



# Decks or Exterior roofs (Residential Only) Building Permit Checklist

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

This checklist is for decks higher than 0.6m (24") above surrounding grade,  
OR for permanent roof covers over decks, gazebos, landings, or other exterior areas.

All documentation is required at the time of permit application unless otherwise specified.

Please refer to the Regional District Official Community Plan and 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 will increase processing time. Please check the Bylaws at [rdck.ca](http://rdck.ca) or call 250-352-8176.

DECKS	ROOFS	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 <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>Site Plan</b>	Site plan must be drawn to scale and include items below (See <b>Building Brochure</b> for a sample site plan): <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"/> Location of new Deck or Roof, 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"/> 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.</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)

DECKS	ROOFS	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
				(Refer to <b>Floodplain Management Bylaw</b> for more details). A legal survey confirming location of waterbodies and proposed building site may be required.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Construction Drawings</b>	<p>Provide the drawings below in PDF format. If unable to provide a digital copy, submit 2 sets of physical drawings no larger than 11"x17". <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"/> Footing plan</li> <li><input type="checkbox"/> Floor plans, including all beam sizes, stair and guard information.</li> <li><input type="checkbox"/> Elevation plans</li> <li><input type="checkbox"/> Cross-section plans, including deck ledger and roof attachment details</li> <li><input type="checkbox"/> Structural drawings</li> </ul> <p>Decks, landings, and roofs adjacent to manufactured buildings (Z240) must <i>not</i> be supported by the building and must be provided with frost-protected footings.</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Truss, Floor, Beam Layouts (if applicable)</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 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>See <b>Geotechnical</b> when engineering may be required, including:</p> <ul style="list-style-type: none"> <li>• Commercial or public uses (such as restaurant, retail, hall or church)</li> <li>• Post-and-beam roofs greater than 10m<sup>2</sup> (100 SF)</li> <li>• Roofs attached to, and extending out from house greater than 12'</li> <li>• Glass and metal solariums</li> </ul>