



Building Permit Application Checklist

Interior Renovation & Secondary Suite

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

- Site Plan (scale 1/8" = 1') *required if project involves: Window Size Changes, Secondary Suite*
Site plan must include:
 - Outline of the proposed building and accessory building(s) showing the outermost walls including basement walls and upper floor overhangs
 - Setbacks to all structures and property lines
 - Driveway location and size, off street parking spaces *(Note: max driveway width 14.7ft)*
- Floor Plans (scale 1/4" = 1') Existing and Proposed
Floor plans must include:
 - 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
 - Section line
 - Secondary Suite**
 - Location of electrical panel for principal dwelling and secondary suite
 - Minimum service size of 200amp required. If unsure of what service size will be required, consult with an electrical contractor to do a load calculation.
 - Type of heating
 - Fire separation wall
 - 3 Off-Street Parking Spaces
- Exterior Elevations (scale 1/4" = 1') Existing and Proposed *required if: Window size changes, siding changes*
Exterior Elevations must include:
 - Window sizes
- Typical Full Cross-Section (scale 1/4" = 1')
Must include:
 - Basement, main floor, upper floor, maximum eave, and ridge elevation specified
 - Room clear heights
 - Construction details and material list
 - Roof slope indicated
 - RSI Energy Calculations

- 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

- Building permit application – **Signed by the owner**
- Master Requirements Questionnaire **Signed**
- Hazardous Materials Report submitted for buildings constructed prior to 1990, once building permit issued, must have clearance letter on site as per WCB regulations

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

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