

Addition / Renovation Application Checklist

For Infill Lots, Confirm Servicing Requirements with
the City's **ENGINEERING DEPARTMENT** **PRIOR** to Applying for a Building Permit

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Date: _____ Address: _____ Zoning: _____

- | | |
|--|---|
| Residential Building Permit Application Form filled out | <input type="checkbox"/> |
| Zoning Compliance Summary Check List completed | <input type="checkbox"/> |
| Owner's Acknowledgement of Responsibility (signed) | <input type="checkbox"/> |
| Letter of Authorization for non-owner applicants | <input type="checkbox"/> |
| Yards document | <input type="checkbox"/> |
| Hazardous Material Assessment Report (for houses constructed prior to 1990) | <input type="checkbox"/> |
| Sealed Topographical Survey (Survey to include trees located within 5 metre of any construction) | <input type="checkbox"/> |
| (Additions only) | |
| Planning approval for any issues relating to tree's and or the environment | <input type="checkbox"/> |
| Architectural plans – 2 copies, including rainscreen details | <input type="checkbox"/> |
| Site plan – 2 copies, including locations of trees, right of ways & covenant areas | <input type="checkbox"/> |
| Energy efficiency requirements (details & calculations)..... | <input type="checkbox"/> |
| Wildfire Development Permit Area requirements (including details)..... | <input type="checkbox"/> N/A <input type="checkbox"/> |
| Structural Plans – 2 copies (must have original seals from structural engineer) | <input type="checkbox"/> |
| Retaining Walls shown including drainage | <input type="checkbox"/> |
| Schedule B plus wall design for retaining walls over 1.0 metre in height | <input type="checkbox"/> |
| Schedule B - Structural, plus certificate of insurance | <input type="checkbox"/> |
| Schedule B - Fire Suppression plus certificate of insurance | <input type="checkbox"/> N/A <input type="checkbox"/> |
| Schedule B - Geo-tech (entire site), plus certificate of insurance & sealed site plan | <input type="checkbox"/> N/A <input type="checkbox"/> |
| Geo-tech acknowledgement Sec. 219 Covenant letter – to be signed by BOTH Geo-tech and Structural Engineers
(Must include Land Title Registration Number & attached Geo tech Report date) | <input type="checkbox"/> N/A <input type="checkbox"/> |
| EGBC's Appendix D for legislated landslide assessment (Bulletin 2012-02) | <input type="checkbox"/> |
| EGBC's Appendix I for flood hazard assessment | <input type="checkbox"/> N/A <input type="checkbox"/> |
| Schedule B - Plumbing (infiltration/Det system/rock pit/sani sump pump) plus cert of insurance | <input type="checkbox"/> |
| Sealed design for infiltration/storm system/rock pit - 2 Copies (siting to be shown on plan) | <input type="checkbox"/> |
| Septic Filing | <input type="checkbox"/> N/A <input type="checkbox"/> |
- (For additions only. When not installing a new field, a letter from a ROWP verifying construction will not impact the existing field is required)

Covenants Req'd:

(In-fill lots will require infiltration covenants where other than a rock pit is being proposed for infiltration.)

- | | | |
|--|--|--|
| Floodplain <input type="checkbox"/> N/A <input type="checkbox"/> | Lower Hammond Floodplain <input type="checkbox"/> N/A <input type="checkbox"/> | Infiltration <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/> |
| Sanitary Sump Pump <input type="checkbox"/> | DGS & Parking <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/> | Fraser River Escarpment <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/> |
| TRU/Secondary Suite <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/> | | |

PLEASE TURN PAGE OVER 

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REQUIRED DOCUMENTATION & INFORMATION (2 copies)

*SITE PLAN

Scale = 1:100 (or 1/8" = 1-0") NOTE: Geodetic elevations to be in metric and are to reflect the As-Built lot grading plan or lot topography	Drawings must be scaled accurately and be min. 11" x 17" & Max. 24" x 36"	
	North Arrow, street name, street address shown	
	All setbacks shown	
	Basement, all floors including garage, u/s Truss & Ridge geodetic elevations	
	Minimum Basement Elevation (including lots on septic)	
	Front & Rear Datum determination Geodetic elevation	
	Natural & Finished geodetic grades around the building	
	Retaining walls including location, top and bottom elevations, and wall length	
	Retaining wall drainage (required for all walls)	
	Driveway & % slope, parking locations, access to entrance and rear yard	
	Streams, trees and water wells to be shown and labelled	
	Septic disposal field location to be shown and labelled	
	Stairs, decks, window wells, projections	
	Floor areas and lot coverage summary	
	Infiltration System/Rockpits, R.O.W.'s and covenant boundaries	

*Elevations

Scale = 1:50 (or 1/4" = 1-0")	Natural and finished geodetic grades	
	Building Grade Line, Datum Determination Points (DDP)	
	Basement, all floors including garage, u/s Truss & Ridge geodetic elevations	
	Dimension of raised heel trusses	
	Maximum Building Height Line shown	
	Highest Building Face Line shown	
	Spatial separation calculation shown	
	Fire rated assembly locations	
	Exterior cladding type (& Wild Fire DP)	
	Solar Panel location (South or West roof plane only)	

*Floor Plans

Scale = 1:50 (or 1/4" = 1-0")	Structural framing indicated	
	Foundations layout	
	Unfinished basement areas (dotted outline only to show future layout)	
	Section line shown	
	Room use and dimensions	
	Dimensions of doors, windows & stairs	
	Label guard & handrail heights and locations	

*Section

Scale = 1:50 (or 1/4" = 1-0")	Full Cross Sections	
	Basement, all floors including garage, u/s Truss & Ridge geodetic elevations	
	Rooms labelled	
	Clear height under beams shown(to comply to code requirements)	
	Construction assemblies & rainscreen details (may be on separate sheet)	
	Energy efficiency requirements details & calculations (may be on separate sheet)	