

Application Checklist: 1 & 2 Family Homes & Renovations/Additions

Project Address: _____

DRAWINGS REQUIRED (Please check off all items being submitted)

Example plans on website

- ☐ Construction Drawings – with Engineer’s stamp affixed (if applicable)
- ☐ Site plan (scale not less than 1/8" = 1' - 0 include project data)
- ☐ Driveway plan (engineering requirement scale not less than 1/4" = 1' - 0)
- ☐ Floor plans (include all floors, clearly show a distinction between existing and new)
- ☐ Cross-section (include all construction assembly information)
- ☐ Exterior elevations (each side of the building)
- ☐ Structural plans (as required)
- ☐ Thermal co-efficients (9.36) and ventilation (9.32) compliance chart for major assemblies
- ☐ Typical envelope penetration and construction details
- ☐ Landscape plans as required

DOCUMENTS REQUIRED

- ☐ Application Form
- ☐ Owner’s Authorization of Agent Form (if applicable)
- ☐ Proof of Ownership (if acquired within the last 3 months)
- ☐ Hazardous Materials Testing and Abatement Form (for removal of existing conditions)
- ☐ Letters of Assurance - Schedule B's from certified professionals (if applicable)
- ☐ Geotechnical Report - Verifying soil / substrate bearing capacity (if applicable)
- ☐ New Home Registration Form - HPO Verification Form
- ☐ Current topographic survey, from BC Land Surveyor, if building within 6" of any setback
- ☐ Arbourist Report (if applicable when protecting large or specimen trees)
- ☐ Truss layout (include engineered beams and point loads, submit prior to framing)
- ☐ Strata Council Letter (indicating Strata’s knowledge/acceptance of proposed project)



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