

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	
☐	☐	* 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.
☐	☐	COMPLETED APPLICATION FORM
☐	☐	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
☐	☐	* 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
☐	☐	APPROVED DEVELOPMENT PERMIT
☐	☐	DEMOLITION PERMIT APPLICATION
☐	☐	WATER PERMIT (District of Lake Country, Other Utility Provider, Well Log (requires covenant) or Interior Health Approval (may require covenant))
☐	☐	SEWER PERMIT (District of Lake Country, Other Utility Provider, or Interior Health Approval)
☐	☐	DRIVEWAY ACCESS PERMIT when constructing a new driveway or modifying the first 6 meters of an existing driveway.
☐	☐	* GEOTECHNICAL ENGINEER SCHEDULE B AND INSURANCE
☐	☐	WRITTEN STATEMENT by the owner indicating the intended use and duration of the use and a written description of the project explaining why the building is temporary.
☐	☐	Other: i.e. Schedule B from Miscellaneous Engineer, Agricultural Land Commission Approval, etc.
☐	☐	Other:

ARCHITECTURAL DOCUMENTS

•	•	SITE PLAN – Two dimensioned copies including: <i>(Preferred scale is 1" = 16'0" Imperial or 1:200 Metric)</i>
☐	☐	ZONING ANALYSIS TABLE illustrating how the proposal meets or deviates from the requirements of the current and any proposed zone(s)
☐	☐	LEGAL DESCRIPTION AND CIVIC ADDRESS of the parcel
☐	☐	LOT LINE DIMENSIONS from the registered subdivision plan
☐	☐	NORTH ARROW
☐	☐	ADJACENT CITY STREETS, LANES AND ADJACENT LOTS
☐	☐	RIGHT-OF-WAY SETBACKS, EASEMENTS, AND UTILITY RIGHTS-OF-WAY
☐	☐	GEODETIC GRADES – natural and finished grades at building corners, roof peak, main floor, retaining walls, and footings

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| ☐ | ☐ | FOUNDATION outlines (dimensioned) of the dwelling, cantilevers, decks, other projections, window wells, air conditioners, retaining walls, steps, stairs, decks, and existing buildings |
| ☐ | ☐ | DIMENSION the distance from the property lines to the foundation, cantilevers, decks, and other projections for all existing and proposed structures |
| ☐ | ☐ | DIMENSION the distance to the natural boundary of any lake, swamp, pond, or watercourse |
| ☐ | ☐ | LOCATION of proposed service connections, or private water/sewer systems, on-site Storm Water Management |
| ☐ | ☐ | LOCATION and gradient of parking and driveway access including elevation of curbs and sidewalks |
| • | • | BUILDING PLANS – Two dimensioned copies including: <i>(Preferred scale is ¼" = 1'0" Imperial or 1:50 Metric)</i> |
| ☐ | ☐ | FOUNDATION PLANS – building dimensions, footings, foundation walls, point loads |
| ☐ | ☐ | FLOOR PLANS – 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, attic and crawl space access, weather stripping and self-closer for garage door, radon mitigation, etc. |
| ☐ | ☐ | * <u>ELEVATION DRAWINGS</u> – spatial separation calculations, height of the building, finished grade, roof slope, exterior finishes, doors, windows |
| ☐ | ☐ | CROSS SECTION DRAWINGS – existing and finished grades, RSI calculations (HRV?), wall, floor, slab, foundation, footing and roof assemblies, backfill height, perimeter drain, deck construction details and slope |
| ☐ | ☐ | MANUFACTURED Floor Joist Layouts (showing beam loading calculations and details), Manufactured Roof Truss Package and Layout, Beam package and layouts |
| ☐ | ☐ | Other: |
| ☐ | ☐ | Other: |

ONLY COMPLETE APPLICATION SUBMISSIONS WILL BE ACCEPTED FOR PROCESSING.