



BUILDING PERMIT SUBMISSION REQUIREMENT LIST

This checklist provides the basic requirements to complete a residential Building Permit Application for buildings categorized as Part 9 buildings in the British Columbia Building Code. **Depending on the nature and complexity of the application, additional requirements may be requested after an internal review.**

| Building Permit Type | Time of Application | Prior to Issuance | If Applicable |
|-----------------------------------|------------------------------------|-------------------|-----------------------|
| Single Family House & SFH/w Suite | A, B, C, 61F, G, H, I, J, L, Q, R | O | 71K, M, N |
| Carriage/Garden Suite | A, B, C, 61F, G, H, I, J, L, Q, R | O | 71K, M, N |
| Multi-Family | A, B, C, 61F, G, H, I, J, L, Q, R | O | 71K, M, N |
| Accessory Building (Detached) | A, B, C, E, F, H, G | O | 6, 71I, J, K, M, N, Q |
| Accessory Building (Attached) | A, B, C, E, F, H, G | O | 61I, J, K, M, N, Q |
| Modular/Mobile Building | A, B, C, E, G, H, I, Q, R | | 61J, K, L, M, N, P |
| Modular on Foundation | A, B, C, D, E, F, G, H, I, J, Q, R | O | K, L, M, N, P |

**If you are unsure or have questions about the requirements for your application, please contact Development Services staff.*

| OFFICE USE | RECEIVED | ITEM ID | SUPPORTING DOCUMENT | DETAILS |
|-----------------------|-----------------------|---------|--|--|
| <input type="radio"/> | <input type="radio"/> | A | Completed Application Form, Owners Undertaking Form, Valuation Schedule Form and Site Disclosure Statement | For ALL applications a completed Application Form is required along with the Owners Undertaking, Valuation Schedule and completed Site Disclosure Statement. Building Permit Applications require the property owner(s) or authorized Agent(s) to complete all forms. Incomplete applications will not be accepted. |
| <input type="radio"/> | <input type="radio"/> | B | Application Fee | Application fees are set out in the City of Revelstoke's Fees and Charges Bylaw. Applicable fees shall accompany all applications. |
| <input type="radio"/> | <input type="radio"/> | C | State of Title Certificate & Non-Financial Charges on Title | Must be printed within the last 14 days prior to the application date. Titles and related documents can be obtained from myLTSA.com or through a lawyer, notary, or search company. Titles may also be provided by the City for a cost. All development is subject to comply with any Right of Way's, Restrictive Covenants and Land Use Contracts on title. |
| <input type="radio"/> | <input type="radio"/> | D | BC Energy Compliance Report | The applicant must also provide a Pre-construction BC Energy compliance report. All new builds are required to meet Step Code 3 requirements. |
| <input type="radio"/> | <input type="radio"/> | E | Existing Damage to Municipal Works | Photos and a signed form providing a record of existing damage to any municipal works on site. |
| <input type="radio"/> | <input type="radio"/> | F | Building Drawings Electronic copies only. Please send all copies to building@revelstoke.ca | All drawings should be to scale and show all construction related details. Drawings must be sealed and signed. Digital seals and signatures are accepted. Foundation Plans, Elevations, Floor Plans and Cross Sections need to provide: <ul style="list-style-type: none"> <input type="checkbox"/> North arrow, correct scale and scale bar <input type="checkbox"/> Outside dimensions and inside room dimensions <input type="checkbox"/> Purpose of all rooms (bedroom, kitchen etc.) highlighting areas to be renovated <input type="checkbox"/> Footings, foundation walls, slab, crawlspace construction details (if changed or new) <input type="checkbox"/> Proposed wall structures <input type="checkbox"/> Locations of plumbing fixtures, smoke alarms and carbon monoxide detectors <input type="checkbox"/> Building heights, floor heights and stair details <input type="checkbox"/> Radon rough-in <input type="checkbox"/> Details of heating systems <input type="checkbox"/> RSI details for all wall / floor / ceiling assemblies as required <input type="checkbox"/> Fire separation on all secondary suites, two family dwellings, row housing or stacked row housing <input type="checkbox"/> Compliance with Energy Efficiency Climate Zone 6 |



