

Minimum Requirements for Building Permit Application Drawings

See below the minimum requirements for application for a building permit. This list is taken directly from ***District of Squamish Building Bylaw No. 1822, 2004 (Building Bylaw) Parts 10.2 to 10.4***. These sections should be read in conjunction with the bylaw in its entirety.

These are the minimum requirements and supplementary information may be required. It is the responsibility of the owner, their representative and/or their designer to check the BC Building Code, Fire Code, Zoning Bylaw or other applicable regulations.

Building Permit Applications for Complex Buildings

An application for a *building permit* with respect to a *complex building* must:

- submit a building permit application signed by the *owner*, or a signing officer if the *owner* is a corporation;
- be accompanied by the *owner's* acknowledgement of responsibility and undertaking and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application including covenants, if more than 3 covenants on title a covenant summary must be provided;
- include a *building code* compliance summary including the applicable edition of the *building code*, such as Division B Part 3 or Division B Part 9 designation, *major occupancy* classification(s) of the *building*, *building area* and *building height*, number of streets the *building* faces, accessible entrances, work areas,

washrooms, firewalls and facilities;

- include a copy of a survey plan prepared by a British Columbia land surveyor;
- include a site plan prepared by a *registered professional* showing:
 - ◆ the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - ◆ the legal description and civic address of the parcel;
 - ◆ the location and dimensions of existing and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
 - ◆ the location and dimensions of existing and proposed buildings or structures on the parcel;
 - ◆ setbacks to the natural boundary of any lake, swamp, pond, watercourse, or sensitive area;
 - ◆ north arrow;
 - ◆ location of an approved existing or proposed private or other alternative sewage disposal or water supply system;
 - ◆ zoning compliance summary;
 - ◆ the location, dimensions and gradient of parking and parking access;
 - ◆ proposed and existing setbacks to property lines;
 - ◆ natural and finished grade at building corners and significant breaks in the building plan and proposed grade around the business faces in order to ascertain foundation height;
 - ◆ first storey floor elevation;
 - ◆ location, setbacks and elevations of all retaining walls, steps, stairs and decks;
 - ◆ line of upper floors;
 - ◆ location and elevation of curbs, sidewalks, manholes, and service poles;
 - ◆ location of existing and proposed service connections;
 - ◆ location of top bank and water courses;
 - ◆ access routes for fire-fighting;
 - ◆ accessible paths of travel from the street to the building;

! Note the building official may waive, in whole or in part, the requirements for a site plan, if the permit is sought for the repair or alteration of an existing building or structure;

- ◆ geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a building or structure where the District's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,
 - ◆ Storm water management plan
- include floor plans showing the dimensions and uses and occupancy classification of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; fire separations; plumbing fixtures; structural elements; and stair and corridor dimensions;
 - include a cross-section through the building or structure in sufficient detail and locations to illustrate foundations, drainage, ceiling heights and constructions systems;
 - include elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, natural and finished grade, spatial separations, ridge height and building height as per the District's Zoning Bylaw as amended from time to time;
 - include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the building code;
 - include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits and ministry of health approvals;
 - include a letter of assurance in the form of Schedule A referred to in section 2.2.7 of Division C Part 2 of the building code, signed by the owner, or a signing officer if the owner is a corporation, and the coordinating registered professional;
 - include letters of assurance in the form of Schedule B referred to in section 2.2.7 of Division C Part 2 of the building code, each signed by such registered professionals as the building official or building code may require to prepare the design for and conduct field reviews of the construction of the building or structure;
 - include two sets of drawings at a suitable scale of the design prepared by each registered professional containing the information set out in (g) to (j) of this section and one digital copy; and
 - include illustration of any slopes on the subject parcel that exceed 30%.

In addition to the requirements above, a building official may require the following to be submitted with a permit application for the construction of a complex building if the complexity of the proposed building or structure or siting circumstances warrant

- site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a registered professional, in accordance with the District's subdivision and development servicing bylaw as amended from time to time;
- a section through the site showing grades, buildings, structures, parking areas and driveways; and
- any other information required by the building official or the building code to establish substantial compliance with this bylaw, the building code and other bylaws and enactments relating to the building or structure as amended from time to time.

Building Permit Applications for Simple Buildings

An application for a building permit with respect to a simple building must:

- be submitted with a Building Permit application and signed by the owner, or a signing officer if the owner is a corporation;
- be accompanied by the owner's acknowledgment of responsibility and undertaking and signed by the owner, or a signing officer if the owner is a corporation;
- include a copy of a title search for the relevant property made within 30 days of the date of the permit application including covenants, if more than 3 covenants include a covenant summary;
- include a copy of a survey plan prepared by a British Columbia land surveyor except that the building official may waive the requirement for a survey plan, in whole or in part, where conditions warrant;
- include a site plan showing:
 - ◆ the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - ◆ the legal description and civic address of the parcel;
 - ◆ the location and dimensions of existing and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;

- ◆ the location and dimensions of existing and proposed buildings or structures on the parcel;
- ◆ setbacks to the natural boundary of any lake, swamp, pond or watercourse;
- ◆ north arrow;
- ◆ location of an approved existing or proposed alternative private or other sewage disposal or water supply system;
- ◆ the location, dimensions and gradient of parking and parking access;
- ◆ proposed and existing setbacks to property lines;
- ◆ natural and finished grade at building corners and datum determination points as defined in the Zoning Bylaw as amended from time to time;
- ◆ main floor elevation;
- ◆ location, setbacks and elevations of all retaining walls, steps, stairs and decks;
- ◆ line of upper floors;
- ◆ location and elevation of curbs, sidewalks, manholes and service poles;
- ◆ location of existing and proposed service connections;
- ◆ location of top bank and water courses;
- and
- ◆ the geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a building or structure where the District's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,
- ◆ storm water management plan

! Note the building official may waive, in whole or in part, the requirements for a site plan, if the permit is sought for the repair or alteration of an existing building or structure;

- include floor plans showing the dimensions and uses of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
- include a cross-section through the building or structure illustrating
- foundations, drainage, ceiling heights and construction systems;
- include elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, the building height base line, the maximum building height line, ridge height, spatial separations and natural and finished grade;
- include cross-sectional details drawn at an appropriate scale and at sufficient

locations to illustrate that the building or structure substantially conforms to the building code;

- include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits and ministry of health approvals;
- except for garages, carports and garden structures located on land zoned for single family use, include a foundation and excavation design prepared by a registered professional in accordance with section 4.2 of Division B Part 4 of the building code, accompanied by letters of assurance in the form of Schedule B referred to in section 2.2.7 of Division C Part 2 of the building code, signed by the registered professional;
- include a geotechnical report if the building official determines that the site conditions so warrant; and
- include two sets of drawings and one digital copy at a suitable scale of design.