

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"/>	<b>APPLICATION FEE</b> 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. <a href="#">Fees-Bylaw-987,-2016-CONSOLIDATED.pdf (lakecountry.bc.ca)</a>
<input checked="" type="checkbox"/>		<b>COMPLETED APPLICATION FORM</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>OWNER AUTHORIZATION FORM</b> 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<b>STATE OF TITLE CERTIFICATE OR TITLE SEARCH PRINT AND A COPY OF ALL REGISTERED CHARGES</b> 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"/>	<b>SINGLE FAMILY DWELLING OR ACCESSORY BUILDING PERMIT APPLICATION</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>WATER PERMIT</b> (District of Lake Country, Other Utility Provider, Well Log (requires covenant) or Interior Health Approval (may require covenant))
<input type="checkbox"/>	<input type="checkbox"/>	<b>SEWER PERMIT</b> (District of Lake Country, Other Utility Provider, or Interior Health Approval)
<input type="checkbox"/>	<input type="checkbox"/>	<b>DRIVEWAY ACCESS PERMIT</b> when constructing new driveway or modifying the first 6 meters of an existing driveway.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>COMPLETED BC ENERGY COMPLIANCE REPORT (PRE-CONSTRUCTION) FORM</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Other:</b> i.e. Schedule B from Miscellaneous Engineer, Agricultural Land Commission Approval, etc.

## ARCHITECTURAL DOCUMENTS

•	•	<b>SITE PLAN</b> – Two dimensioned copies including: <i>(Preferred scale is 1" = 16'0" Imperial or 1:200 Metric)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>LEGAL DESCRIPTION AND CIVIC ADDRESS</b> of the parcel
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>RIGHT-OF-WAY SETBACKS, EASEMENTS, UTILITY RIGHTS OF WAY, AND LOT LINE DIMENSIONS</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>NORTH ARROW, ADJACENT CITY STREETS, LANES AND ADJACENT LOTS</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>PARKING SPACE LOCATION (MAIN DWELLING AND SUITE DEDICATED)</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>FOUNDATION</b> outlines (dimensioned) of the building, cantilevers, decks, other projections, window wells, air conditioners, retaining walls, steps, stairs, decks, and existing buildings, <b>ACCESS TO SUITE</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>DIMENSION</b> the distance from the property lines to the foundation, cantilevers, decks, and other projections for all existing and proposed structures
•	•	<b>BUILDING PLANS</b> – Two dimensioned copies including: <i>(Preferred scale is ¼" = 1'0" Imperial or 1:50 Metric)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>FLOOR PLANS</b> – ENTIRE BUILDING SQUARE FOOTAGE, SUITE SQUARE FOOTAGE, 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, etc.