

## **Building Permit Application Document Checklist**

The documents listed below are the basic minimum requirements for a permit application. The RDCO reserves the right to request further documentation if required prior to issuing the building permit.

**\* Please review page 3 & 4 for specifications for Drawings & Site Plans**

### **Single Family Dwelling**

- Application Form
- Owner's Authorization (Signed by registered owners on title)
- Land Title Search – Title to be within 6 months of application.  
Must include copies of all covenants, right of ways and easements registered on title.
- Developer and/or Strata Approval (if applicable)
- Water Letter or Proof of Potable water/Well Location (from GEID or BMID if applicable)
- Ministry of Health / Septic Approval / Proof of Septic
- Two sets of drawings printed to scale \* (Preferred Size: 11 x 17 + digital copies)
- Site Plan \*
- Energy Compliancy Report – Pre-Build
- Structural Schedules & drawings (if applicable)
- Geotechnical Schedules (if applicable)
- Engineered Truss & Beam Layouts & Designs
- Floor Joist Layout
- BC Housing / HPO – Registration Form
- Wildfire Covenant (If Applicable)

### **Mobile/Modular Home**

- Application Form
- Owner's Authorization (Signed by registered owners on title)
- Land Title Search – Title to be within 6 months of application.  
Must include copies of all covenants, right of ways and easements registered on title.
- Developer and/or Strata Approval (if applicable)
- Water Letter or Proof of Potable water/Well Location (from GEID or BMID if applicable)
- Ministry of Health / Septic Approval / Proof of Septic
- Two sets of drawings printed to scale \* (Preferred Size: 11 x 17 + digital copies)
- Site Plan \*
- Wildfire Covenant (If Applicable)
- Permanent Affixed Manufacturer Labels  
Confirming certification body, manufacturer, SN/product code/part #
- Manufacturer letter and/or Dealer Invoice  
Complete with clients name, site address, plan numbers, unit SN, unit model no. and CSA-240 or CSA-277 compliance with snow load
- Blocking Plan and Footing/foundation Schedule – Provide manufacturer footing/foundation schedules that match submittal house drawings. (if installing above frost line the schedules must be engineered)

## **Accessory Buildings & Structures**

- Application Form
- Owner's Authorization (Signed by owners on title)
- Land Title Search – Title to be within 6 months of application.  
Must include copies of all covenants, right of ways and easements registered on title.
- Developer and/or Strata Approval (if applicable)
- Two sets of drawings printed to scale \* (Preferred Size: 11 x 17 + digital copies)
- Site Plan \*
- Engineered Truss & Beam Layouts & Designs
- Floor Joist Layout
- Water Letter or Proof of Potable water/Well Location (if applicable)
- Septic Approval – RWOP Report (if applicable, if any increase in sewerage flow/additional fixtures)

## **Decks**

- Application Form
- Owner's Authorization (Signed by owners on title)
- Two sets of drawings printed to scale \* (Preferred Size: 11 x 17 + digital copies)
- Site Plan \*
- Engineering for wire rope guards

## **Swimming Pools**

- Application Form
- Owner's Authorization (Signed by owners on title)
- Land Title Search – Title to be within 6 months of application.  
Must include copies of all covenants, right of ways and easements registered on title.
- Two sets of drawings printed to scale \* (Preferred Size: 11 x 17 + digital copies)
- Site Plan \*
- Location, material and design of the fence
- Location of septic field and pool equipment
- Pool Plans (pool information)
- Geotechnical Report (if applicable)

## **Solid Fuel Burning Appliance (Wood/Pellet Stove)**

- Application Form
- Wood Stove manufacturer specifications, wood stove to be CSA approved
- Require combustion air and carbon monoxide detector in the same room (after installation)
- WETT Certification documentation worksheet (after installation)

## **Retaining walls**

- Application Form
- Owner's Authorization (Signed by owners on title)
- Land Title Search – Title to be within 6 months of application.  
Must include copies of all covenants, right of ways and easements registered on title.
- Two sets of drawings printed to scale \* (Preferred Size: 11 x 17 + digital copies)
- Site Plan \*
- Retaining wall plans (including material and height)
- Engineering drawings if wall greater than 1.5m (Schedule B)
- Geotechnical Report (if applicable)

## **Demolition**

- Application Form
- Owner's Authorization (Signed by owners on title)
- Location & details on structure being demolished

## **Renovation**

- Application Form
- Owner's Authorization (Signed by owners on title)
- Septic Approval – RWOP Report (if applicable, if any increase in sewerage flow/additional fixtures)
- Two sets of drawings printed to scale \* (Preferred Size: 11 x 17 + digital copies)

