

## **BUILDING PERMIT APPLICATION PROCEDURE CHECKLIST**

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

- RESIDENTIAL CONSTRUCTION:** \$80 application fee for construction valued under \$30,000  
\$300 application fee for construction valued at \$30,000 - \$200,000  
\$750 application fee for construction valued over \$200,000
- COMMERCIAL & INDUSTRIAL:** an application fee equal to approx. 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.

Note: 4 copies of drawings are required for projects located within Islands Trust's jurisdictions.

- Single Family Dwellings should be "solar ready" see [www2.gov.bc.ca](http://www2.gov.bc.ca)**
- 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 SCR D for a charge of \$20.00. 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 SCR D for a charge of \$50.00 per document.
- Engineering**  
For all new single family dwellings
  - Schedule B for geotechnical
  - Schedule B for structural and engineer sealed structural drawings
  - An Appendix D, Landslide Assessment, may be required. Once your application is received, a site inspection will be made by the building department to determine if this requirement can be waived.

Additions and alterations to an existing building may require both structural and geotechnical engineering.

- Island Applications**  
The applicant must provide a geotechnical report and an Appendix D – Landslide Assessment
- 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/QWRP\\_Practitioners.pdf](http://owrp.asttbc.org/QWRP_Practitioners.pdf) for complete list of installers.
- Schedule E 'Owner's Responsibility'**(available on the website)

**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 SCR D Planning Department at (604) 885-6800.

## **DRAWING SPECIFICATION LIST**

---

### **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

### **LATERAL LOAD (SEISMIC)**

- LATERAL LOAD INFORMATION (AS REQUIRED BY BCBC 2012) WILL BE REQUIRED ON ALL PLANS WHERE A STRUCTURAL ENGINEER IS **NOT** SEALING THE WHOLE HOUSE DRAWINGS AND PROVIDING A SCHEDULE B