



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

Building Permit Checklist – Single & Two 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	The applicant Must 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)

- 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 – Geotechnical - (Temporary/Permanent)
<input type="radio"/>	<input type="radio"/>	Schedule B Geo-Technical – Plumbing (Roof/Site and Foundation systems) <ul style="list-style-type: none"> <input type="checkbox"/> Excavation and Storm Management plan <input type="checkbox"/> Geotechnical Site Report (when applicable)

○	○	Schedule B – Structural – component(s) only
○	○	Schedule B – Structural <input type="checkbox"/> Sealed drawings from Professional
DRAWINGS:		
REQUIREMENTS FOR ALL DRAWINGS: (Digital Submission only)		
<ul style="list-style-type: none"> • 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		
○	○	<p>Confirm zoning setbacks, heights, etc.:</p> <ul style="list-style-type: none"> • 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) • Proposed lot coverage • 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 • Impervious surface area
Floor Plans		
○	○	<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. • Adaptable washroom blocking requirements • 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 • Braced wall plan (if no Structural Engineer of record)
Foundation Plans		
○	○	<p>Show the following:</p> <ul style="list-style-type: none"> • Lay-out showing locations and sizes of footings, walls, columns. • Geodetic Elevations • Slab and top of wall drainage
Elevations:		
○	○	<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. • Spatial separation percentage. • Fire protection provision as per BCBC • 9.10 for assemblies <1.2m from lines of limiting distance • Roof drainage.
Cross Section		
○	○	<p>Show the following:</p> <ul style="list-style-type: none"> • Foundations, wall, floor, roof, ceiling assemblies. • Stair dimensions, height of guards, handrails. • Fire-resistance & sound ratings, if required. • Effective Insulation Values.
Site Drainage/ Servicing Plan		

<input type="radio"/>	<input type="radio"/>	<p>Show the following:</p> <ul style="list-style-type: none"> • 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 • Grading arrows showing direction and % grade • Location of proposed soak away pit • 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 • Water meter location
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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:		