



This checklist provides the basic requirements to complete a Secondary Suite Building Permit Application within an existing Dwelling Unit. Depending on the nature and complexity of the application, additional requirements may be requested after an internal review.

Building Permit Checklist – Secondary Suite

Please provide clear, legible, and precise information. **The Permit Intake Process will not begin until receipt of a complete application and payment of applicable fees, incomplete applications will not be accepted.** Please note, zoning specifies the regulations and permitted uses for properties within those designations. **ALL Builders/Contractors to have current City of Revelstoke Business Licence or an Intercommunity Business License.**

Project Address:

OFFICE USE ONLY

Accepted	Submitted	Required Documents:	
<input type="radio"/>	<input type="radio"/>	Completed and Signed Building Permit Application Package	Please include construction value of project. For current application fees refer to City of Revelstoke Fees and Charges Bylaw.
<input type="radio"/>	<input type="radio"/>	Development Permit (DP) or Variance (DVP) Approvals	Please confirm your application complies with Zoning and does not require a DP, or any variances. If Planning applications required, permits may be processed concurrently; however, a building permit will not be accepted until these other permits have been applied for and subsequently will not be issued until the DVP and/or DP are approved and issued.
<input type="radio"/>	<input type="radio"/>	Appointment of Agent Form	If a third party is representing the owner of the property for building permits, a signed and completed appointment of agent form is required.
<input type="radio"/>	<input type="radio"/>	Plumbing Permit	All permit applications where works include Plumbing, or Fire Sprinklers. New, alterations, additions, or repairs.
<input type="radio"/>	<input type="radio"/>	BC Energy Compliance Report	Depending on the scope of work for the proposed improvements, the applicant may also need to provide a Pre-construction BC Energy compliance report. All new part 9 buildings are required to meet Step Code 3 requirement.

PROFESSIONAL DOCUMENTS AND DRAWINGS:

Letters of Assurance (LOA)

- Schedule B is required from a registered professional when one has been retained or if during the plan review it is determined by the Building Officials.
- All Letters of Assurance require a copy of Certificate of Insurance from each Professional.

<input type="radio"/>	<input type="radio"/>	Schedule B – Structural (If structural modifications are proposed for existing structure) <input type="checkbox"/> Sealed drawings from Professional
-----------------------	-----------------------	---

DRAWINGS:

REQUIREMENTS FOR ALL DRAWINGS: (Digital Submission only)

- PDF copy of each plan is required with permit application
- Provide metric scaled plans
- All plans must be full dimensioned
- Include North arrow for all plans
- Include Civic Address
- Include Geodetic Elevation of lowest floor & natural ground elevation

Site Plan

<input type="radio"/>	<input type="radio"/>	Confirm zoning setbacks, heights, etc.: <ul style="list-style-type: none"> • All heights and setbacks on site plans to be in both metric and imperial. Including projections & posts/ 	<ul style="list-style-type: none"> • Covenants, easements, and rights-of-ways • Label streets • Label unit numbers
-----------------------	-----------------------	--	---

		columns <ul style="list-style-type: none"> Identify all buildings locations on the property and the proposed setbacks from the existing structure From the proposed structure to the property lines. From existing structures to the property lines Parking plan (locations and width of proposed or existing access points to the property, driveways, maneuvering aisles and parking layouts) 	<ul style="list-style-type: none"> Show all parking spaces Location of window wells and air conditioning equipment. Natural and finished grades. Existing Natural and proposed grades Proposed lot coverage
Floor Plans			
<input type="radio"/>	<input type="radio"/>	Show the following (if applicable): <ul style="list-style-type: none"> North arrow on all floor plans. All plans to be fully dimensioned in metric. Label all rooms Interior room sizes Washroom, fixtures and backflow preventers <ul style="list-style-type: none"> If any new fixtures are being installed or altered, a plumbing permit is required. Show width of hallways/ corridors Show location and dimensions of stairs (ensure stairs confirm with BCBC) Show handrail and guardrail details Adaptable washroom blocking requirements 	<ul style="list-style-type: none"> Size & Location of window/ door openings Construction of all Wall assemblies incl. fire separations between suites. <ul style="list-style-type: none"> Detail all wall assemblies – especially between adjacent units (fire separations & party walls) Indicate fire and sound separations Mechanical Room & Equipment inc. water, electrical, HRV, Furnace and hot water tank
Elevations:			
<input type="radio"/>	<input type="radio"/>	Show the following (if applicable): <ul style="list-style-type: none"> Natural and finished grades. Storey Elevations related to building grades. Indicate all window & door openings. 	<ul style="list-style-type: none"> Fire protection provision as per BCBC 9.10 for assemblies <1.2m from lines of limiting distance
Cross Section			
<input type="radio"/>	<input type="radio"/>	Show the following: <ul style="list-style-type: none"> Wall, floor, roof, ceiling assemblies. Stair dimensions, height of guards, handrails. 	<ul style="list-style-type: none"> Fire-resistance & sound rating.

Permit Submission (Office Use)		
Screened by:	Date:	<input type="radio"/> Insufficient information for application as noted – Re-submit <input type="radio"/> Accepted for Application
Comments:		