklist

Addition / Deck 6' -6

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 5ft outside the property line
 - ☐ Legal description, street names, north arrow
 - ☐ Contours required at 3 ft. intervals
 - ☐ Curb & property corner elevations
 - ☐ Existing ridge elevation and 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)
 - ☐ Top and bottom elevations of the wall(s), including natural and finished grade
 - ☐ Existing and proposed impermeable surfaces
 - ☐ Outline of all 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)

Document Number: 4825614

- ☐ **Floor Plans (scale ¼" = 1') Existing and Proposed**
 - ☐ Framing indicated (lumber grade and species, beam and lintel sizes, joist spacing size and direction, trusses indicated, etc.)
 - ☐ Fully dimensioned
 - ☐ Room use and size indicated
 - ☐ Window and door sizes
 - ☐ Stair rise/run
 - ☐ Roof plan/layout geodetic elevation
 - ☐ Section line
 - ☐ Secondary Suite – type of heating, fire separation wall, upgrading to minimum 200 AMP service is required, if unsure consult with electrical contractor to do a load calculation. Secondary suite 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') Existing and Proposed**
 - ☐ 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
 - ☐ RSI Energy Calculations
- ☐ **Stormwater drainage plan (scale ¼" = 1')**
 - ☐ If the functionality of the existing storm drainage system is to be altered so that flow to the DNV storm sewer system or an on-site infiltration system is increased, or an existing on-site infiltration system is being altered, a geotechnical report and engineered stormwater management plan is required. If it can be demonstrated on a site plan that the additional stormwater runoff can be conveyed to permeable ground surface on private property where it will not cause any flooding, nuisance, or slope stability issues, it may be acceptable to proceed without an engineered plan.
 - ☐ Any project where the proposed impermeable surface area is more than 50% of the property's total area requires a geotechnical report and engineered stormwater management plan. Submit a site plan indicating the proposed percentage of impermeable surface area on private property.

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

- ☐ **Structural (scale ¼" = 1')** *May be submitted after application prior to issuance*

- ☐ 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 _____"
- ☐ Shoring Plan (recommended scale 3/32" = 1') *depending on scope of work*
 - ☐ Signed and sealed shoring plan done by Geotechnical engineer

Reports That May Be Required (*Depending on impact to the DNV storm sewer system, groundwater regime and surrounding area*)

- ☐ Storm Water Management Plan
 - ☐ Signed and sealed storm water management plan by a P. Eng. May be submitted after permit application but before permit issuance
 - ☐ 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
- ☐ Geotechnical Report
 - ☐ Signed and sealed Geotechnical Report by a P. Eng. May be submitted after permit application but before permit issuance
 - ☐ 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

Documents Required on next page...

Document Number: 4825614

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 (**required if NEW footprint area is greater than 500 sq ft, for buildings constructed within a slope, or if the project has a stormwater management plan.** See Master Requirements Questionnaire for further information)
- ☐ Building Envelope Engineer (**required design include 2 or more storeys with flat roofs and no roof overhangs**) Schedule B with [confirmation of liability insurance](#) and a copy of their insurance with CRP initials
- ☐ Plumbing Schedule B, from the SMP designer and initialled with [confirmation of liability insurance](#) and a copy of their insurance, with CRP initials (*depending on scope of work*)
- ☐ Schedule A – done by the co-ordinating registered professional (CRP) with owner signature
- ☐ Geotechnical Report may be required depending on slope (see SPE104 or SPE105)

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

- ☐ Hazardous Materials Report submitted for buildings constructed prior to 1990, once building permit issued, must have clearance letter on site as per WCB regulations

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.