



Documentation Checklist for Building Permit Applications

Complete Building Permit drawings are required at time of application to facilitate an efficient permit process. *Please include the following items with your application and place a check in each box to indicate completion. Incomplete submissions will not be accepted. (This form MUST be completed by Applicant and be attached to submission)*

A. For NEW SINGLE or TWO FAMILY DWELLINGS and MAJOR ADDITIONS:

The completed Building Permit application form must give the owners name and contact information (e-mail, phone, and fax). Applications are to include a deposit and **2 sets** of construction drawings (Part 9 buildings), which include:

1. Survey

- Not less than 1 to 100 m (or 1/8" = 1' imperial) scale.
- Two sealed Topographical Surveys by a BCLS showing all improvements on the lot, including easements, right of way, creeks, adjacent road and lane allowance, waterfront boundaries, accretions, trees, hedges and all other structures on adjoining boulevards and right of ways. **Topographical information must be referenced to the geodetic datum.** Note: drawings submitted in imperial must still specify **Lot area and dimensions in metric.** *Sealed site plans or overlays will not be accepted.* Both of the surveys are to have the outline of the new building plotted on it. This building outline should clearly identify the outermost walls including basements or any upper floor building overhangs.

2. Site Plan

- Not less than 1 to 100 m (or 1/8" = 1' imperial) scale.
- Proposed building and accessory building outline. (Must include the outermost walls including basements or any upper floor overhangs). Drawings submitted in imperial must still specify **Setbacks in metric.**
- Finished and natural grade elevations at each building corner.
- North Arrow
- Dimension setbacks perpendicular from all property lines to the building.
- Zoning information summary, including floor area calculations (including detailed calculations of any exemptions for the basement, parking or accessory structures), average finished and natural grade calculations, and site coverage. **Zoning summary must refer to metric values of bylaw.**
- Show proposed driveway location, slope and area.

- All building cantilevers and roof overhangs are to be shown and clearly dimensioned.
 - All retaining walls are to be shown on site plan specifying top and bottom elevations. Dimension their setback from property lines and distance from adjacent retaining walls.
3. Floor Plans
- Fully dimensioned and not less than 1 to 50 m (or 1/4" = 1' imperial) scale.
 - Indicate room use.
 - Show all door, window, and skylight locations and provide dimensions for each.
4. Elevations
- Not less than 1 to 50 m (or 1/4" = 1' imperial) scale.
 - All four elevations for house and accessory building.
 - Indicate elevation of all finished floors, top plates, parapet walls and roof peaks.
 - Specify the finished grades around the building.
 - Show spatial separation calculations at all side property lines.
 - Specify roof slope.
 - Show conformance to highest building face.
5. Cross Sections
- Not less than 1 to 50 m (or 1/4" = 1' imperial) scale.
 - Floor to ceiling dimensions.
 - Dimension maximum building height.
 - Label all roof, floor, wall, and foundation assemblies and provide roof and deck venting information (where applicable).
 - Provide a detail for any decks over inside space.
 - Dimension and label any crawl spaces.
6. Land Development
- Storm water management plan prepared by a Professional Engineer.**
 - Plan and profile drawing for driveway including all dimensions and elevations.**
 - Traffic management plan for all major construction projects (over \$500,000 in value)**
 - Landscape and grading plan showing details of any work proposed on District right of ways or lands or on the adjoining boulevard**

In addition for **Two Family Dwellings** (new and additions)

- Receive approval from the Design Review Committee. Any changes to the building, which deviate from this approval, are to be submitted to Planning for review prior to any changes being made during construction. (*see Design Guidelines for Duplex Houses*)

The following items *should* be submitted at time of permit application but **must** be submitted prior to building permit issuance.

1. 2 sets of P. Engineered sealed structural drawings.
2. Schedule B Letter of Assurance for structural and geotechnical disciplines complete with West Vancouver Schedule C (Declaration of Insurance Coverage).
3. H.P.O. forms.
4. Schedule B Letter of Assurance for building envelope components.
5. British Pacific Properties, Martin Corporation, Parthenon POA, or similar approval if applicable.

