

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	
<u>BUILDING PERMIT APPLICATION DOCUMENTS</u>		
<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"/>	HAZARDOUS MATERIALS REPORT where the proposed works include alterations or renovations within an existing structure.
<input type="checkbox"/>	<input type="checkbox"/>	SEWER PERMIT Interior Health Approval (If adding bedrooms).

Required	Office Use Only	
•	•	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 – show items to be demolished.
<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, travel distance to exit, number of exits, fire separations between units, and building requirements for person with disabilities. Seating plan.
<input type="checkbox"/>	<input type="checkbox"/>	CROSS SECTION DRAWINGS – show wall construction inside the unit, labelled new or existing. Show any floor construction details. Draw stairs 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"/>	Other:

ONLY COMPLETE APPLICATION SUBMISSIONS WILL BE ACCEPTED FOR PROCESSING.

