

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	
PRE-BUILDING PERMIT APPLICATION DOCUMENTS		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	APPROVED DEVELOPMENT PERMIT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	APPROVED DRIVEWAY ACCESS PERMIT
BUILDING PERMIT APPLICATION DOCUMENTS		
<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"/>	HAZARDOUS MATERIALS REPORT where the proposed works include alterations or renovations within an existing structure.
<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	SEWER PERMIT (District of Lake Country, Other Utility Provider, or Interior Health Approval)
<input type="checkbox"/>	<input type="checkbox"/>	ALTERNATIVE SOLUTION APPLICATION (including payment of review fee)
<input type="checkbox"/>	<input type="checkbox"/>	COORDINATING REGISTERED PROFESSIONAL SCHEDULE A, B, INSURANCE
<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 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"/>	MECHANICAL ENGINEER SCHEDULE B, INSURANCE – Required for kitchen exhaust system for grease-laden vapours, dust collection systems, Mechanical ventilation systems or Spray painting facilities.
<input type="checkbox"/>	<input type="checkbox"/>	PLUMBING ENGINEER SCHEDULE B, INSURANCE – show size and location of all drainage, venting and water systems, as well as the required backflow prevention for the potable water system.
<input type="checkbox"/>	<input type="checkbox"/>	ELECTRICAL ENGINEER SCHEDULE B, INSURANCE
<input type="checkbox"/>	<input type="checkbox"/>	FIRE SUPPRESSION ENGINEER SCHEDULE B, INSURANCE

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, ADJACENT LOTS, UNIT NUMBERS, ALL PARKING SPACES |
| <input type="checkbox"/> | <input type="checkbox"/> | RIGHT-OF-WAY SETBACKS, EASEMENTS, AND UTILITY RIGHTS-OF-WAY |
| • | • | 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"/> | FULL BC BUILDING CODE ANALYSIS – including building classification (building height, building area, occupancy), occupant loads, number of exits required and provided, travel distance to exits, occupant load. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | KEY PLANS – show the occupancies of the units beside, above and below, location of exit stairs, public corridors, and public washrooms. Fire separations, washroom requirement and many other Building Code issues are determined by the units use and the use of the surrounding units. |
| | | EXISTING FLOOR PLANS – show items to be demolished. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | PROPOSED FLOOR PLANS – dimensions, use of each room, size and swing of doors/windows, location and type of plumbing and HVAC systems, travel distance to exit, number of exits, fire separations between units, and building requirements for person with disabilities. Seating plan. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | CROSS SECTION DRAWINGS – fire separation details between units above, below, and beside. Show wall construction inside the unit, labelled new or existing. Show any mezzanine and/or floor construction details. Draw stairs to mezzanine/second floors including dimensions rise, run, headroom, handrails, and guards. |
| <input type="checkbox"/> | <input type="checkbox"/> | MANUFACTURED Floor Joist Layouts (showing beam loading calculations and details), Beam package and layouts |
| <input type="checkbox"/> | <input type="checkbox"/> | TWO (2) COPIES OF SEALED COMPLETE ARCHITECTURAL DRAWINGS – INCLUDING FULL BC BUILDING CODE ANALYSIS |
| <input type="checkbox"/> | <input type="checkbox"/> | TWO (2) COPIES OF SEALED COMPLETE STRUCTURAL DRAWINGS |
| <input type="checkbox"/> | <input type="checkbox"/> | TWO (2) COPIES OF SEALED COMPLETE MECHANICAL DRAWINGS |
| <input type="checkbox"/> | <input type="checkbox"/> | TWO (2) COPIES OF SEALED COMPLETE PLUMBING DRAWINGS |
| <input type="checkbox"/> | <input type="checkbox"/> | TWO (2) COPIES OF SEALED COMPLETE ELECTRICAL DRAWINGS |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: |

ONLY COMPLETE APPLICATION SUBMISSIONS WILL BE ACCEPTED FOR PROCESSING.

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