



# Single-Family Dwelling (New or Renovation) Building Permit Checklist

Owner Name: \_\_\_\_\_

## TYPE

- Single Family 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 [rdck.ca](http://rdck.ca) or call 250-352-8176.**

## SCOPE

- New
  Renovation or Addition (Reno)

NEW	RENO	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Building Permit Application</b>	<input type="checkbox"/> Include signatures of <b>ALL</b> registered Owners <input type="checkbox"/> Include Owner <b>Owner(s) Representative Form</b> if applicable
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Title Certificate</b>	<b>Ltsa.ca (BC Land Title &amp; Survey)</b> <b>877.577.5872</b>  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.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Covenants, Easements and Right-of-Ways</b>	Provide a copy of all Covenants, Easements and Right-of-Ways <b>LISTED ON PROPERTY TITLE</b> , or RDCK can obtain copies of each document from LTSA at total cost incurred.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Driveway Access Permit (if applicable)</b>	<b><a href="http://www2.gov.bc.ca">www2.gov.bc.ca</a> (Ministry of Transportation and Infrastructure)</b> <b>250.354.6400</b>  Required for <b>ALL</b> parcels with driveway access from a numbered highway. <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide confirmation of existing legal access, OR</li> <li><input type="checkbox"/> Provide confirmation of application to MOTI</li> </ul>

**For more information**

[info@rdck.bc.ca](mailto:info@rdck.bc.ca) | 250.352.6665 | 1.800.268.7325 (BC) | or visit [rdck.ca](http://rdck.ca)

NEW	RENO	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Site Plan</b>	<p>Site plan must be drawn to scale and include items below (See <a href="#">Building Brochure</a> for a sample site plan):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Full legal description and civic address, area of property, North arrow</li> <li><input type="checkbox"/> Proposed building footprint and orientation, showing all dimensions to property lines and adjacent buildings</li> <li><input type="checkbox"/> All existing dwellings, buildings, utility shacks or other structures</li> <li><input type="checkbox"/> Location of legal road access to property and adjacent road names</li> <li><input type="checkbox"/> Proposed and existing septic fields, wells, and potable water sources</li> <li><input type="checkbox"/> Covenant areas, Easements, Right-of-Ways</li> <li><input type="checkbox"/> 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 <b>Floodplain Management Bylaw</b> for more details). A legal survey confirming location of waterbodies and proposed building site may be required.</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Construction Drawings</b>	<p>Provide the drawings below in PDF format. <b>Hand drawn plans NOT accepted.</b></p> <p>We recommend the Owner obtain their construction drawings from an experienced designer. See <b>Building Brochure</b> for detailed drawing requirements.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Foundation plan</li> <li><input type="checkbox"/> Floor plans</li> <li><input type="checkbox"/> Elevation plans</li> <li><input type="checkbox"/> Cross-section plans</li> <li><input type="checkbox"/> Structural drawings</li> </ul> <p>Note: When homeowner plumbing is proposed, plumbing schematics showing both potable and DWV (drain-waste-vent) design must be provided.</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Lateral Load Design</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> P.Eng Sealed Design</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Truss, Floor, Beam Layouts</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide engineered layout drawings, with <b>point loads, factored reactions and live load assumptions</b>; Obtain from truss or floor manufacturer.</li> <li><input type="checkbox"/> Provide truss, floor, and beam specification sheets from manufacturer.</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Schedule(s) B, Sealed Plans and Proof of Insurance (if applicable)</b>	<p>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.</p> <p>Design by a Professional Engineer is usually required when a renovation involves the <b>removal of bearing walls or new point loads</b>.</p> <p>See <b>Geotechnical</b> Bulletin when engineering may be required.</p>

NEW	RENO	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Record of Sewerage System	<p>Interiorhealth.ca            hpadminnelson@interiorhealth.ca            855.744.6328</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> New construction: Provide the “Record of Sewerage System” issued by the Interior Health Authority.</li> <li><input type="checkbox"/> Renovations: Provide a septic review letter from an Authorized Person to confirm the existing system is adequate when adding additional load.</li> </ul> <p><b>Required Prior To Issuance</b></p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BC Energy Compliance report, and Hot2000 report	<p>Energystepcode.ca            Rdck.ca</p> <p>Pre-construction documents confirming compliance to Step Code energy requirements. To be completed by a Certified Energy Advisor licensed by Natural Resources Canada. Visit <a href="https://www.betterhomesbc.ca/ea/">https://www.betterhomesbc.ca/ea/</a></p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BC Housing New Home Registration Form (or Exemption)	<p>bchousing.org            800.407.7757</p> <p>Provincial warranty registration required for new homes, and some major renovations and additions.</p> <p><b>Extensive renovations require written exemption from BC Housing, see bchousing.org</b></p> <p><b>Required Prior To Issuance</b></p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water Source	<ul style="list-style-type: none"> <li><input type="checkbox"/> RDCK Water System</li> <li><input type="checkbox"/> Community Water System</li> <li><input type="checkbox"/> Private Water Source</li> <li><input type="checkbox"/> Other _____</li> </ul>