



# Addition / Renovation Application Checklist

For infill lots, confirm servicing requirements with the City's ENGINEERING DEPARTMENT PRIOR to applying for a building permit

Date: \_\_\_\_\_ Address: \_\_\_\_\_ Zoning: \_\_\_\_\_

- Residential Building Permit Application Form filled out .....
- Zoning Compliance Summary Check List completed .....
- Owner's Acknowledgement of Responsibility (signed) .....
- Letter of Authorization for non-owner applicants .....
- Yards document .....
- Hazardous Material Assessment Report (for houses constructed prior to 1990) .....
- Sealed Topographical Survey (**Survey to include trees located within 5 metre of any construction**) .....   
(Additions only)
- Planning approval for any issues relating to tree's and or the environment .....
- Architectural plans – 2 copies, **including rainscreen details** .....
- Site plan – 2 copies, **including locations of trees, right of ways & covenant areas** .....
- Energy efficiency requirements (**details & calculations**).....
- Wildfire Development Permit Area requirements (**including details**).....  N/A
- Structural Plans – 2 copies (must have original seals from structural engineer) .....
- Retaining Walls shown including drainage .....
- Schedule B plus wall design for retaining walls over 1.0 metre in height .....
- Schedule B - Structural, plus certificate of insurance .....
- Schedule B - Fire Suppression plus certificate of insurance .....  N/A
- Schedule B - Geo-tech (**entire site**), plus certificate of insurance & **sealed site plan** .....  N/A
- 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**) .....  N/A
- EGBC's Appendix D for legislated landslide assessment (Bulletin 2012-02) .....
- EGBC's Appendix I for flood hazard assessment .....  N/A
- Schedule B - Plumbing (infiltration/Det system/rock pit/sani sump pump) plus cert of insurance .....
- Sealed design for infiltration/storm system/rock pit - siting to be shown on plan .....
- Septic Filing .....  N/A   
(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  N/A  Lower Hammond Floodplain  N/A  Infiltration   N/A
- Sanitary Sump Pump  DGS & Parking   N/A  Fraser River Escarpment   N/A
- TRU/Secondary Suite   N/A

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the city's **ENGINEERING DEPARTMENT** PRIOR to applying for a building permit

REQUIRED DOCUMENTATION & INFORMATION		
<b>*SITE PLAN</b>		
Scale = 1:100 (or 1/8" = 1-0")  <b>NOTE: Geodetic elevations to be in metric and are to reflect the As-Built lot grading plan or lot topography</b>	<b>Drawings must be scaled accurately and be min. 11" x 17" &amp; Max. 24" x 36"</b>	
	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		
<b>*Elevations</b>		
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)		
<b>*Floor Plans</b>		
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	
<b>*Section</b>		
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)		