



Single Family Building Permit Application Checklist

Please note: 'Reverse plans' are not permitted

2 COMPLETE SETS OF PLANS ARE REQUIRED AT APPLICATION DATE

Address:		Date:			Verified by
REQUIRED DOCUMENTATION		Received	Not required	Required	Planchecker
* Completed 'Owners Acknowledgement of Responsibility' form					
Legal topographical survey plan (Registered BCLS) for D.P.					
* Homeowner Protection Office Registration Form (for new houses)					
* Drawings scaled accurately (see scales below)					
* Septic filing (new) or letter from P.Eng for septic on property					
* Zoning Compliance Checksheet must be completed					
* Site Plan	North Arrow, street name shown				
scale=1:100 (or 1/8" = 1 - 0")	All setbacks shown				
	Basement, main floor & ridge geodetic elevation				
	Minimum Basement elevation				
	Front & Rear Datum determination Geodetic el.				
	Natural & Finished geodetic grades around the bldg				
	Retaining walls located with top and bottom elevations.				
	driveway, parking locations				
	streams and water wells to be identified/shown				
	Septic disposal field location identified/shown				
	Stairs, decks, lightwells, projections				
Floor area, Building Coverage summary					
	Separate site plan showing Sediment & Erosion details				
* Elevations	Natural and finished geodetic grades				
scale = 1:50 (or 1/4" = 1 - 0")	Basement, all floor & ridge geodetic elevations				
	Maximum height line shown				
	Maximum building face line shown				
	Spatial separation calculation				
* Floor Plans	Structural framing indicated				
scale = 1:50 (or 1/4" = 1 - 0")	Foundations indicated				
	Section line shown				
	Room use and size				
	Doors, windows, stairs dimensioned				
* Section	Full cross section				
scale = 1:50 (or 1/4" = 1 - 0")	Floor(s),u/s top ceiling & ridge geodetic elevations				
	Rooms labeled				
	Room clear height shown				
	Construction & finish details				
PRELIMINARY ZONING CHECK					
Building coverage					
Siting	Sideyards				
	Front/rear				
	Projections				
		Height	Maximum height		
			Maximum hght line		
			Max. Bldg face line		
		Parking / Accessory	Siting Height		
		Structures	Area		
Variance required ?		B.O.V	D.V.P.	D.P	
PRELIMINARY CODE CHECK					
Engineering Required		Yes	No	Maybe	
* Professional Engineered Sealed drawings - 2 sets					
* Letter of Assurance	Structural				
	Fire Suppression (P.Eng for sprinklers)				
	Geotechnical				
	Other _____				
* Liability Insurance certificate (from all Professionals)					
Engineered roof assembly - floor assembly layout plan					
Hydrology report (if property isd in the Hammond Floodplain)					
* Circle type of heating system: electric baseboard / infloor radiant / baseboard radiant / natural gas forced air					
MISCELLANEOUS COMMENTS					
* Information required at the time of Building permit application					
ALL RESIDENTIAL DWELLINGS must be sprinklered as per the Sprinkler Bylaw					
Plans / Documentation reviewed for permit application by:					