

## Application Checklist: Commercial, Institutional, Industrial

Project Address: \_\_\_\_\_

### **DRAWINGS REQUIRED (Please check off all items being submitted)**

- ☐ 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 (all floors, clearly show a distinction between existing and new)
- ☐ Cross-Section (include all construction assembly information)
- ☐ Exterior Elevations (each side of the building)
- ☐ Construction Details (where applicable)
- ☐ BC Land Survey Plan
- ☐ Structural Plans (as required)
- ☐ Mechanical, Sprinkler and Electrical Drawings (as applicable to proposal)
- ☐ Landscape Plans (as required)
- ☐ Civil Engineering Plans (as applicable to proposal)
- ☐ Traffic Management Plan (during construction)
- ☐ Fire and Construction Site Safety Plan

### **DOCUMENTS REQUIRED**

- ☐ Completed 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 – Schedules A and B from certified professionals (if applicable)
- ☐ Geotechnical Report (if applicable verifying soil/substrate bearing capacity)
- ☐ Arbourist Report (if applicable when protecting large or specimen trees)



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