

Building Permit Application Checklist

Interior Renovation & Secondary Suite

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

- ☐ Site & Landscaping Plan (scale 1/8" = 1') *must include:*
 - ☐ Outline of the proposed building and accessory building(s) showing the outermost walls including basement walls and upper floor overhangs
 - ☐ Setbacks to all structures and property lines
 - ☐ Driveway location and size, off street parking location (max driveway width: 14.7ft)
 - ☐ Existing service connections (sanitary, storm, water)
 - ☐ **Secondary suites:** show 3 off-street parking spaces
 - ☐ Top and bottom elevations of the wall(s), including natural and finished grade
 - ☐ 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
- ☐ 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
 - ☐ Section line
 - ☐ **Secondary Suites:**
 - ☐ All floor plan layouts must be provided
 - ☐ 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
- ☐ Exterior Elevations (scale ¼" = 1') **Existing and Proposed** *required if: Window size changes, siding changes*
 - ☐ Window sizes
- ☐ 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

Document Number: 4825518

If the value of work exceeds \$200k or the scope of work is in the District ROW

- ☐ 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:
 - ☐ Legal description, street names, north arrow
 - ☐ Contours required at 3 ft intervals
 - ☐ Curb & property corner elevations
 - ☐ Existing ridge elevation
 - ☐ Datum determination points
 - ☐ Offsite details – Curb locations, above ground infrastructure, manholes complete with inverts, ditches, road elevations, curbs, 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

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

- ☐ Structural (scale 1/4" = 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 _____"

DOCUMENTS REQUIRED AT APPLICATION INTAKE

- ☐ Building permit application – **Signed by the owner**
- ☐ [Master Requirements Questionnaire](#)
- ☐ Title search (pulled within 30 days, or it will be charged with the partial building permit fees)

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

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.