

COMPLEX BUILDING PERMIT APPLICATION CHECKLIST –PART 3

Civic Address (Street # and Name): _____

Applicant's Full Name: _____

You are required to submit the following documents (if applicable) when submitting your Building Permit Application. This checklist, and all Village of Pemberton forms are available online at www.pemberton.ca

Please print this *Document Checklist*, check that you have included all of the required information and documents (left column), sign and include this document with your application submission.

Incomplete application submitted without the required information and/or documents will be returned to the applicant prior to being reviewed.

IMPORTANT:

The items on the list below are the **minimum requirements** for your Building Permit Application. Depending on the nature of your project, **you may be required to submit additional information/documents** with, or following the submission of your application.

√	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	1. Building Permit Application FORMS & Application Fee → FORM A -Application Details → FORM B & C -Acknowledgement of Owner Form &/or Owner’s Authorization of Agent If applicant is other than owner → FORM D -Excavation Permit → FORM E -Blasting Permit → FORM F & G -Supply of Water & Sewer Connection Permit → FORM I -Solid Fuel Burning Appliance Permit → FORM J -Culvert Installation → FORM K -Fire Protection System → FORM L -Fire Suppression Alteration → Scope of Work to accompany application forms
		2. Plumbing Permit issued to plumber Water Meter is required Cross connection control required
<input type="checkbox"/>	<input type="checkbox"/>	2. Land Title Documents (including easement, covenant, right-of-way etc.) (dated within 30 days of your application) If your land was recently purchased and you are not shown as the registered owner on Title, please provide ownership transfer papers.

<input type="checkbox"/>	<input type="checkbox"/>	<p>3-Analysis</p> <ul style="list-style-type: none"> <input type="checkbox"/> Code Analysis <input type="checkbox"/> Zoning Analysis
<input type="checkbox"/>	<input type="checkbox"/>	<p>4. Architectural Drawings 2 sealed sets</p> <ul style="list-style-type: none"> <input type="checkbox"/> Surveyed Site Plan <ul style="list-style-type: none"> → Lot Coverage → Proposed foundation layout → Projection Illustration beyond foundation → Setbacks → All easements, covenants, right of ways etc. (shown on site plan) → Flood Control Level (if applicable) as per Geotechnical Report → Driveway location and grade → Surface Drainage & Culvert Details(if required) → Retaining Wall(s)-Material, height etc. <ul style="list-style-type: none"> Engineered details required for retaining wall over 1.5m in height → Geodetic Elevation of Property Corners & Foundation Corners <input type="checkbox"/> Engineered Foundation Plan-Sealed Drawings as per the BC Building Code <ul style="list-style-type: none"> → Schedule B & Letter of Assurance → Minimum Footing Size → Foundation Wall Thickness → Drain Tile Details (connection &/or drywell) → Maximum Wall Height → For Insulated Concrete Foundation (ICF), provide information as per the ICF Information Document <input type="checkbox"/> Elevations <ul style="list-style-type: none"> → Spatial Separation → Rainscreen Details → Chimney Height → Siding → Height of Building <input type="checkbox"/> Floor Plans <ul style="list-style-type: none"> → Total Finished Floor Area → Total Unfinished Floor Area → Room Sizes → Floor Joist Spans → Engineered Floor Systems → Beam &/or Engineered Beam & Lintels → Smoke & Carbon Monoxide Alarms Locations → Window sizes → Room sizes → Attic access → Wood Stoves and Wood Fireplace → Plumbing Fixtures

		<input type="checkbox"/> Cross Sections → Assemblies for walls, roof, floors, ceilings and decks (insulation, sheathing, roofing material, roof Slope, stair details, roof venting) → Height of Each Floor → Height of Entire Building
<input type="checkbox"/>	<input type="checkbox"/>	5. Geotechnical Engineering-Sealed Report <input type="checkbox"/> Schedule B & Letter of Assurance If applicable, relevant information from report to be shown on site plan → Flood Construction Level <input type="checkbox"/> Bearing capacity of soils suitable for construction <input type="checkbox"/> Steep slope areas identified, safe for intended use by Geotech Engineer <input type="checkbox"/> Stream setbacks <input type="checkbox"/> excavation drawings for hillside and steep slope
<input type="checkbox"/>	<input type="checkbox"/>	6. Home Owner Protection Office Documents (for residential occupancies) Visit www.hpo.bc.ca or call 1-800-407-7757 Required for new or substantially renovated construction
<input type="checkbox"/>	<input type="checkbox"/>	7. Acknowledgement of Owner Form &/or Owner's Authorization of Agent If applicant is other than owner
<input type="checkbox"/>	<input type="checkbox"/>	8. Strata Authorization approving proposed construction (applicable to Strata Properties only)
<input type="checkbox"/>	<input type="checkbox"/>	9. Supply of Water & Sewer Connection Application
<input type="checkbox"/>	<input type="checkbox"/>	10. Culvert Installation Application
<input type="checkbox"/>	<input type="checkbox"/>	11. Sprinkler Drawings- 2 sealed sets (if applicable) <input type="checkbox"/> Schedule B & Letter of Assurance
<input type="checkbox"/>	<input type="checkbox"/>	12. Fire Prevention Plan As per Bylaw 744, 2015
<input type="checkbox"/>	<input type="checkbox"/>	13. Blasting Permit → Blasting Plan &/or Design, Certification, Insurance → Blasting Geotechnical Report

