



New Residential Buildings, Additions & Structural Alterations

Required Submitted N/A

*****Mandatory documents required before Permit can be processed:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Permit Application Form	<input type="checkbox"/> Secondary Suite #
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing Application Form	Permit #
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan- showing setbacks from lot lines and other structures	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 sets of drawings to scale – 1/4" per foot (preferred) 11 x 17 or larger showing foundation plans, floor plans, cross section, elevations MUST MEET REQUIREMENTS OF EXAMPLE	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial Proof of Sewerage	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner Authorization Form (Appointment of Agent): _____	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Licensing and Consumer Services (HPO -registration or owner/builder exemption)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title Search for all new structures (not more than 3 months old)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Truss Layout with point loads/beam calculations/floor system layout – unstamped or stamped	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contaminated Soil Waiver Form (Item No. 11 on application)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

***** Engineering Documentation that may be required before release of permit.**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule B (completed by Registered Professionals)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineer stamped letter or plans:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

***** Additional documents that may be required for Permit (BUT NOT LIMITED TO):**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Development Permit # _____	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Survey	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Report	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MFH Registration # and Specifications	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heating Unit Application Permit #	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BC Energy Compliance Report	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

***** Mandatory Documents required prior Framing Inspection**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Truss layout/beam calculations/floor system layout – Stamped copy	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Ventilation Checklist	

***** Mandatory Documents required Prior to scheduling Occupancy Inspection**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of Potable Water	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical – Final Declaration Document from Technical Safety BC	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gas - Final Declaration Document from Technical Safety BC	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule C-B (completed by Registered Professionals)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of Final Sewerage	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Address Sign	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		