



This checklist provides the basic requirements to complete a Multi-Family Building Permit Application. Depending on the nature and complexity of the application, additional requirements may be requested after an internal review.

Building Permit Checklist – Multi-Family Dwellings

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"/>	Site Disclosure Statement	Rezoning, Development Permits, Subdivision, and Building Permits (where soil disturbance is likely to occur) are triggers for a Site Disclosure Statement. Properties with current, or a history of, specified industrial and commercial uses are required to submit the Site Disclosure Statement.
<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.
<input type="radio"/>	<input type="radio"/>	BC Housing Home Warranty Registration	Warranty registration for new dwelling units is completed through BC Housing. More information about this process is available through BChousing.org

PROFESSIONAL DOCUMENTS AND DRAWINGS:

Letters of Assurance (LOA)			
<ul style="list-style-type: none"> 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 A – Co-ordinating Registered Professional	
<input type="radio"/>	<input type="radio"/>	Schedule B – Architectural (Required for buildings containing 5 or more dwelling units or exceeding 4 storeys)	
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Sealed drawings from Professional	
<input type="radio"/>	<input type="radio"/>	Schedule B – Geotechnical - (Temporary/Permanent)	

<input type="checkbox"/>	<input type="checkbox"/>	Schedule B Geo-Technical – Plumbing (Roof/Site and Foundation systems) <input type="checkbox"/> Excavation and Storm Management plan <input type="checkbox"/> Geotechnical Site Report (when applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Schedule B – Structural – component(s) only
<input type="checkbox"/>	<input type="checkbox"/>	Schedule B – Structural <input type="checkbox"/> Sealed drawings from Professional
<input type="checkbox"/>	<input type="checkbox"/>	Schedule B – Mechanical (Required for buildings exceeding 600m2 on a single floor or exceeding 4 storeys) <input type="checkbox"/> Sealed Drawings from Professional
<input type="checkbox"/>	<input type="checkbox"/>	Schedule B – Plumbing (Required for buildings exceeding 600m2 on a single floor or exceeding 4 storeys) <input type="checkbox"/> Sealed Drawings from Professional
<input type="checkbox"/>	<input type="checkbox"/>	Schedule B – Fire Suppression System (Required for buildings exceeding 600m2 on a single floor or exceeding 4 storeys) <input type="checkbox"/> Sealed Drawings from Professional
<input type="checkbox"/>	<input type="checkbox"/>	Schedule B – Electrical (Required for buildings exceeding 600m2 on a single floor or exceeding 4 storeys) <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="checkbox"/>	<input type="checkbox"/>	<p>Confirm zoning setbacks, heights, etc.:</p> <ul style="list-style-type: none"> • Zoning Compliance Summary • Building Code Compliance summary • All heights and setbacks on site plans to be in both metric and imperial. Including projections & posts/ columns • 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"> • Bike Parking Area • Covenants, easements, and rights-of-ways • Label streets • Label unit numbers • Show all parking spaces • Location of window wells and air conditioning equipment. • Natural and finished grades. • Existing Natural and proposed grades • Proposed lot coverage • Impervious surface area • Landscaping Features
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Floor Plans

<input type="checkbox"/>	<input type="checkbox"/>	<p>Show the following:</p> <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 • Point loads to foundations • Location and size of structural elements. • Braced wall plan (if no Structural Engineer of record) 	<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) • Effective Insulation values. Indicate fire and sound separations • Mechanical Room & Equipment inc. water, electrical, HRV, Furnace and hot water tank • Adaptable washroom blocking requirements
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Foundation Plans

<input type="radio"/>	<input type="radio"/>	<p>Show the following:</p> <ul style="list-style-type: none"> Lay-out showing locations and sizes of footings, walls, columns. 	<ul style="list-style-type: none"> Geodetic Elevations Slab and top of wall drainage
Elevations:			
<input type="radio"/>	<input type="radio"/>	<p>Show the following:</p> <ul style="list-style-type: none"> Natural and finished grades. Storey Elevations related to building grades. Exterior Cladding, roof finishes. Indicate all window & door openings. 	<ul style="list-style-type: none"> Spatial separation percentage. Fire protection provision as per BCBC 9.10 for assemblies <1.2m from lines of limiting distance Roof drainage.
Cross Section			
<input type="radio"/>	<input type="radio"/>	<p>Show the following:</p> <ul style="list-style-type: none"> Foundations, wall, floor, roof, ceiling assemblies. Stair dimensions, height of guards, handrails. 	<ul style="list-style-type: none"> Fire-resistance & sound ratings, if required. Effective Insulation Values.
Site Drainage/ Servicing Plan			
<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> Show the following: Civic Address, Lot No, Plan No, North arrow, correct scale and scale bar Lot dimensions with actual proposed building footprint with roof slopes shown Location of existing utilities and drainage courses Driveway surface materials location, dimensions, and grading arrows Elevation of garage floor Water meter location Location of sewage disposal system (if applicable) 	<ul style="list-style-type: none"> Existing and proposed ground elevations at all property corners, building corners, culvert inverts, edge of asphalt/back of curb, ditch centre line and road centre line Existing and proposed sanitary services including inspection chamber location Proposed sanitary invert elevation at building Existing and proposed water services including shutoff location Grading arrows showing direction and % grade Location of proposed soak away pit

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:		