

Building Permit Commercial Checklist

Civic Address (Street No. & Name): _____

Applicant's Full Name: _____

Applicant's phone number _____ **Applicant's email** _____

You are required to provide the following documents (if applicable) when submitting your Building Permit Application. This checklist, and all District of Squamish forms, are available online at www.squamish.ca.

Print this *Document Checklist*, check that you have included all the required documents (left column), sign, and include with this document with your application on submission.

IMPORTANT: BEFORE YOU PREPARE YOUR BUILDING PERMIT APPLICATION, READ BELOW:

1. Before the District can accept your Building Permit Application, you must **first ensure you have the appropriate Land Development Permit(s)** for your property, if required. This includes projects that involve site alterations, and projects that are located within 30m of a watercourse, ditch, wetland, or seasonal drainage pathway. Contact Development Services to discuss your project before applying.
2. The items on the list are the **minimum requirement** for your Building Permit Application. Depending on the nature of your project, **you may be requested to submit additional information/documents** with, or following submission of, your application.

Documents Required for Building Permit Applications:

Italicized words can be found in the zoning bylaw for definition and further clarification

Yes	n/a	DOCUMENT	COPIES	OFFICE ONLY
<input type="checkbox"/>	<input type="checkbox"/>	1. Completed and signed Building Permit Application Form and all applicable fees .	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2. Acknowledgements of Owner (Form 1) – required if Owner is unavailable to sign <i>Building Permit Application Form</i> . Interim purchase agreements not applicable .	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3. District Property Repair Agreement – reflects the condition of the lot frontage and District property at time of Building Permit application.	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4. Property Access Permit – Culvert Installation Request Form . If you are paving a driveway or installing a culvert. Contact Engineering at 604-815-5012 for more information.	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5. Land Title Search - document must be dated within 30 days of the date of application. Copies of easements, covenants, Statutory Right of Ways or other special documents may be requested. <ul style="list-style-type: none"> • If your lot was recently purchased and the new owner is not yet registered on Land Title Certificate, please provide Ownership Transfer Papers (also available from BC Land Title Office). Land Title Search and Land Title Certificates are available from: <ul style="list-style-type: none"> • BC Land Title Office. Ph: 604.660.2595 • MY LTSA @ http://www.ltsa.ca/cms/ • www.bconline.gov.bc.ca (must be registered to access Land Title Information) 	1	<input type="checkbox"/>
Yes	n/a	DOCUMENT	COPIES	OFFICE ONLY
<input type="checkbox"/>	<input type="checkbox"/>	6. BCBC Schedule A – If you are constructing a complex building, or have four or more registered professionals working on a project, then you must provide a <i>BCBC Schedule A – Letter of Assurance</i> that identifies the Coordinating Registered Professional (CRP).	1	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>	7. Proposed Site Plan – must include (where relevant) the following survey details as provided by a registered BC Land Surveyor (BCLS): a. Location of proposed <i>dwelling</i> ; b. Percentage of lot covered by buildings (<i>lot coverage</i>); c. Location of driveway access and dimensions; d. Area of building <i>footprint</i> ; e. Bounding streets, setbacks, easements, and Statutory Right-of-Way(s); f. Location of any existing structures (including size and location); g. <i>Lot area</i> ; and h. Building <i>height</i>	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	8. Detailed Design Drawings (DDD) – certified by an Engineer (if applicable) and include the following details on the drawings or accompanied with the drawings: <ul style="list-style-type: none"> Floor plans and elevations, roof plans, construction details, and cross sections with structural details; Site Grading Plan (not applicable to Floating Building/Structure); BC Building Code Analysis; Copy of Engineer’s Insurance for minimum \$1,000,000 liability; BCBC Schedule B – Letter of Assurance and Registered Professional’s Proof of Insurance (Form 2); Truss Layout with all point loads indicated on the plan; Structural members in location of solar collector designed for anticipated load or 0.2 KPa in addition to BC Building Code design load (for Solar Hot Water Ready, if applicable); Plumbing Schematic showing all fixtures, venting sizes, drainage sizes (including pipe lengths), water line sizing of project, sump location and design, Plumber’s recommended main water line size, isolation values, and backflow preventers; Method of heating identified (including a list of appliances to be used and their energy star rating); Construction details and Fire Resistance Rating of Suite Separation; Building Height – measured from average grade to mid-point of roof (see Zoning Bylaw for definition and illustrations); Floor Areas – separate calculations for each floor level, garage, decks and/or suites; Location of exempt floor area required for mechanical unit noted on drawings; If <i>side yard setback</i> is less than 3m, provide area of exposed building face and total area of unprotected openings (windows and doors with glass); Location and dimensions of driveway(s); and Parking locations. Name and contact details of the engineer, firm, or other, providing the drawings. 	2 Original paper copies stamped by Engineer 1 Digital copy (for BC Assessment)	<input type="checkbox"/>
Yes	n/a	DOCUMENT	COPIES	OFFICE ONLY
<input type="checkbox"/>	<input type="checkbox"/>	9. Geotechnical Reports – if applicable, must indicate: <ul style="list-style-type: none"> Flood Construction Level (FCL) and that site is suitable for bearing capacity; and steep slope areas as identified as safe for intended use by Geotech. Engineer. Geotechnical Engineer must also submit a <i>BCBC Schedule B – Letter of Assurance and Registered Professional’s Proof of Insurance (Form 2)</i> .	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	10. Mechanical Plans – if applicable, provide plans indicating ventilation, heating, and cooling systems.	2 paper 1 digital	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	11. Fire Suppression System Plan – if applicable, including hydraulic flow calculations and <i>BCBC Schedule B – Letter of Assurance</i> from a Fire Suppression Engineer.	2 paper 1 digital	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>	12. Construction Fire Safety Plan , if applicable, approved by the District of Squamish Fire Department. Plan to include: <ul style="list-style-type: none"> • Fire Alarm System Annunciator location; • Location of fire hydrants; • Location of Fire Department Connection (FDC); • Access Route Design; and • Other fire safety issues, where applicable. 	2 paper 1 digital	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	13. Electrical System Plan – if applicable, including alarm systems and electrical distribution.	2 paper 1 digital	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	14. If installing Solar Domestic Hot Water Ready System , provide drawings (for new single unit or new single unit with suite Building Permits only) that indicate the location of the solar collector the building’s primary service water heater.	2 paper 1 digital	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	15. Vancouver Coastal Health Approved Plans (only applicable to some businesses, e.g. hair salons, restaurants, personal services & doctor offices) – refer to <i>Building Permit Guide</i> for more information.	2 paper 1 digital	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	16. Complete and signed Building Permit Document Checklist .	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	17. Energy Step Code Documentation <ul style="list-style-type: none"> • Pre-Construction Report • HOT2000 compliance report 	1 1	<input type="checkbox"/>

