

Building Permit Application Checklist

Swimming Pool / Accessory Building

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

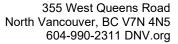
Complete this form and attach it to the permit submission documents

Documents **must** be named in accordance with the DNV standards found <u>HERE</u>

DRAWINGS REQUIRED AT APPLICATION INTAKE

	Simple Surve	y (scale 1/8 = 1') Prepared by a Registered B.C. Land Surveyor Signed and Sealed	
	Issued withir	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 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')		
		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 ¼" = 1') must include:		
		Roof slope indicated	
		Roof height measured from top of slab	
	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.	

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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) \square Structural (scale $\frac{1}{2}$ " = 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 2year 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

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Documents Required on next page...

DOCUMENTS REQUIRED AT APPLICATION INTAKE

	Building permit application – Signed by the owner			
	Master Requirements Questionnaire			
	Arborist report			
	0	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		
	0	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: 		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 <u>confirmation of liability insurance</u> and a copy of their insurance, with CRP initials			
	Geotech	nnical Schedule B with <u>confirmation of liability insurance</u> and a copy of their insurance, with CRP		
		required for all in ground pools)		
		e A – done by the co-ordinating registered professional (CRP) with owner signature (required		
_		roject has multiple engineers)		
	c.i p	To jour has managed on a model of		

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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