## **Addition**

- Application Form
- Owner's Authorization (Signed by owners on title)
- Land Title Search – Title to be within 6 months of application.  
Must include copies of all covenants, right of ways and easements registered on title.
- Septic Approval – RWOP Report (if applicable, if any increase in sewerage flow/additional fixtures)
- Two sets of drawings printed to scale \* (Preferred Size: 11 x 17 + digital copies)
- Site Plan \*
- BC Housing / HPO – Registration Form (if applicable)
- Energy Compliancy Report – Pre-Build

## **The following may be required due to the size and complexity of the project (to be advised at plan check stage):**

- Development permit, development variance permit, environmentally sensitive area development permit (ESADP), (IE. Aquatic, Terrestrial, Wildfire, Slope)
- Development cost charges
- Subdivision servicing and development bylaw requirements
- Agricultural land commission approval
- Referral to the local fire department
- Referral to the public health department

## Drawing & Site Plan Specifications:

Two (2) sets of detailed building plans are required to be submitted for most Building Permit applications.  
**Preferred Scale: 1/4" = 1' – 0"**    **Preferred Size: 11 x 17 + submission of Digital Plans (PDF format)**

### Site Plan - Drawn to scale showing:

- Legal description
- North Arrow
- Accurate shape
- Lot Dimensions
- Existing & proposed buildings and their uses
- Driveway location, width and grade
- Building set-backs (front, side, rear)
- Easements, Right-of-Way, Covenants
- Sanitary sewer and storm locations
- Septic tank & filled location (if applicable)
- Projection illustrations beyond foundation
- Roof line and other overhangs
- Surface drainage (include lot grading, swales, etc)
- Retaining Walls (include material, height, etc)
- Geometric elevation of property corners
- Proposed basement elevation
- Well Location
- Zoning set backs (from property lines to building foundation)
- Building foundation outline (Dimensions to Lot Lines)

### Elevations - Drawings to include:

- Each side of dwelling (N, E, S, W) showing (when applicable)
- Spatial separation
- Walk-Out Basement
- Guard rails
- Chimney height
- Framing clearance from finished grade
- Flashing
- Siding
- Overall height of building
- Height of each story of floor assemblies
- Height of the Building
- Roof Pitch

### Cross Sections to include:

- Assemble for walls, roof, floors ceiling and decks (Insulation, sheathing, interior finish, exterior finish, roofing material, roof slope)
- Deck construction details and slope
- Slab details
- Radon gas controls
- Doors, windows
- Height of each floor
- Height of the entire building
- Stair detail
- Roof venting
- Existing and finished grades
- Footings

### Foundation Drawings to include

- Minimum footing size
- Foundation wall thickness
- Footing size (depth, width and length), Rebar thickness/grids
- Foundation wall thickness and maximum height
- Drainage system details
- Sulphate resistant concrete (if applicable)
- Drain tile, connection and/or drywell
- Maximum wall height
- If an Insulated Concrete Foundation (ICF) is present, provide information as per insulating concrete forms walls brochure (i.e. floor layout, cross-sections)
- IF ICF (Insulated Concrete Form) provide information in brand specific brochures (floor layouts, cross sections, usage limitation etc.) \*\*engineering may be required
- If retaining wall is greater than 1.5m in height, provide stamped engineering drawings
- All retaining wall details where retaining walls form a portion of the dwelling floor plan. NOTE all retaining walls over 1.5 m will require a Building Permit, A Development Variance Permit will be required for any proposed retaining wall over 2.5 m

### Floor plans for each level to include

- Label showing the function of each room
- Floor joist spans
- Beams and lintel (included engineered beams where applicable)
- Smoke Alarms and CO detectors
- Window and door sizes (Bedroom windows to include direction they open)
- Window well details (bedrooms must show proper egress requirements as per BC Building Code)
- Room and passageway sizes
- Total finished floor area (including mechanical rooms, stairs and storage)
- Total unfinished floor area
- Fans – Bath, Range and Ovens
- Attic access complete with dimensions
- Engineered floor systems
- Engineered beams and lintels
- Manufactured truss design
- Wood stoves and wood fireplaces (CSA & RDCO Bylaw Requirements)
- Exhaust fans
- Plumbing fixtures (Sinks, toilets, bidets, showers, baths, dishwasher(s), clothes washer(s), hot water tank(s), floor drains)
- Major Appliances
- Mechanical Equipment (HRV, Furnace, Electric Baseboards)
- Radon and Solar ready pipe locations