

Building Permit Application Checklist

Retaining Wall

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

- ☐ 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 5ft 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, accretions, trees, hedges, all other structures including 5' onto neighbouring properties, on adjoining boulevards, rights of way and all building(s) and structures on the foreshore
- ☐ Site & Landscaping Plan (scale 1/8" = 1')
 - ☐ Outline of any proposed building and accessory building(s) showing the outermost walls including basement walls and upper floor overhangs
 - ☐ Location of proposed retaining wall(s)
 - ☐ 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
- ☐ Cross-Section (scale 1/4" = 1')
 - ☐ Height of wall(s) and top and bottom elevations of the wall(s), including natural and finished grade
 - ☐ Any stepped series of walls must show compliance with maximum wall height and 35-degree line (see zoning bylaw for retaining wall regulations)
 - ☐ Any fences proposed on top of a retaining wall(s) must include height of the fence and maximum elevation of the fence and retaining wall(s) (see zoning bylaw for regulation of fences)
 - ☐ Construction materials being used
 - ☐ Location and size of drainage pipe(s)

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

- ☐ Engineering Drawings (scale 1/4" = 1')
 - ☐ Sealed and signed by a Structural or Geotechnical engineer

...Documents Required on next page

DOCUMENTS REQUIRED AT APPLICATION INTAKE

- ☐ Building permit application – **Signed by the owner and witnessed**
- ☐ [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
- ☐ Schedule A – done by the co-ordinating registered professional with owner signature (Required when multiple engineers required)
- ☐ Geotechnical Report (may be required)
- ☐ Storm Water Management Plan (may be required)

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.