

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 FOR AN APPLICATION TO BE SUBMITTED		
	Complete BP Application		
	Owner’s Authorization or Leasing Agent (if applicable)		
	Contractor(s) Business License Number (if applicable)		
	Confirmation of Owner on Title – Interior alterations only (Verify via GIS, BC Assessment)		
	Current State of Title (no older than 3 months) speedysearch.ca - For any increase to parcel coverage, or works nearing the property line, or if any encumbrances are identified (GIS).		
	Covenant, Easement, & Statutory Right of Way Documents (Listed on title) – speedysearch.ca - For new construction of any kind where parcel coverage is being increased.		
	Corporate Registry Document - Required for properties owned by a corporation or numbered company to confirm signing authority.		
	Site Plan –When parcel coverage is more than 2m away from the property line - 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.		
	BC Land Surveyor Site Plan - by a Registered Land Surveyor - Required for new construction of any kind where parcel coverage is within 2 m of the property lines, covenants, easements, or statutory right of ways. - Include the same information as required on the site plan above.		
	Digital Detailed Drawings Including: - Foundation and floor plans, cross sections, elevation, dimensions, location of all plumbing fixtures, heating/venting, smoke/CO2 detectors, etc. All rooms labeled according to their use.		
	Roof/Truss Layout Beams – Digital copy only		
	Floor Joist Layout Beams – Digital copy only		
Received	PROFESSIONAL DRAWINGS/REPORTS IF APPLICABLE – LISTED BELOW		
	Fire Suppression - Schedule B and Sealed Drawings		Geotechnical - Schedule B
	Schedule A or Letter of Coordination		Structural - Schedule B and Sealed Drawings
	Architectural - Schedule B & Sealed Drawings		Mechanical - Schedule B and Sealed Drawings
	Electrical - Schedule B and Sealed Drawings		

ADDITIONAL REQUIREMENTS FOR SPECIFIC APPLICATION TYPES	
Received	NEW CONSTRUCTION
	BC Housing Warranty Registration or Owner Declaration (For Residential)
	Septic Design Accepted by IHA & ROWP Drawings (For Residential)
	Potable Waterlog (For Residential)
	Energy Step Code - Energy Advisor Pre-Construction Report (For Residential)
	Construction Fire Safety Plan – (For Commercial and Multi-Family)
Received	SECONDARY SUITE/CARRIAGE HOUSE
	Parking Plan - Included on the site plan, indicating one additional parking space/bedroom. Must meet size requirements as per Zoning Bylaw 0320, 4.4 and the Secondary Suite or Carriage House Information Bulletins.
	Digital Detailed Drawings Including: - Total Sqft, Fire separation, Heating, Venting & AC, Egress locations & size, smoke/CO2 detectors.

Received	DECK
	Digital Detailed Drawings Including: - rise and run of stairs, footings, guard rail information, joists/beams, roof & columns.
Received	RETAINING WALL
	Site Plan - showing the size and location of the wall – most likely a surveyed site plan.
	Digital Detailed Drawings Including: - a plan view of the wall and footing - typical cross sections of the wall
	Structural Engineering Schedule B – if over 4ft and concrete
	Geo Engineering Schedule B – if over 4ft and blocks
	*Walls greater than 8’ (2.4m) in height require a Development Variance Permit *Walls greater than 9.8’ (3m) in height require a peer review – 2 engineers to oversee and sign off
Received	POOL
	Digital - Sealed Drawings -from manufacturer (fiberglass) or Schedule B Structural (poured concrete)
	Digital – Standard Site Plan – with gates and fence locations illustrated.
	Digital – Geotech Site Report or Schedule B
Received	SIGN
	Digital - Site Plan -Indicating location of proposed sign including setback of sign from property line when not attached to building.
	Digital - Photos of the Property and Existing Signage
	Digital - Rendering of Proposed Sign (Including Colors) -include fastening details -size of the building and size of the sign

Received	DEMOLITION
	Site Plan - Indicating the location of all structures to be removed.
	Copy of Your “Notice of Project” (NOP) From Worksafe BC
	Hazardous Materials Risk Assessment - Prepared by a qualified professional for any buildings potentially containing hazardous materials. *Mandatory for any buildings constructed prior to 1990.
	Construction Fire Safety Plan
Received	SOLID FUEL BURNING APPLIANCE
	Digital - Wett Certificate
	Digital - Appliance Information – Manufacturer and Model
	Digital - Copy of the manual including Manufacturer Installation Instructions
	Digital – Floor Plan - indicating the location of the stove and CO2 Detectors
	Installation of solid burning appliances in manufactured homes and garage/accessory buildings requires proof of acceptability by the manufacturer of the manufactured home.