

Building Permit Application Checklist

Retaining Wall

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

- 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
- Outline of the original building(s), creeks, adjacent roads/lane allowances, waterfront boundaries, accretions, trees, hedges, all other structures including 5' onto neighbouring properties, on adjoining boulevards, rights of way and all building(s) and structures on the foreshore

Site Plan Must Include (scale 1/8 = 1')

- Outline of any proposed building and accessory building(s) showing the outermost most walls including basement walls and upper floor overhangs
- Location of proposed retaining wall(s)
- Top and bottom elevations of the wall(s), including natural and finished grade

A cross section (Scale 1/4 = 1')

- Height of wall(s) and top and bottom elevations of the wall(s), including natural and finished grade
- Any stepped series of walls must show compliance with maximum wall height and 35 degree line (see zoning bylaw for retaining wall regulations)
- Any fences proposed on top of a retaining wall(s) must include height of the fence and maximum elevation of the fence and retaining wall(s) (see zoning bylaw for regulation of fences)
- Construction materials being used
- Location and size of drainage pipe(s)

Engineering drawings, (1/4" = 1') May be submitted after application prior to issuance

- Sealed and signed by a Structural or Geotechnical engineer

DOCUMENTS REQUIRED

- Building permit Application – **Signed by the owner and Witnessed**
- Master Requirements Questionnaire - **Signed**

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
- Schedule A – done by the co-ordinating registered professional with owner signature (Required when multiple engineers required)
- Geotechnical Report (may be required).
- Storm Water Management Plan may be required

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