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Administration

√	N/A		Notes/Comments
<input type="checkbox"/>	<input type="checkbox"/>	Development Permit Issued	DP No: Date of Issuance:
<input type="checkbox"/>	<input type="checkbox"/>	Internal Zoning Review	
<input type="checkbox"/>	<input type="checkbox"/>	Development Cost Charge	
<input type="checkbox"/>	<input type="checkbox"/>	Community Amenity Contributions	



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<input type="checkbox"/>	<input type="checkbox"/>	Construction Value	
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Report	
<input type="checkbox"/>	<input type="checkbox"/>	GIS-Property Survey Points	
<input type="checkbox"/>	<input type="checkbox"/>	Full Code Analysis	
<input type="checkbox"/>	<input type="checkbox"/>	HPO Registration	
<input type="checkbox"/>	<input type="checkbox"/>	Title Search & Registered Charges	
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Approval	
<input type="checkbox"/>	<input type="checkbox"/>	Site Profile	
<input type="checkbox"/>	<input type="checkbox"/>	Fire Flow Calculations	
<input type="checkbox"/>	<input type="checkbox"/>	Fire Safety Plan	
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Approval/RAR	
<input type="checkbox"/>	<input type="checkbox"/>	Accessible Checklist	
<input type="checkbox"/>	<input type="checkbox"/>	Garbage Shed <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Location	
<input type="checkbox"/>	<input type="checkbox"/>	Snow Clearance Areas	
<input type="checkbox"/>	<input type="checkbox"/>	Parking	
<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan and bond	
<input type="checkbox"/>	<input type="checkbox"/>	Off site works included in scope of work	
<input type="checkbox"/>	<input type="checkbox"/>		

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Schedules & Drawings

√	N/A		Sealed Drawings (2 sets required)	Schedules		
<input type="checkbox"/>	<input type="checkbox"/>	Coordinating	<input type="checkbox"/>	B <input type="checkbox"/>	C-B <input type="checkbox"/>	Insurance Certificate <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Architectural	<input type="checkbox"/>	B <input type="checkbox"/>	C-B <input type="checkbox"/>	Insurance Certificate <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Structural	<input type="checkbox"/>	B <input type="checkbox"/>	C-B <input type="checkbox"/>	Insurance Certificate <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical	<input type="checkbox"/>	B <input type="checkbox"/>	C-B <input type="checkbox"/>	Insurance Certificate <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	B <input type="checkbox"/>	C-B <input type="checkbox"/>	Insurance Certificate <input type="checkbox"/>



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<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical	<input type="checkbox"/>	B <input type="checkbox"/>	C-B <input type="checkbox"/>	Insurance Certificate <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Fire Suppression	<input type="checkbox"/>	B <input type="checkbox"/>	C-B <input type="checkbox"/>	Insurance Certificate <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Civil (Site Services)	<input type="checkbox"/>	B <input type="checkbox"/>	C-B <input type="checkbox"/>	Insurance Certificate <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Plot Plan	<input type="checkbox"/>	B <input type="checkbox"/>	C-B <input type="checkbox"/>	Insurance Certificate <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Truss & Beam Details	<input type="checkbox"/>	B <input type="checkbox"/>	C-B <input type="checkbox"/>	Insurance Certificate <input type="checkbox"/>

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Building Code Analysis Details					
<input type="checkbox"/>	Occupancy		<input type="checkbox"/>	Mezzanines	Enclosed: % Open: % Total: %
<input type="checkbox"/>	Storeys		<input type="checkbox"/>	Roofs	
<input type="checkbox"/>	Streets		<input type="checkbox"/>	Load Bearing	
<input type="checkbox"/>	Building Area		<input type="checkbox"/>	Spatial Separation	
<input type="checkbox"/>	Sprinklered		<input type="checkbox"/>	Open Air Storey	
<input type="checkbox"/>	Classification		<input type="checkbox"/>	Interconnected Floor Space	
<input type="checkbox"/>	Construction		<input type="checkbox"/>	Occupant Load	
<input type="checkbox"/>	Floors		<input type="checkbox"/>	Washrooms	
<input type="checkbox"/>	Firefighting	Hydrant(s) Fire Alarm Exit Signs Emergency Lighting Panic Hardware Standpipe & Hose System Fire Department Access	<input type="checkbox"/>	Exits	Number of Exits Max Travel Distance Exit Width Required
<input type="checkbox"/>	Safety Requirements	Fire Separation (suite) Fire Separation (public corridor)	<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>					