

Building Permit Application Checklist

Swimming Pool / Accessory Building

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

- ☐ Simple 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
 - ☐ Legal description, street names, north arrow
 - ☐ 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.
 - ☐ Building dimensions
- ☐ Site & Landscaping Plan (scale 1/8" = 1') must include:
 - ☐ Outline of the proposed building and accessory building(s) showing the outermost most walls including basement walls and upper floor overhangs
 - ☐ Fence and locking gate (swimming pools)
 - ☐ Outline of the proposed paving (swimming pools)
 - ☐ Show how stormwater runoff from additional hard surfaces will be managed
 - ☐ 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 1/4" = 1')
 - ☐ Structural framing indicated (lumber grade and species, beam sizes, joist spacing size and direction, trusses indicated, etc.)
 - ☐ Fully dimensioned floor plan
 - ☐ Window and door sizes
- ☐ Four (4) Exterior Elevations (scale 1/4" = 1') must include:
 - ☐ Roof slope indicated
 - ☐ Roof height measured from top of slab
- ☐ Stormwater drainage plan (scale 1/4" = 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.

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- ☐ 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 _____"

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...

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 for all in ground pools)**
- ☐ Schedule A – done by the co-ordinating registered professional (CRP) with owner signature **(required when project has multiple engineers)**

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.