



**DOCUMENTS are to be submitted at the time of Application – Digital Copies are Preferred**

**\*This is not an exhaustive list as other documentation may be required at the time of plan check.**

RECEIVED	STANDARD APPLICATION DOCUMENTS REQUIRED
	<b>Complete BP Application</b>
	<b>Owner’s Authorization or Lease Agreement</b>
	<b>Contractor(s) Business License Number (if applicable)</b>
	<b>Current State of Title</b> (no older than 3 months) <a href="http://speedysearch.ca">speedysearch.ca</a> - If the owner of the property is a corporation or numbered company, then a corporate registry document is required to show who has signing authority on behalf of the company.
	<b>Covenant, Easement, &amp; Statutory Right of Way Docs.</b> (Listed on title) – <a href="http://speedysearch.ca">speedysearch.ca</a> For new construction of any kind where parcel coverage is being increased.
	<b>Site Plan</b> - Including dimensions of proposed building and distances to the property lines. - Include dimensions of the lot and show all existing and proposed buildings and their uses on the property. - Identify all rights-of-way, covenant, and easement locations.
	<b>BC Land Surveyor Site Plan</b> - by a registered land surveyor. - Required for new construction of any kind where parcel coverage is within <b>2 m</b> of the property lines, covenants, easements, or statutory right of ways. - Include the same information as required on the site plan above.
	<b>Digital Detailed Drawings</b> - Including foundation and floor plans, cross sections, elevation, dimensions, location of all plumbing fixtures & all rooms labeled according to their use.
Received	Professional Drawings/Reports if Applicable – Listed Below
	- Roof/Truss Layout Beams – Digital copy only
	- Floor Joist Layout/Beams – Digital copy only
	- SCHEDULE A or LETTER OF CO-OPERATION
	- ARCHITECTURAL SCHEDULE A & SEALED DRAWINGS
	- GEOTECHNICAL - SCHEDULE B
	- STRUCTURAL- SCHEDULE B AND SEALED DRAWINGS
	- MECHANICAL - SCHEDULE A AND SEALED DRAWINGS
	- ELECTRICAL - SCHEDULE B AND SEALED DRAWINGS
	- FIRE SUPPRESSION - SCHEDULE B AND SEALED DRAWINGS
	- ENERGY STEP CODE - ENERGY ADVISOR PRE-CONSTRUCTION REPORT

<b>Additional Requirements for Specific Application Types</b>	
<b>Received</b>	<b>NEW CONSTRUCTION</b>
	<b>BC Housing Warranty Registration or Owner Declaration</b>
	<b>Septic Design Accepted by IHA &amp; ROWP Drawings</b>
	<b>Potable Waterlog</b>
<b>Received</b>	<b>SECONDARY SUITE/CARRIAGE HOUSE</b>
	<b>Parking Plan</b> Included on the site plan, indicating one additional parking space/ bedroom. Must meet size requirements as per Zoning Bylaw 0265, 4.3 (b) and the Secondary Suite or Carriage Information Bulletins.
<b>Received</b>	<b>POOL</b>
	<b>Digital - Sealed Drawings</b>
	<b>Digital - Site Plan</b> Gates and fences to be illustrated.
	<b>Digital - Soil Comment or Report from Geotechnical Engineer</b>
<b>Received</b>	<b>SIGN</b>
	<b>Digital - Site Plan</b> Indicating location of proposed sign including setback of sign from property line when not attached to building.
	<b>Digital - Photos of the Property and Existing Signage</b>
	<b>Digital - Rendering of Proposed Sign (Including Colors)</b>
<b>Received</b>	<b>DEMOLITION</b>
	<b>Site Plan</b> - Indicating the location of all structures to be removed.
	<b>Copy of Your "Notice of Project" (NOP) From <a href="#">Worksafe BC</a></b>
	<b>Hazardous Materials Risk Assessment</b> Prepared by a qualified professional for any buildings potentially containing hazardous materials. <b>*Mandatory for any buildings constructed prior to 1990.</b>
	<b>Fire Safety Plan - Not required for SFR, Duplexes, or Townhouses</b>
<b>Received</b>	<b>SOLID FUEL BURNING APPLIANCE</b>
	<b>Digital - Wett Certified Contractor – Contact Information</b>
	<b>Digital - Appliance Information – Manufacturer and Model</b> CSA # ULC #
	<b>Digital - Copy of the manual including Manufacturer Installation Instructions</b>
	<b>Digital - Construction Drawings - indicating the location of the stove</b>
	<b>Installation of solid burning appliances in manufactured homes and garage/accessory buildings requires proof of acceptability by the manufacturer.</b>
<b>Received</b>	<b>SOLAR PANELS</b>
	<b>Digital - Installation Package (indicating installation procedures)</b>
	<b>Digital - Structural Schedule B &amp; Site-Specific Permission Letter from Engineer</b>