

# **BUILDING PERMIT APPLICATION PROCEDURE CHECKLIST**

## **FOR ALL PERMITS THE FOLLOWING ARE REQUIRED:**

- For residential construction:** A \$80 minimum application fee for construction valued under \$30,000, a \$200 minimum application fee for construction valued \$30,000-\$200,000 or a \$500 application fee for construction valued over \$200,000.
- For Commercial and Industrial** projects only, an application fee equal to approximately 25% of the permit cost as estimated when the permit is applied for.

**All application fees are non-refundable. The balance of building permit fees are payable when the permit is picked up.**

- A completed Building Permit Application Form**
- Three copies of construction drawings of ¼” to 1’-0” scale showing sufficient detail.** (See over.) **Insufficient detail on construction drawings may delay issuance of building permit. Single Family Dwellings should be “solar ready” see [www.solarbc.ca](http://www.solarbc.ca).**  
Note: 4 copies of drawings are required for projects located within Islands Trust’s jurisdictions.
- Three copies of a site plan.** The site plan must show the entire lot and include all structures, existing and proposed and including all decks, porches, carports etc. Include all dimensions of all structures. Include setbacks to property line at all sides of all structures, existing and proposed. Identify and locate all watercourses (creeks, lake frontage, ocean frontage etc.) on or adjacent to the property. Indicate North with an arrow. Show location of the septic field.
- A recent Title Search.** Available from the SCRD for a charge of \$9.00. If easements, covenants and/or rights of way appear on title, a copy of the document may be required. This information may be available through the SCRD for an additional fee.
- Engineering** Schedule B for geotechnical, including an Appendix D: *A Landslide Assessment Assurance Statement* may be required. Schedule B for Structural for foundation and 1 set of drawings that has been sealed by an engineer are required. If more than one engineer is involved in your project (i.e. separate geotechnical and structural engineers), one of the engineers may need to provide a Schedule A , *Confirmation of Commitment By owner and Coordinating Registered Professional* and subsequent Schedule C-A . Geotechnical & structural engineering may be required for additions and alterations.
- Homeowners Protection Office ‘Owner/Builder’ or Licensed Builder’ declaration form for all new or substantially renovated single family dwellings.** HPO Office Toll Free 1-800-407-7757 or (604) 646-7055 [www.hpo.bc.ca](http://www.hpo.bc.ca)
- Proof of filing form for septic system** for all new single family dwelling and for all renovations or additions that involve the addition of a bedroom. Contact a certified installer for more information. See website [www.bcossa.com](http://www.bcossa.com) or [http://owrp.asttbc.org/OWRP\\_Practitioners.pdf](http://owrp.asttbc.org/OWRP_Practitioners.pdf) for complete list of installers.
- Potable Water Certificate** for all single family dwellings, clearly stating that water meets Canadian Drinking Water Standards.
- Schedule E ‘Owner’s Responsibility’**(available on the website)
- Optional - Energy Rebate Program** for New Construction (EG80+) or retrofits where energy efficient technology is added or upgraded as per [Energy Rebate Bulletin](#).

**Note:** Highways approval may be required for a driveway. Contact Dept of Highways. (604) 740-8985

**Note:** Some areas of the Sunshine Coast are considered Development Permit Areas and/or part of the Agricultural Land Reserve. Building Permits in these areas require additional documentation to be submitted before permits can be issued. For more information contact the SCRD Planning Department at (604) 885-6800.

**Check the Height:** Height regulations exist for various types of structures and locations in the Regional District. For more information consult the SCRD Planning Department Bylaws at [www.scrd.ca](http://www.scrd.ca), or call the SCRD Planning Dept.

# DRAWING SPECIFICATION LIST

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## SITE PLAN

- SCALE DRAWING OF PROPERTY SHOWING;
- DIMENSIONS OF PROPERTY LINES, SCALE, NORTH ARROW, LEGAL DESCRIPTION
- EXISTING BUILDINGS, SEPTIC FIELD AND DRIVEWAYS
- EXISTING WATERCOURSES
- NEW CONSTRUCTION SHOWING:
- SETBACKS & ROAD ACCESS
- ELEVATIONS AT HOUSE CORNERS

## FOUNDATION PLAN

- SPECIFY SIZE & CONSTRUCTION OF STRIP FOOTINGS
- SPECIFY SIZE & CONSTRUCTION OF PAD FOOTINGS
- SPECIFY SIZE, HEIGHT AND CONSTRUCTION OF FOUNDATION WALLS
- SHOW PAD FOOTINGS UNDER POINT LOADS
- SHOW STRIP FOOTINGS UNDER BEARING WALLS.

## FLOOR PLANS

- SHOW WHAT IS NEW CONSTRUCTION & WHAT IS EXISTING.
- DIMENSION WALLS AND SPANS OF STRUCTURAL MEMBERS
- SPECIFY FLOOR CONSTRUCTION (JOIST SIZE, SPACING & SPAN)
- SHOW BEARING WALLS AND/OR BEAMS AT ENDS OF FLOOR SPANS
- SPECIFY ROOF CONSTRUCTION (TRUSS OR JOIST SIZE, SPACING & SPAN)
- SHOW OUTLINE OF ROOF ON FLOOR PLAN OR AS SEPARATE ROOF PLAN
- SHOW BEARING WALLS AND BEAMS AT ENDS OF ROOF SPANS
- SPECIFY BEAM & LINTEL SIZES.
- SHOW BEARING UNDER BEAMS CARRIED DOWN TO FOUNDATIONS.
- SPECIFY DOOR & WINDOW SIZES
- SPECIFY TYPE OF HEATING.
- SHOW STAIRS:
- TO PROVIDE ADEQUATE HEADROOM
- TO CONFORM TO RISE AND RUN REQUIREMENTS OF CODE.(3.3.1.15)
- INDICATE SQUARE FOOT CALCULATION FOR EACH FLOOR LEVEL

## ELEVATIONS

- SPECIFY EXTERIOR MATERIALS
- SPECIFY FLOOR, CEILING, TOP OF WALL HEIGHTS
- SHOW GRADE

## BUILDING SECTIONS

- SPECIFY CONSTRUCTION, INCLUDING INTERIOR AND EXTERIOR FINISH OF ALL FLOORS, WALLS, ROOFS, DECKS AND GUARDWALLS.
- SHOW HEIGHT OF WALLS, FLOORS, ROOF SLOPE
- SHOW RIDGE SUPPORT AND BEARING WALLS.

## DETAILS

PROVIDE DETAILS FOR VENTILATION OF:

- DECK OVER LIVING SPACE
- FRAMED ROOF SPACES