

Single-Family Dwelling (New or Renovation)

Building Permit Checklist

Owner Name:									
ТҮРЕ									
	Singl	e Far	mily Dwelling	☐ Single Family Dwelling with Secondary Suite					
	All documentation is required at the time of permit application unless otherwise specified.								
Refer to the Regional District Official Community Plan, Zoning Bylaws and Floodplain Management Bylaw for development restrictions related to your building permit application. If an application is non-compliant with applicable bylaws, it may increase the application processing time. Please check the Bylaws at https://www.rdck.ca/EN/main/government/bylaws.html or call 250-352-8176.									
				SCOPE					
□ New				☐ Renovation or Addition (Reno)					
NEW	RENO	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION					
Ø	Ø		Building Permit Application	 □ Include signatures of ALL registered Owners □ Include Owner(s) Representative Form if applicable 					
V	Ø		Title Certificate	Ltsa.ca (BC Land Title & Survey) 877.577.5872 Provide a copy of the property title issued within 30 days from the Land Title Survey Authority, or RDCK can obtain for a fee of \$17 at time of submission.					
V	Ø		Covenants, Easements and Right-of-Ways	Provide a copy of all Covenants, Easements and Right-of-Ways LISTED ON PROPERTY TITLE, or RDCK can obtain copies of each document from LTSA at total cost incurred.					
	V		Driveway Access Permit (if applicable)	www2.gov.bc.ca (Ministry of Transportation and Infrastructure) bcmotwkd@gov.bc.ca 250.354.6400 Required for ALL parcels with driveway access from a numbered highway. Provide confirmation of existing legal access, OR Provide confirmation of application to MOTI					

NEW	RENO	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
Ø	Ø		Site Plan	Site plan must be drawn to scale and include items below (See <u>Building Brochure</u> for a sample site plan): Full legal description and civic address, area of property, North arrow Proposed building footprint and orientation, showing all dimensions to property lines and adjacent buildings All existing dwellings, buildings, utility shacks or other structures Location of legal road access to property and adjacent road names Proposed and existing septic fields, wells, and potable water sources Covenant areas, Easements, Right-of-Ways All waterbodies: lakes, rivers, creeks, and seasonal drainage; Provide dimensions from the natural boundary of the waterbodies to the proposed building. Provide the proposed flood construction level (FCL) at the building. (Refer to <u>Floodplain Management Bylaw</u> for more details). A legal survey confirming location of waterbodies and proposed building site may be required.
	V		Construction Drawings	Provide the drawings below in PDF format. Hand drawn plans NOT accepted. We recommend the Owner obtain their construction drawings from an experienced designer. See Building Brochure for detailed drawing requirements. Foundation plan Floor plans Elevation plans Cross-section plans Structural drawings (See Structural Bulletin for minimum requirements) Note: When homeowner plumbing is proposed, plumbing schematics showing both potable and DWV (drain-waste-vent) design must be provided.
Ø	Ø		Truss, Floor, Beam Layouts	 □ Provide engineered layout drawings, with point loads, factored reactions and live load assumptions; Obtain from truss or floor manufacturer. □ Provide truss, floor, and beam specification sheets from manufacturer.
	V		Schedule(s) B, Sealed Plans and Proof of Insurance (if applicable)	Design by a Professional Engineer is required when the scope of work does not conform to Part 9 (Housing and Small Buildings) of the British Columbia Building Code. Design by a Professional Engineer is usually required when a renovation involves the removal of bearing walls or new point loads. See Geotechnical and Structural Bulletin for when engineering may be required.

NEW	RENO	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
Ø	Ø		Record of Sewerage System	Interiorhealth.ca hpadminnelson@interiorhealth.ca 855.744.6328 New construction: Provide the "Record of Sewerage System" issued by the Interior Health Authority. Renovations: Provide a septic review letter from an Authorized Person to confirm the existing system is adequate when adding additional load. Required Prior To Issuance
	V		BC Energy Compliance report, and Hot2000 report	Energystepcode.ca Rdck.ca Pre-construction documents confirming compliance to Step Code energy requirements. To be completed by a Certified Energy Advisor licensed by Natural Resources Canada. Visit https://www.betterhomesbc.ca/ea/
Ø	Ø		BC Housing New Home Registration Form (or Exemption)	bchousing.org 800.407.7757 Provincial warranty registration required for new homes, and some major renovations and additions. Extensive renovations require written exemption from BC Housing, see https://sroq.bchousing.org/SROnlineQuestionnaire/faces/start Required Prior To Issuance