

STANDARD BUILDING PERMIT APPLICATION CHECKLIST –PART 9

Civic Address: _____

Applicant: _____

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 required information and documents (left column), **sign and include this document with your application submission.**

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

IMPORTANT: Depending on the nature of your project, **you may be required to submit additional information/documents** with or following the submission of your application.

Please note: PDF/Digital copies of drawings are required and can be sent to nsegovia@pemberton.ca upon payment of your permit application.

√	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	If applicable, design scheme approval must be received prior to submitting a building permit application.
<input type="checkbox"/>	<input type="checkbox"/>	1. <u>Building Permit Application Forms & Plan Processing Fee</u> → FORM A- Application Details → FORM B - Acknowledgement of Owner → FORM C - Owner's Authorization of Agent if applicant is other than owner → FORM D - Excavation Permit → FORMS F & G - Supply of Water & Sewer Connection → FORM I - Solid Fuel Burning Appliance Permit → FORM J - Culvert Installation → FORM K - Fire Protection System → FORM L - Fire Suppression Alteration
<input type="checkbox"/>	<input type="checkbox"/>	2. <u>Scope of Work:</u> must accompany all renovation/tenant improvement and minor permit applications.
<input type="checkbox"/>	<input type="checkbox"/>	3. <u>Sub-Trades List</u>
<input type="checkbox"/>	<input type="checkbox"/>	4. <u>Energy Step Code Documents for Residential Buildings</u> → Energy Model → Pre-Construction Compliance Report
<input type="checkbox"/>	<input type="checkbox"/>	5. <u>Plumbing Permit</u> → Permit is issued to plumber and is a separate permit. → Include Scope of Work and line drawing of rough-in with application

<input type="checkbox"/>	<input type="checkbox"/>	<p>6. Land Title Documents including copies of all charges registered on title, dated within 30 days of the permit application. Will be provided by Village for a fee of \$20 per document if not provided with the permit application.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>7. Drawings –2 sets * Digital PDF's Required</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site Plan (preliminary application must include a site plan to be confirmed at a later date by surveyed plan) <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 and permit required for retaining wall over 1.2 m in height → Geodetic Elevation of Property Corners & Foundation Corners <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 → Each Level Roof Truss Layout-Sealed Drawing → Method of heating and ventilation → Location of all ventilation → Secondary Suite Fire Separation → Room size/Use → Floor Joist Spans → Engineered Floor Systems → Beam &/or Engineered Beam & Lintels → Smoke & Carbon Monoxide Alarms Locations → Window size → Attic access → Wood Stoves and Wood Fireplace → Plumbing Fixtures → Major Appliances → Gas Fixtures <input type="checkbox"/> Cross Sections

		<ul style="list-style-type: none"> → Assemblies for walls, roof, floors, ceilings and decks (insulation, sheathing, roofing material, roof <li style="padding-left: 20px;">Slope, stair details, roof venting) See BCBC 9.32 & 9.36 → Height of Each Floor (with geodetic height datum) → Height of Entire Building
		<p>8. Engineered Structural Drawings * Digital PDF's Required</p> <p>Structural engineering with Schedule B and sealed drawings is mandatory for Single Family Dwellings, Duplexes, roofs and decks. Exemptions may be permitted for auxiliary buildings without sleeping accommodation with prior approval from the Building Inspector)</p> <ul style="list-style-type: none"> → Schedule B & Letter of Assurance → Signed and sealed drawings → For Insulated Concrete Foundation (ICF)-Engineer sign off is required with construction details → For steep slopes, field review noting site specific details of footings/foundation must be submitted if any change from plans.
<input type="checkbox"/>	<input type="checkbox"/>	<p>9. Geotechnical Engineering - Sealed Report</p> <p>If applicable, relevant information from report to be shown on site plan</p> <ul style="list-style-type: none"> → Schedule B & Letter of Assurance → Excavation drawings for hillside sites → Flood Construction Level → Bearing capacity of soils suitable for construction → Steep slope areas identified, safe for intended use by Geotech Engineer → Stream setbacks
<input type="checkbox"/>	<input type="checkbox"/>	<p>10. Home Owner Protection Office Documents (for residential occupancies)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>11. Strata Authorization approving proposed construction (applicable to Strata Properties only)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>12. Sprinkler Drawings- 2 sealed sets (if applicable)</p> <ul style="list-style-type: none"> → Schedule B & Letter of Assurance
<input type="checkbox"/>	<input type="checkbox"/>	<p>13. Fire Prevention Plan- If applicable (Bylaw 744, 2015)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>14. Separate permit applications for each retaining wall exceeding 1.2 m in height</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>15. Separate permit application for swimming pool</p>