

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"/>	*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"/>	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"/>	SINGLE FAMILY DWELLING OR ACCESSORY BUILDING PERMIT APPLICATION
<input type="checkbox"/>	<input type="checkbox"/>	SEWER PERMIT (Interior Health Approval for additional discharge).
<input type="checkbox"/>	<input type="checkbox"/>	COMPLETED BC ENERGY COMPLIANCE REPORT (PRE-CONSTRUCTION) FORM (To be determined).
<input type="checkbox"/>	<input type="checkbox"/>	Other: i.e. Schedule B from Miscellaneous Engineer, Agricultural Land Commission Approval, etc.

ARCHITECTURAL DOCUMENTS

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

ONLY COMPLETE APPLICATION SUBMISSIONS WILL BE ACCEPTED FOR PROCESSING.