

Building Permit Residential Checklist

Civic Address(Street No. & Name): _____

Applicant's Full Name: _____

Applicant's phonenumber: _____ **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, areas within floodplains, areas at risk of wildfires 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. New Home Registration Form (visit https://www.bchousing.org/licensing-consumer-services or call 1-800-407-7757 or email licensinginfo@bchousing.org) (only required for new residential construction).	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3. 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"/>	4. Letter from Strata Council approving proposed construction – ONLY required if your property is Strata Titled.	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5. 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"/>	6. 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"/>	7. 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"/>



D	n/a	DOCUMENT	COPIES
<input type="checkbox"/>	<input type="checkbox"/>	<p>8. Letters of Assurance (if applicable) 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 BCBC Schedule A – Letter of Assurance that identifies the Coordinating Registered Professional (CRP). Copy of Engineer’s Insurance for minimum \$1,000,000 liability. BCBC Schedule B – Letter of Assurance and Registered Professional’s Proof of Insurance</p>	1
<input type="checkbox"/>	<input type="checkbox"/>	<p>9. Proposed Site Plan – must include (where relevant) the following survey details as provided by a registered BC Land Surveyor (BCLS):</p> <ol style="list-style-type: none"> Location of proposed <i>dwelling</i>; <i>Lot area</i>; Area of building <i>footprint</i>; Percentage of lot covered by buildings (<i>lot coverage</i>); <i>Floor area ratio</i>; Location of driveway access, slope and dimensions; Bounding streets, <i>setbacks</i>, easements, and Statutory Right-of-Way(s); Location of any existing structures (including size and location); Building height 	2 paper 1 digital
<input type="checkbox"/>	<input type="checkbox"/>	<p>10. Detailed Design Drawings (DDD) – certified by an Engineer (if applicable) and include the following details on the drawings or accompanied with the drawings:</p> <ul style="list-style-type: none"> Floor plans and elevations, roof plans, construction details, and cross sections with structural details; Single or Two Unit Dwellings Only: A structural designer must acknowledge on the drawings that they have reviewed and confirmed that all structural members and their connections of a <i>single-unit</i> or <i>two-unit dwelling</i>; Site survey (not applicable to <i>Floating Home, Building/Structure</i>); BC Building Code Analysis; Truss layout with all point loads indicated on the plan; Method of heating identified Construction details and Fire Resistance Rating of <i>secondary suite</i> separation; <i>Building Height</i> <i>Floor Area</i> – separate calculations for each floor level, garage, decks and/or suites; Location of exempt floor area required for mechanical unit noted on drawings (<i>4.25 of zoning bylaw</i>); 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 paper 1 digital
<input type="checkbox"/>	<input type="checkbox"/>	<p>11. Geotechnical Reports – if applicable, must indicate:</p> <ul style="list-style-type: none"> <i>Flood Construction Level (FCL)</i> and that site is suitable for bearing capacity; and steep slope areas as identified as safe for intended use by Geotechnical Engineer. <p>The Engineer must also submit a BCBC Schedule B – Letter of Assurance and Registered Professional’s Proof of Insurance (Form 2).</p>	1
<input type="checkbox"/>	<input type="checkbox"/>	<p>12. Step Code Energy Reports prepared by a Certified Energy Advisor (CEA):</p> <ul style="list-style-type: none"> Proposed and Reference House HOT2000 reports Pre-Construction Report 	1



<input type="checkbox"/>	<input type="checkbox"/>	13. Floor plan – if applicable, must indicate: <ul style="list-style-type: none"> Floor layout including room location, room names, location on windows and doors and dimensions. If plumbing work is completed by the homeowner, the following plan is required: <ul style="list-style-type: none"> 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. 	1
<input type="checkbox"/>	<input type="checkbox"/>	14. Complete and signed Building Permit Document Checklist .	1

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

D	n/a	DOCUMENT	COPIES	OFFICE ONLY
<input type="checkbox"/>	<input type="checkbox"/>	15. 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"/>	16. Contaminated Site Profile – required for demolitions only.	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	17. Water Off/On or Disconnect Request Form – required for demolitions only.	1	<input type="checkbox"/>

Additional Documents required for Relocation Applications ONLY:

D	n/a	DOCUMENT	COPIES	OFFICE ONLY
<input type="checkbox"/>	<input type="checkbox"/>	18. 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:

D	n/a	DOCUMENT	COPIES	OFFICE ONLY
<input type="checkbox"/>	<input type="checkbox"/>	19. 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"/>	20. Licence 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