Additional Documents required for Demolition, Renovation, and Alteration Applications ONLY:

Yes	n/a	DOCUMENT	COPIES	OFFICE ONLY
<input type="checkbox"/>	<input type="checkbox"/>	18. Proof of Hazardous Assessment and Remediation required for buildings/ structures built before 1990.	2 paper 1 digital	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	19. Contaminated Site Profile – required for demolitions only.	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	20. Water Off/On or Disconnect Request Form – required for demolitions only.	1	<input type="checkbox"/>

Additional Documents required for Relocation Applications ONLY:

Yes	n/a	DOCUMENT	COPIES	OFFICE ONLY
<input type="checkbox"/>	<input type="checkbox"/>	21. Approval from Structural Engineer that the building/structure is safe to move.	1	<input type="checkbox"/>

Additional Documents required for Floating Building/Structure Applications ONLY:

Yes	n/a	DOCUMENT	COPIES	OFFICE ONLY
<input type="checkbox"/>	<input type="checkbox"/>	22. Detailed Design Drawings (DDD) – in addition to the requirements listed above for DDDs, you are also required to include method of attachments to float, dock or pier, and a Site Sketch showing the location of the building to properties on all four sides.	2 paper 1 digital	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	23. License of Occupation or Foreshore Lease to prove tenure.	1	<input type="checkbox"/>

Full Name of Applicant (please print)

Signature of Applicant

DD / MM / YYYY
Date