

Building Permit Application Document Checklist

The documents listed below are the basic minimum requirements for a permit application. The RDCO reserves the right to request further documentation if required prior to issuing the building permit.

*** REVIEW PAGE 4 FOR DRAWING & SITE PLAN SPECIFICATIONS ***

Single Family Dwelling

- ☐ Application Form
- ☐ Owner's Authorization (Signed by registered owners on title)
- ☐ Land Title Search – Title to be within 6 months of application.
Must include copies of all covenants, right of ways and easements registered on title.
- ☐ Developer and/or Strata Approval (if applicable)
- ☐ Water Letter or Proof of Potable water/Well Location (from GEID or BMID if applicable)
- ☐ Septic Approval / Proof of Septic (Contact Interior Health or a Registered Onsite Wastewater Practitioner)
- ☐ Drawing Set (Digital copy) *
- ☐ Site Plan *
- ☐ Energy Compliancy Report – Pre-Build
- ☐ Structural Schedules & drawings (if applicable)
- ☐ Geotechnical Schedules (if applicable)
- ☐ Engineered Truss & Beam Layouts & Designs
- ☐ Floor Joist Layout
- ☐ BC Housing / HPO – Registration Form
- ☐ Wildfire Covenant (If Applicable)

Mobile/Modular Home

- ☐ Application Form
- ☐ Owner's Authorization (Signed by registered owners on title)
- ☐ Land Title Search – Title to be within 6 months of application.
Must include copies of all covenants, right of ways and easements registered on title.
- ☐ Developer and/or Strata Approval (if applicable)
- ☐ Water Letter or Proof of Potable water/Well Location (from GEID or BMID if applicable)
- ☐ Septic Approval / Proof of Septic (Contact Interior Health or a Registered Onsite Wastewater Practitioner)
- ☐ Drawing Set (Digital copy) *
- ☐ Site Plan *
- ☐ Wildfire Covenant (If Applicable)
- ☐ Permanent Affixed Manufacturer Labels
Confirming certification body, manufacturer, SN/product code/part #
- ☐ Manufacturer letter and/or Dealer Invoice
Complete with clients name, site address, plan numbers, unit SN, unit model no. and CSA-240 or CSA-277 compliance with snow load
- ☐ Blocking Plan and Footing/foundation Schedule – Provide manufacturer footing/foundation schedules that match submittal house drawings. (if installing above frost line the schedules must be engineered)

Accessory Buildings & Structures

- ☐ Application Form
- ☐ Owner's Authorization (Signed by owners on title)
- ☐ Land Title Search – Title to be within 6 months of application.
Must include copies of all covenants, right of ways and easements registered on title.
- ☐ Developer and/or Strata Approval (if applicable)
- ☐ Drawing Set (Digital copy) *
- ☐ Site Plan *
- ☐ Engineered Truss & Beam Layouts & Designs
- ☐ Floor Joist Layout
- ☐ Water Letter or Proof of Potable water/Well Location (if applicable)
- ☐ Septic Approval – ROWP Report (if applicable, if any increase in sewerage flow/additional fixtures)

Secondary Suite

- ☐ Application Form
- ☐ Owner's Authorization (Signed by owners on title)
- ☐ Land Title Search – Title to be within 6 months of application.
Must include copies of all covenants, right of ways and easements registered on title.
- ☐ Septic Approval / Proof of Septic (Contact Interior Health or a Registered Onsite Wastewater Practitioner)
- ☐ Drawing Set (Digital copy) *
- ☐ Parking Plan

Decks

- ☐ Application Form
- ☐ Owner's Authorization (Signed by owners on title)
- ☐ Drawing Set (Digital copy) *
- ☐ Site Plan *
- ☐ Engineering for wire rope guards (if applicable)

Swimming Pools

- ☐ Application Form
- ☐ Owner's Authorization (Signed by owners on title)
- ☐ Land Title Search – Title to be within 6 months of application.
Must include copies of all covenants, right of ways and easements registered on title.
- ☐ Drawing Set (Digital copy) *
- ☐ Site Plan *
- ☐ Location, material and design of the fence
- ☐ Location of septic field and pool equipment
- ☐ Pool Plans (pool information)
- ☐ Geotechnical Report (if applicable)

Solid Fuel Burning Appliance (Wood/Pellet Stove)

- ☐ Application Form
- ☐ Owner's Authorization (Signed by owners on title – If applicable)
- ☐ Wood Stove manufacturer specifications, wood stove to be CSA approved
- ☐ Require combustion air and carbon monoxide detector in the same room (after installation)
- ☐ WETT Certification documentation worksheet (after installation)

Retaining walls

- ☐ Application Form
- ☐ Owner's Authorization (Signed by owners on title)
- ☐ Land Title Search – Title to be within 6 months of application.

Must include copies of all covenants, right of ways and easements registered on title.

