

**New Single Family Dwelling and Two Family Dwelling  
Building Permit Application Checklist**

**General Information Required**

- Correct Address - if new address, verify with Engineering Department
- Legal Description
- Flood Plain Management Area (if applicable)
- Watercourses (if applicable)
- Development Areas - Official Community Plan (OCP) for trees
- Drawings are required to be to scale and suitable for microfilming.

**Documents required**

- Application form – includes Form A on reverse side
- 2 complete set of plans:
  - o Architectural
  - o Structural (could be part of Architectural) – signed and sealed by a Registered Professional
  - o Sprinkler plans and hydraulic calculations – signed and sealed by a Registered Professional
- Schedules B1, B2, Form B and certificate of insurance required for:
  - o Structural
  - o Fire Suppression
  - o Geotechnical
  - o Schedule A is required if Structural and Geotechnical are issued by different registered professionals
- Homeowner Protection Office (H.P.O.) Form

**Plans to Include**

- Site Plan:
  - o Civic Address
  - o Legal Description
  - o Lot dimensions
  - o Easements and/or Right of Ways (if applicable)
  - o Streets, lanes
  - o North point
  - o Building Dimensions & setbacks
  - o Maximum length of dwelling (lesser of 50% lot length or 59.06')
  - o Grades from BCLS survey
- Zoning Analysis:
  - o Identify current Zone for the property
  - o Lot area
  - o Floor Area Ratio (F.A.R.) - 0.50 maximum – include area calculations
  - o Site coverage – 40% maximum – include area calculations for all structures
- Floor Plans:
  - o Dimensions, structural elements, foundation & footings, design loads, soil bearing capacity
  - o Location of fixtures and equipment
  - o Sizes of rooms, doors, and windows
  - o Room use
- Cross-section:
  - o Construction notes for roof, wall, floor, foundation
  - o Heights for floor to ceiling, minimum 18" to u/s footing
  - o General construction notes to include concrete strength & lumber grade.
- Elevations:
  - o Building height
  - o Existing and Finished grades – calculate average finished grade
  - o Sizes of doors and windows
  - o Exterior finishes