Completed by _____ Date _____

B. FOR ALTERATIONS, ACCESSORY BUILDINGS AND MINOR ALTERATIONS:

Submissions may be less detailed than those for new dwellings, as requirements vary according to the scope of work. Contact the building department for more information.

Please note: *This list of requirements is not limited to its content. Further review of the application, plans or documents may reveal additional requirements.*

C. FOR NEW COMMERCIAL BUILDINGS & MULTI-FAMILY DWELLINGS (PART 3):

Applications are to include a deposit and **4 sets** of construction drawings, which include:

1. A recent sealed survey from a BCLS confirming setbacks to property lines. **Lot area and dimensions must be in metric.** Applications, which are approaching the maximum building height, must include a sealed Topographical Survey by a BCLS with the building outline plotted in ink over it. *Tracing or overlays will not be accepted.* These surveys must reference the **geodetic** datum.
2. A fully dimensioned site plan. **Setbacks must be in metric.** Give the finished and natural grade elevations at all building corners. Elevations of intermediate points are also to be shown where the slope of the grade changes. Indicate the location, slope and area of the driveways. Dimension setbacks perpendicular to property lines. All cantilevers and overhangs (including roofing overhangs) are to be shown and dimensioned.
3. Must include 4 full sets of construction drawings. All drawings are to be sealed by the Design Consultants and include Schedule B Letters of Assurance, Declarations and copies of Liability Insurance for each discipline. These disciplines would be:

	Schedule B	Insurance Declaration
1. Architectural	<input type="checkbox"/>	<input type="checkbox"/>
2. Structural	<input type="checkbox"/>	<input type="checkbox"/>
3. Mechanical	<input type="checkbox"/>	<input type="checkbox"/>
4. Plumbing	<input type="checkbox"/>	<input type="checkbox"/>
5. Fire Suppression	<input type="checkbox"/>	<input type="checkbox"/>
6. Electrical	<input type="checkbox"/>	<input type="checkbox"/>
7. Geotechnical	<input type="checkbox"/>	<input type="checkbox"/>
8. Landscaping	<input type="checkbox"/>	not req'd.

4. Land Development
 - Storm water management plan prepared by a Professional Engineer.**
 - Plan and profile drawing for driveway including all dimension and elevations.**
 - Traffic management plan for all major construction projects (over \$500,000 in value)**
 - Landscape and grading plan showing details of any work proposed on District right of ways or lands or on the adjoining boulevard**

Submissions are also to include:

1. A completed Owner's Acknowledgement Form, which confirms their understanding of the limited role of the Municipal Inspection Staff
 2. A Building Code analysis.
 3. Any *Alternative Solutions* from the code consultants (if being requested).
 4. Zoning details specifying compliance with the Municipal Zoning Bylaw.
Values must be expressed in metric.
 5. A letter from the Architect acknowledging the proposal conforms to the Development Permit and Design Review Committees approved drawings. Any changes to the building, which deviate from these approvals, are to be submitted for review prior to any changes being made during construction.
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D. FOR TENANT IMPROVEMENTS:

Applications are to include a deposit and **2 sets** of construction drawings.

1. Fully dimensioned floor plans indicating new and deleted walls. Show location of exits and paths of travel.
2. Sufficient construction details and sections to enable a building code review. Indicate new wall assembly details.
3. Professional Engineers sealed drawing, Schedule B Letters of Assurance, Declaration and copy of Liability Insurance for any structural work proposed.
4. Specify the building classification and the proposed use of the lease space.
5. Show the location of emergency and exit lighting.
6. Submit a copy of the North Shore Health approval (if applicable).
7. Submit sealed drawings, Schedule B Letters of Assurance, Declaration and copies of Liability Insurance for any mechanical, plumbing, fire suppression or electrical work proposed.