

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"/>	<input 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 checked="" 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 checked="" 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:

ARCHITECTURAL DOCUMENTS

•	•	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"/>	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, 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"/>	OUTLINES of retaining walls. Location and height of retaining walls. Proposed method of drainage.
	•	BUILDING PLANS – Two dimensioned copies including: <i>(Preferred scale is ¼" = 1'0" Imperial or 1:50 Metric)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	RETAINING WALL PLANS
<input type="checkbox"/>	<input type="checkbox"/>	Other:

ONLY COMPLETE APPLICATION SUBMISSIONS WILL BE ACCEPTED FOR PROCESSING.