



All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expediate the evaluation, all materials submitted must be clear, legible, and precise. To achieve this level of customer service, staff has been instructed to accept only complete applications which includes plans prepared to professional drafting standards. Plans/drawings must conform to the current edition of the BC Building Code. Drawings stamped with “not for construction”, “preliminary”, or “for permit purposes only” are not accepted.

Building Permit Applications should be submitted without personal information on any plans. Omitting this information will protect builders and tenants by reducing the risk of any personal information being wrongfully displayed, while also following the Province of BC’s Freedom of Information and Protection of Privacy Act. Failure to follow this requirement may result in an incomplete application. If you consider the information to be personal, do not put it on the plans.



Required	Office Use Only	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	APPLICATION FEE fees are payable by cash, cheque, credit card or money order at time of your application submission in accordance with the current year’s fee schedule. Fees-Bylaw-987,-2016-CONSOLIDATED.pdf (lakecountry.bc.ca)
<input checked="" type="checkbox"/>		COMPLETED APPLICATION FORM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	STATE OF TITLE CERTIFICATE OR TITLE SEARCH PRINT AND A COPY OF ALL REGISTERED CHARGES obtained from the Land Title Office within 30 days of the date of application including all relevant land title charges
<input checked="" type="checkbox"/>	<input type="checkbox"/>	OWNER AUTHORIZATION FORM if the Applicant is not the registered Owner of the land and has been appointed as agent. Applications and authorizations must be signed by all registered owners
<input type="checkbox"/>	<input type="checkbox"/>	APPROVED DEVELOPMENT PERMIT
<input type="checkbox"/>	<input type="checkbox"/>	DEMOLITION PERMIT APPLICATION
<input type="checkbox"/>	<input type="checkbox"/>	RETAINING WALL PERMIT APPLICATION
<input type="checkbox"/>	<input type="checkbox"/>	SWIMMING POOL PERMIT APPLICATION
<input type="checkbox"/>	<input type="checkbox"/>	SECONDARY SUITE APPLICATION
<input type="checkbox"/>	<input type="checkbox"/>	WATER PERMIT (District of Lake Country, Other Utility Provider, Well Log (requires covenant) or Interior Health Approval (may require covenant))
<input type="checkbox"/>	<input type="checkbox"/>	SEWER PERMIT (District of Lake Country, Other Utility Provider, or Interior Health Approval)
<input type="checkbox"/>	<input type="checkbox"/>	DRIVEWAY ACCESS PERMIT when constructing a new driveway or modifying the first 6 meters of an existing driveway.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	COMPLETED BC ENERGY COMPLIANCE REPORT (PRE-CONSTRUCTION) FORM
<input type="checkbox"/>	<input type="checkbox"/>	GEOTECHNICAL ENGINEER SCHEDULE B AND INSURANCE Confirmation of Professional Liability Insurance. v 2 May 1/19 (00537440-2).DOCX (lakecountry.bc.ca)
<input type="checkbox"/>	<input type="checkbox"/>	STRUCTURAL ENGINEER SCHEDULE B, INSURANCE AND TWO SETS OF SEALED DRAWINGS PRINTED TO SCALE https://www.lakecountry.bc.ca/en/business-information/resources/Document-Manager/Building/Information-Bulletins/Structural-Engineer-Requirements--2020-04-20.pdf
<input type="checkbox"/>	<input type="checkbox"/>	Other: i.e. Schedule B from Miscellaneous Engineer, Agricultural Land Commission Approval, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Other:

ARCHITECTURAL DOCUMENTS

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| • | • | SITE PLAN – Two dimensioned copies including: <i>(Preferred scale is 1" = 16'0" Imperial or 1:200 Metric)</i> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | ZONING ANALYSIS TABLE illustrating how the proposal meets or deviates from the requirements of the current and any proposed zone(s) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | LEGAL DESCRIPTION AND CIVIC ADDRESS of the parcel |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | LOT LINE DIMENSIONS from the registered subdivision plan |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | NORTH ARROW |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | ADJACENT CITY STREETS, LANES AND ADJACENT LOTS |
| <input type="checkbox"/> | <input type="checkbox"/> | RIGHT-OF-WAY SETBACKS, EASEMENTS, AND UTILITY RIGHTS-OF-WAY |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | GEODETIC GRADES – natural and finished grades at building corners, roof peak, main floor, retaining walls, and footings |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | FOUNDATION outlines (dimensioned) of the building, cantilevers, decks, other projections, window wells, air conditioners, retaining walls, steps, stairs, decks, and existing buildings |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | DIMENSION the distance from the property lines to the foundation, cantilevers, decks, and other projections for all existing and proposed structures |
| <input type="checkbox"/> | <input type="checkbox"/> | DIMENSION the distance to the natural boundary of any lake, swamp, pond, or watercourse |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | LOCATION of proposed service connections, or private water/sewer systems, on-site Storm Water Management |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | LOCATION and gradient of parking and driveway access including elevation of curbs and sidewalks |
| • | • | BUILDING PLANS – Two dimensioned copies including: <i>(Preferred scale is ¼" = 1'0" Imperial or 1:50 Metric)</i> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | FOUNDATION PLANS – building dimensions, footings, foundation walls, point loads |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | FLOOR PLANS – dimensions, use of each room, size and swing of doors/windows, location and type of plumbing and HVAC systems, finishing treatment, appliances, safety glass, exhaust fans, smoke alarms, carbon monoxide detectors, attic and crawl space access, weather stripping and self-closer for garage door, radon mitigation, etc. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | ELEVATION DRAWINGS – spatial separation calculations, height of the building, finished grade, roof slope, exterior finishes, doors, windows Spatial-Separation-Requirements--2019-02-28.pdf (lakecountry.bc.ca) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | CROSS SECTION DRAWINGS – existing and finished grades, RSI calculations (HRV?), wall, floor, slab, foundation, footing and roof assemblies, backfill height, perimeter drain, deck construction details and slope, height of each floor |
| <input type="checkbox"/> | <input type="checkbox"/> | MANUFACTURED Floor Joist Layouts (showing beam loading calculations and details), Manufactured Roof Truss Package and Layout, Beam package and layouts |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: |

ONLY COMPLETE APPLICATION SUBMISSIONS WILL BE ACCEPTED FOR PROCESSING.