

Building Permit Application Checklist

New Construction Single Family

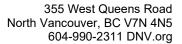
Building Department: 604-990-2480, building@dnv.org

Complete this form and attach it to the permit submission documents

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

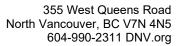
DRAWINGS REQUIRED AT APPLICATION INTAKE

Ц	Topographic	al Survey (scale $1/8$ = 1^{\prime}) Prepared by a Registered B.C. Land Surveyor signed and sealed	
	issued within t	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 an	
_	_	all building(s) and structures on the foreshore	
	Landscaping Plan (scale ¼ = 1')		
		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	
	_	need to be plotted. Specify whether landscaping is existing/proposed	
		Refer to Development Servicing Bylaw 8145 – Section 12.0 Landscaping	
_		Refer to Street and Traffic Bylaw 7125	
Ш	Site Plan (sca	•	
		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 stars, 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)	
_		Proposed service connections complete with required invert	
Ш	Foundation Plan (scale ¼ = 1')		





	OVE	
		Location and size of all foundations including pad footings (this information may be
		combined with the floor plans)
		Radon under-slab piping layout
_		Location of radon sealant, sealed pipe penetration, air barrier, and gravel
	Floor Plans (·
		0 (0
	_	direction, trusses indicated, etc.)
		Fully dimensioned
		Room uses and size indicated
		Indicate room(s) that will meet indoor cooling requirement and provide method
	_	(Required for Principal, Secondary Suite, and Coach House)
		Window and door sizes
		Stair rise/run Reaf plan/layout goodetic elevation
		Roof plan/layout geodetic elevation Section line
		Location of radon pipe and stack outlet (or rough-in)
		rior Elevations (scale ¼" = 1')
ш		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 C	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) *
		poof radon pipe termination, show minimum termination clearances as per CAN/CGSB-149.11 –
		For side wall termination, show minimum clearances as per CAN/CGSB-149.11 – Table 7.3.4.3.
ш	_	elope Professional Design Plan (scale ¼" = 1')
		Signed and sealed building envelope drawings done by a registered professional (must
	Off Cita Civil	correspond with architectural drawings and step code documentation)
ш		Works (includes District ROW's) All designs must conform to the District Development
	Servicing Byla	
	Ц	C-1 - Servicing Plan must be signed and sealed by a P.Eng.
		Show proposed location of utility services required which includes location and invest at proposed line.
		invert at property line.
		Sanitary Service ConnectionStorm Service Connection (coordinated with stormwater management plan)
		Water Service Connection
		Show removals, if required
		C-2 - 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-4 Retaining Walls (if applicable) must be signed and sealed by a P.Eng.

		C-4 - Retaining wans (ii applicable) 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 to acceptance
	Storm Water	Management Plan (SMP)
		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
	п	Groundwater is not to be discharged to the DNV storm sewer system except as described
	_	in Bylaw 6656 Sections 7.1-7.3
	П	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
	Geotechnica	
		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
		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
Drawi	ngs Required	Prior to Permit Issuance (May be submitted at application intake)
	0	· · · · · · · · · · · · · · · · · · ·
	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
	П	Signed and Sealed Shoring plan done by Geolechinical Engineer
	Structural (so	cale ¼" = 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 on next page...

DOCUI	MENTS REQUIRED AT APPLICATION INTAKE		
	Building permit application – Signed by the property owner		
	Soil permit application		
	Master Requirements Questionnaire		
	Demolition Waste Reduction Form (if house built before 1950)		
	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		
	of Assurance and documents from the following professional's schedules must be correctly sed identifying the discipline and items		
	Structural Schedule B with <u>confirmation of liability insurance</u> and a copy of their insurance, with CRP initials		
	Geotechnical Schedule B with <u>confirmation of liability insurance</u> and a copy of their insurance, with CRP initials		
	Building Envelope Engineer Schedule B with <u>confirmation of liability insurance</u> 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 <u>confirmation of liability insurance</u> 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)		
-	ode Documentation: Done by a Certified Energy Advisor – *As of November 1, 2023 – Must to Step 5 <u>or Step 4</u> 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		
Docum	nents Required Prior to Permit Issuance (May be submitted at application intake)		
	BC Housing New Home Registration Form		
	Pest Control Report may be required – completed by a pest control company		