

Project Address: _____ Proposed Occupancy (use): _____

REQUIRED DOCUMENTATION (as per current Building Bylaw)	Submitted	Not required
ARCHITECTURAL DRAWINGS Prepared by: _____ (name of Architectural firm)		
Cover Sheet (index sheet)		
Site Plan		
Code Compliance Plans (separate from architectural plans)		
Elevation Plans		
Foundation Plans		
Floor Plans		
Cross Section Plans		
Detail Plans		
Window, Door, Wall Schedules		
Other (Please specify)		
Other (Please specify)		
Drawings signed & sealed by a Professional		
Letter of Assurance (Schedule B per current BCBC)		
Liability Coverage Summary (Expiry date: _____)		
STRUCTURAL DRAWINGS Prepared by: _____ (name of Consulting firm)		
Foundation Plans		
Framing Plans (Floor, Walls & Mezzanine)		
Detail Plans		
Shoring Plans		
Other (Please specify)		
Drawings signed & sealed by a Professional Engineer		
Letter of Assurance (Schedule B per current BCBC)		
Liability Coverage Summary (Expiry date: _____)		
MECHANICAL DRAWINGS Prepared by: _____ (name of Consulting firm)		
HVAC Plans		
All Fire & Life Safety components clearly identified		
Other		
Other		
Drawings signed & sealed by the Professional Engineer		
Letter of Assurance (Schedule B per current BCBC)		
Liability Coverage Summary (Expiry date: _____)		
PLUMBING DRAWINGS Prepared by: _____ (name of Consulting firm)		
Plumbing Layout Plans (showing location of all pipe work and interior oil, grit and grease interceptors)		
Plans of all lift pumps and cross connection control devices		
Sprinkler Design Plans (to include standpipe loc.)		
Other (Please specify)		
Other (Please specify)		
Drawings signed and sealed by the Professional Engineer		
Letter of Assurance (Schedule B per current BCBC)		
Liability Coverage Summary (Expiry date: _____)		

Building Permit Application Checklist For Landlord/Tenant Improvement

REQUIRED DOCUMENTATION (as per current Building Bylaw)	Submitted	Not required
FIRE SUPPRESSION Prepared by: _____ (name of Consulting firm)		
Sprinkler Design Drawings to include:		
Fire dept. connection, hydrant loc., standpipe loc., water supply eval.		
Drawings signed and sealed by the Professional Engineer		
Letter of Assurance (Schedule B per current BCBC)		
Liability Coverage Summary (Expiry date: _____)		
Other (Please specify)		
Other (Please specify)		
ELECTRICAL DRAWINGS Prepared by: _____ (name of Consulting firm)		
Electrical Layout Plan for the entire project. Drawings showing the following: design data load calculations for the service, fault current calculations, grounding etc		
Electrical Main Switch Size (Voltage - one or three phase)		
Site Service Plans		
Electrical Detail Plans		
Drawings signed & sealed by the Professional Engineer		
Letter of Assurance (Schedule B per current BCBC)		
Liability Coverage Summary (Expiry date: _____)		
ADDITIONAL DRAWINGS Prepared by: _____ (name of Consulting firm)		
Architectural for Fire Dept use PDF's		
WATER COURSE PROTECTION BYLAW		
Erosion and sediment control plan		
Schedule A		
Schedule D		
Schedule E		
Other (Please specify)		
ESC Security (2.5% of Construction value)		

ADDITIONAL ITEMS	Submitted	Not required
*BC Building Code Analysis Form BC Building Code Analysis Summary		
*Owner Acknowledgement Letter Owner Acknowledgement Letter		
Land Title Search - A current title search (<i>within last 30 days</i>) from the Land Title Office, for each parcel involved in the proposal, and if applicable, copies of restrictive covenants. <i>(If new ownership, provide proof of ownership i.e., sales contract. The Land Title Form "A" will be required prior to issuance of any permits where a sales contract was provided.)</i>		
BC Company Summary - If property is company owned, a BC Company Summary is required. To obtain a Summary, visit www.bcregistry.gov.bc.ca		
*Letter of Authorization Form - Required for non-owner Building Permit applicants Letter of Authorization Form		
Alternate Solution Proposal(s) (if accepted a sealed pdf version is required)		
Design Documentation to BCBC Part 10, NECB or ASHRAI 90.1		
*Consent to Construction - Stratified Properties Consent to Construction		
Fraser Health Authority Memo and Approved Stamped Drawings		
*Tenant Improvement Application Form Tenant Improvement Application Form		
Other (Please specify)		
Other (Please specify)		
Other (Please specify)		
Other (Please specify)		
Other (Please specify)		
Other (Please specify)		
Other (Please specify)		
Other (Please specify)		
Other (Please specify)		
Other (Please specify)		
CITY COMMENTS		

The following information must be complete before an application will be accepted. To avoid delays in obtaining a building permit, all the required documents, plans, and other information must be in order.

A non-refundable plan processing fee, equal to 35 percent of the estimated building permit fee, must be paid at the time of building permit application.

Ensure that all sections of the building permit application form are fully completed. If there are any questions about the requirements, or how to complete the forms, please contact the Building Department at 604-467-7311

APPLICANT NAME: _____

SIGNATURE: _____