

Building Permit Application Checklist

Coach House Single Family

Building Department: 604-990-2480, building@dnv.org

Complete this form and attach it to the permit submission documents

DRAWINGS REQUIRED

Please submit drawings digitally, combined into one file

- Topographical Survey (scale 1/8" = 1') *Prepared by a Registered B.C. Land Surveyor Signed and Sealed Issued within the last 6 months and include:*
 - Lot dimensions and setbacks of existing buildings and structures
 - Contours required at 3 ft. intervals
 - Curb & property corner elevations
 - Existing ridge elevation
 - Existing maximum eave height
 - Main floor elevation
 - Perimeter spot elevations where proposed structure will be sited
 - Datum determination points
 - Outline of the original building(s), creeks, adjacent roads/lane allowances, waterfront boundaries, trees, hedges, all other structures on adjoining boulevards, rights of way and all building(s) and structures on the foreshore.
- Site Plan (scale 1/8" = 1')
Site plan must include:
 - Outline of the proposed building and accessory building(s) showing the outermost most walls including basement walls and upper floor overhangs
 - All building cantilevers, roof overhangs, deck outlines, fireplace projections, window wells, floor projections, exterior stairs, retaining walls with top and bottom elevations
 - Setbacks to all structures
 - Natural and finished grades at all building corners
 - Main floor and ridge elevation
 - Datum determination points
 - Driveway location and size. Off street parking Note: max driveway width 14.7ft
- Foundation Plan (scale 1/4" = 1')
 - Location and size of all foundations including pad footings (this information may be combined with the floor plans)

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DRAWINGS REQUIRED cont.

- Floor Plans (scale $\frac{1}{4}'' = 1'$)
 - Structural framing indicated (lumber grade and species, beam sizes, joist spacing size and direction, trusses indicated, etc.)
 - Fully dimensioned
 - Room use and size indicated
 - Window and door sizes
 - Stair rise/run
 - Roof plan/layout geodetic elevation
 - Section line
- Electrical Requirements:
 - Panel location must be shown on the drawings for the primary dwelling and the coach house. Minimum 200 amps service is required. If unsure of what service size will be required, consult with an electrical contractor to do a load calculation.
- Four (4) Exterior Elevations (scale $\frac{1}{4}'' = 1'$)

Exterior Elevations must include:

 - Building height base line
 - Maximum building height line
 - Maximum eave height
 - Proposed eave and building height in geodetic elevation
 - Natural and finished geodetic grade elevations
 - Spatial separation calculations – UPO's
 - Window wells and retaining walls
 - Floor and/or deck geodetic elevations
 - Roof slope indicated
- Typical Full Cross-Section (scale $\frac{1}{4}'' = 1'$)
 - Basement, main floor, upper floor, maximum eave, and ridge elevation specified
 - Room clear heights
 - Construction details and material list
 - Roof slope indicated
- Shoring Plan (recommended scale $\frac{3}{32}'' = 1'$)
 - Signed and sealed shoring plan done by Geotechnical engineer (may be submitted after application, but prior to permit issuance)
- Storm Water Management Plan (to scale)
 - Signed and sealed storm water management plan by P. Eng
 - Signed and Sealed Geotechnical Report
- Structural (scale $\frac{1}{4}'' = 1'$) *May be submitted after application prior to issuance*
 - Drawings to be sealed and signed by a professional engineer with indication of code compliance to Part 9, Part 4 of BCBC or CWC using the following statement: "structural design and lateral resistance in accordance with _____"

DOCUMENTS REQUIRED CONTINUED ON NEXT PAGE

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DOCUMENTS REQUIRED

- Building permit application – **Signed by the owner**
- Master Requirements Questionnaire **Signed**
- Zoning Compliance Summary
- BC Housing New Home Registration Form (*required at time of permit issuance*)

Letters of Assurance and documents from the following professionals schedules must be correctly addressed identifying the discipline and items

- Structural Schedule B with confirmation of liability insurance and a copy of their insurance, with CRP initials
- Geotechnical Schedule B with confirmation of liability insurance and a copy of their insurance, with CRP initials
- Building Envelope Engineer Schedule B with confirmation of liability insurance and a copy of their insurance with CRP initials
- Plumbing Schedule B, from the SMP designer and initialled with confirmation of liability insurance and a copy of their insurance, with CRP initials
- Schedule A – done by the co-ordinating registered professional (CRP) with owner signature
- Geotechnical Report (may be required)

Step Code Documentation – Done by a Certified Energy Advisor

***as of November 1, 2023 – must comply to Step 5 or Step 4 and Emissions Level 3 of the Zero Carbon Step Code**

- GHG Calculator (*available on our website under Energy Step Code*)
- BC Compliance Checklist (*pre-construction*)
- BC Compliance Checklist (*as-built – comes at the end of the project*)
- Hot 2000 Report

Please note: This may not be a complete list. Further review of the application, drawings, or documents may reveal additional requirements

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