- ☐ Drawing Set (Digital copy) *
- ☐ Site Plan *
- ☐ Retaining wall plans (including material and height)
- ☐ Engineering drawings if wall greater than 1.5m (Schedule B)
- ☐ Geotechnical Report (if applicable)

Demolition

- ☐ Application Form
- ☐ Owner's Authorization (Signed by owners on title)
- ☐ Site Plan (Location & details on structure being demolished)

Renovation

- ☐ Application Form
- ☐ Owner's Authorization (Signed by owners on title)
- ☐ Septic Approval – RWOP Report (if applicable, if any increase in sewerage flow/additional fixtures)
- ☐ Drawing Set (Digital copy) *

Addition

- ☐ Application Form
- ☐ Owner's Authorization (Signed by owners on title)
- ☐ Land Title Search – Title to be within 6 months of application.
Must include copies of all covenants, right of ways and easements registered on title.
- ☐ Septic Approval – RWOP Report (if applicable, if any increase in sewerage flow/additional fixtures)
- ☐ Drawing Set (Digital copy) *
- ☐ Site Plan *
- ☐ Energy Compliancy Report – Pre-Build (if applicable)

The following may be required due to the size and complexity of the project (to be advised at plan check stage):

- ☐ Development permit, development variance permit, environmentally sensitive area development permit (ESADP), (IE. Aquatic, Terrestrial, Wildfire, Slope)
- ☐ Development cost charges
- ☐ Subdivision servicing and development bylaw requirements
- ☐ Agricultural land commission approval
- ☐ Referral to the local fire department
- ☐ Referral to the public health department

Drawing & Site Plan Specifications:

A digital set of detailed building plans are required to be submitted for most Building Permit applications.
Preferred Scale: 1/4" = 1' – 0" Preferred Format for Digital Plans: PDF

Site Plan - Drawn to scale showing:

- Legal description
- North Arrow
- Accurate shape
- Lot Dimensions
- Existing & proposed buildings and their uses
- Driveway location, width and grade
- Building set-backs (front, side, rear)
- Easements, Right-of-Way, Covenants
- Sanitary sewer and storm locations
- Septic tank & filled location (if applicable)
- Projection illustrations beyond foundation
- Roof line and other overhangs
- Surface drainage (include lot grading, swales, etc)
- Retaining Walls (include material, height, etc)
- Geometric elevation of property corners
- Proposed basement elevation
- Well Location
- Zoning set backs (from property lines to building foundation)
- Building foundation outline (Dimensions to Lot Lines)

Elevations - Drawings to include:

- Each side of dwelling (N, E, S, W) showing (when applicable)
- Spatial separation
- Walk-Out Basement
- Guard rails
- Chimney height
- Framing clearance from finished grade
- Flashing
- Siding
- Overall height of building
- Height of each story of floor assemblies
- Height of the Building
- Roof Pitch

Cross Sections to include:

- Assemble for walls, roof, floors ceiling and decks (Insulation, sheathing, interior finish, exterior finish, roofing material, roof slope)
- Deck construction details and slope
- Slab details
- Radon gas controls
- Doors, windows
- Height of each floor
- Height of the entire building
- Stair detail
- Roof venting
- Existing and finished grades
- Footings

Foundation Drawings to include

- Minimum footing size
- Foundation wall thickness
- Footing size (depth, width and length), Rebar thickness/grids
- Foundation wall thickness and maximum height
- Drainage system details
- Sulphate resistant concrete (if applicable)
- Drain tile, connection and/or drywell
- Maximum wall height
- If an Insulated Concrete Foundation (ICF) is present, provide information as per insulating concrete forms walls brochure (i.e. floor layout, cross-sections)
- If ICF (Insulated Concrete Form) provide information in brand specific brochures (floor layouts, cross sections, usage limitation etc.) **engineering may be required
- If retaining wall is greater than 1.5m in height, provide stamped engineering drawings
- All retaining wall details where retaining walls form a portion of the dwelling floor plan. NOTE all retaining walls over 1.5 m will require a Building Permit, A Development Variance Permit will be required for any proposed retaining wall over 2.5 m

Floor plans for each level to include

- Label showing the function of each room
- Floor joist spans
- Beams and lintel (included engineered beams where applicable)
- Smoke Alarms and CO detectors
- Window and door sizes (Bedroom windows to include direction they open)
- Window well details (bedrooms must show proper egress requirements as per BC Building Code)
- Room and passageway sizes
- Total finished floor area (including mechanical rooms, stairs and storage)
- Total unfinished floor area
- Fans – Bath, Range and Ovens
- Attic access complete with dimensions
- Engineered floor systems
- Engineered beams and lintels
- Manufactured truss design
- Wood stoves and wood fireplaces (CSA & RDCO Bylaw Requirements)
- Exhaust fans
- Plumbing fixtures (Sinks, toilets, bidets, showers, baths, dishwasher(s), clothes washer(s), hot water tank(s), floor drains)
- Major Appliances
- Mechanical Equipment (HRV, Furnace, Electric Baseboards)
- Radon and Solar ready pipe locations