

**Certified Professional Program
Permit Application Submission Checklist**

PROJECT NAME _____

Project Address: _____ **Building Permit #:** _____

NOTE: The checklist represents the minimum requirements of a submission package of permit applications. Further review may reveal additional requirements. The Certified Professional should initial in the **CP** column to indicate documents submitted or mark N/A. Submit documents electronically with two hard copies.

A	Description of Documents	CP	DOS
1	Development Permit Approval		
2	Building Permit Application Form		
3	Servicing Agreement Application Form		
4	BC Housing New Home Registration Form or Exemption for the residential project only if applicable		
5	Land Title Search (retrieved within the last 30 days)		
6	The hard copy of all covenants, easements, rights-of-way registered and any other encumbrances on the subject property/ies as charge or listed as notation and modification to those if applicable		
7	B.C. Building Code Checklist (EGBC/AIBC)		
8	Building Code Report		
9	Code Compliance Drawings		
10	Confirmation of Commitment by <i>Owner</i> and "Certified Professional" Schedule CP-1		
11	Confirmation of Tenant Improvement Compatibility Schedule CP-3 if applicable		
12	Registered Professionals' Liability Insurance Coverage Form 2		
13	Project Directory		
14	Alternative Solution Reports if applicable		
15	Geotechnical Report		
16	Flood Management Bylaw Report		
17	Environmental Report of a Professional Engineer (if Applicable)		
18	BC Energy Step Code Energy Intensity Report if applicable		
19	Construction Site Fire Safety Plan (Section 5.6 of Fire Code)		
20	Construction Site Safety Plan (Section 8.2 of Building Code)		
21	Vancouver Coastal Health (if applicable)		
22	Letter of Assurance Schedule A		
23	Survey Plan prepared by a registered BC Land Surveyor (BCLS)		
23	Independent review of structural design form		
24	Architect letter confirming compliance with development permit		

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24	Site Plan- Minimum Scale: 1:100 or 1/8" = 1'-0" Location of a proposed building(s) Building Areas: Percentage of Lot covered by a building(s); Area of a building(s) footprint: Lot Area All dimensions are shown for Setbacks, Easements, and Statutory Right-of-Way(s) Finished and natural grade elevations at all building corners Elevations of intermediate points wherever the grade slope changes Driveway location including slope and area All cantilevers and overhangs including roof overhangs to be clearly shown with dimensions from the property lines																																																														
25	Two complete sets (hard copy) & one digital copy of architectural, structural, mechanical, plumbing, fire suppression, electrical, and landscape drawings to an appropriate scale (minimum 1/4" = 1'- 0" or 1:50, except site plan). Maximum page size ARCH D (24" x 36" or 610mm x 914mm).																																																														
26	Two complete sets (hard copy) & one digital copy, authenticated per EGBC and AIBC requirements for applicable staged permit drawings pertaining to required disciplines																																																														
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