

# Building Permit Application Checklist

## New Construction Single Family

Building Department: 604-990-2480, [building@dnv.org](mailto: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 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 and all building(s) and structures on the foreshore
- ☐ Landscaping Plan (scale 1/4" = 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
- ☐ Site Plan (scale 1/8" = 1')
  - ☐ Outline of the proposed building and accessory building(s) showing the outermost 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)
  - ☐ Proposed service connections complete with required invert
- ☐ Foundation Plan (scale 1/4" = 1')

- ☐ 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 (scale  $\frac{1}{4}" = 1'$ )
    - ☐ Framing indicated (lumber grade and species, beam and lintel sizes, joist spacing size and 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
    - ☐ Roof plan/layout geodetic elevation
    - ☐ Section line
    - ☐ Location of radon pipe and stack outlet (or rough-in)
  - ☐ Four (4) Exterior Elevations (scale  $\frac{1}{4}" = 1'$ )
    - ☐ 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  $\frac{1}{4}" = 1'$ )
    - ☐ 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) \*
- \* For exterior roof radon pipe termination, show minimum termination clearances as per CAN/CGSB-149.11 – Table 7.2.4.6. For side wall termination, show minimum clearances as per CAN/CGSB-149.11 – Table 7.3.4.3.
- ☐ Building Envelope Professional Design Plan (scale  $\frac{1}{4}" = 1'$ )
    - ☐ Signed and sealed building envelope drawings done by a registered professional (must correspond with architectural drawings and step code documentation)
  - ☐ Off-Site Civil Works (includes District ROW's) *All designs must conform to the District Development Servicing Bylaw 8145*
    - ☐ C-1 - Servicing Plan must be signed and sealed by a P.Eng.
      - ☐ Show proposed location of utility services required which includes location and invert at property line.
        - ☐ Sanitary Service Connection
        - ☐ Storm 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.
    - 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)
  - Signed and sealed storm water management plan by a P.Eng.
  - 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
  - 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

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

- 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
- Structural (scale 1/4" = 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...**

**DOCUMENTS 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

***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
- ☐ Building Envelope Engineer Schedule B with [confirmation of liability insurance](#) 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 [confirmation of liability insurance](#) 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)

***Step Code Documentation: Done by a Certified Energy Advisor – \*As of November 1, 2023 – Must comply to Step 5 or Step 4 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

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

- ☐ Hazardous Materials Report submitted for buildings constructed prior to 1990 must have clearance letter on site as per WCB regulations
- ☐ BC Housing New Home Registration Form
- ☐ Pest Control Report may be required – *completed by a pest control company*