

The following information may be 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. Plans/drawings must conform to the current edition of the BC Building Code.

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. If you consider the information to be personal, please omit from the building plans.

*Links are provided as needed below.

Required	Office Use Only	
<input 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.
<input type="checkbox"/>	<input type="checkbox"/>	COMPLETED APPLICATION FORM
<input 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 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"/>	WATER DISCONNECT PERMIT (District of Lake Country).
<input type="checkbox"/>	<input type="checkbox"/>	SEWER DISCONNECT PERMIT (District of Lake Country).
<input type="checkbox"/>	<input type="checkbox"/>	STATUTORY DECLARATION – SECONDARY SUITE DECOMMISSION

ARCHITECTURAL DOCUMENTS

•	•	BUILDING PLANS – Two dimensioned copies including one electronic copy: (<i>Preferred scale is 1/4" = 1'0" Imperial or 1:50 Metric</i>).
<input type="checkbox"/>	<input type="checkbox"/>	EXISTING FLOOR PLANS – dimensions, use of each room, size and swing of doors/windows, location and type of plumbing and HVAC systems, appliances, exhaust fans, smoke alarms, carbon monoxide detectors, etc.
<input 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, appliances, exhaust fans, smoke alarms, carbon monoxide detectors, etc. At a minimum, decommissioning of a dwelling will consist of removal of the following: *The kitchen exhaust fan and applicable exhaust venting and wiring 220-volt wiring from the stove outlet to the electrical panel, and/or natural gas rough-in. *All rooms and spaces located in the dwelling footprint must be interconnected and free flowing.

ONLY COMPLETE APPLICATION SUBMISSIONS WILL BE ACCEPTED FOR PROCESSING