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|--------------------------|--------------------------|---------|---|--|
| <input type="checkbox"/> | <input type="checkbox"/> | G | Site Plan Electronic copies only. Please send all copies to building@revelstoke.ca | Site Plans must be based on the registered Legal Lot Plan (LTSA). These must contain: <ul style="list-style-type: none"> <input type="checkbox"/> North arrow, correct scale and scale bar <input type="checkbox"/> Property lines with dimensions and area in metric <input type="checkbox"/> Setbacks <input type="checkbox"/> The name and extent of roads and lanes adjacent to the property <input type="checkbox"/> Existing or required rights-of-way or easements <input type="checkbox"/> Location, area and dimensions including setbacks for existing and proposed buildings and structures on site <input type="checkbox"/> Location and grade of driveway <input type="checkbox"/> Location of any watercourse, steep banks or slopes on or adjacent to the property <input type="checkbox"/> Location of existing wells or water sources on the property <input type="checkbox"/> Location of any existing or proposed septic fields <input type="checkbox"/> Location of any existing community services including sanitary sewer, water, storm drainage, ditches, fire hydrants, gas lines, hydro and telecommunication poles. <input type="checkbox"/> If the registered legal lot is part of a Subdivision Plan please provide a copy. |
| <input type="checkbox"/> | <input type="checkbox"/> | H | Structural Drawings and Layouts The City requires sealed copies. Electronic copies without a seal need to be accompanied by a sealed hard copy in 11X17. Note: Prior to Final Inspection, the engineer must submit Schedule C-B "Assurance of Professional Field Review and Compliance" to the City. | All design drawings must clearly identify structural components, dimensions and load paths to and including the foundation and all footing pads. Structural Design that exceeds the BCBC minimums, has a complex design and for structures above 499m elevation require the services of a Structural Engineer. Structures within the City of Revelstoke at 500m elevation or greater must be designed to Part 4 of the BCBC. Where Engineered structural drawings are included, the City requires: <ul style="list-style-type: none"> <input type="checkbox"/> Letters of Assurance for all structures with spanning members carrying high snow loads from an registered professional engineer <input type="checkbox"/> Schedule B, "Assurance of Professional Design and Commitment for Field Review" Schedules must be physically stamped and signed or digitally signed. <input type="checkbox"/> As per Section 9.2 of the Building Bylaw 2294, if a registered professional provides letters of assurance in accordance with the building code, they must also provide proof of professional liability insurance. <input type="checkbox"/> Truss and framed roof designs showing snow loads and specified load factors used, stamped and sealed by a registered professional engineer. <input type="checkbox"/> Spanning members carrying snow loads sealed and stamped by a registered professional engineer. <input type="checkbox"/> Spanning members part of a truss pack <input type="checkbox"/> If structural details for points or connections carrying to transferring snow loads are not provided in the sealed plans, the registered professional engineer must provide a statement that they have completed an analysis of the load paths and has found that Part 9 default framing practices will be adequate to accommodate the specified snow loads calculated. |
| <input type="checkbox"/> | <input type="checkbox"/> | I | Parking Plan Electronic copies only. Please send all copies to building@revelstoke.ca | Parking Plans show all of the off-street parking spaces on site, drawn to scale with dimensions. Garage spaces are permitted as off-street parking. Drawings must include locations and width of proposed or existing access points to the property, driveways, maneuvering aisles and parking layouts. Off-street parking provisions are contained within Section 12 of Zoning Bylaw No. 1264. |



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| <input type="radio"/> | <input type="radio"/> | J | Site Drainage/ Servicing Plan Electronic copies only. Please send all copies to building@revelstoke.ca Please see our Engineering Drawing Submission Requirements Policy | Site Drainage and Servicing Plans must contain the following details: <ul style="list-style-type: none"> <input type="checkbox"/> Civic Address, Lot No, Plan No, North arrow, correct scale and scale bar <input type="checkbox"/> Lot dimensions with actual proposed building footprint with roof slopes shown <input type="checkbox"/> Location of existing utilities and drainage courses <input type="checkbox"/> Driveway surface materials location, dimensions, and grading arrows <input type="checkbox"/> Elevation of garage floor <input type="checkbox"/> 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 <input type="checkbox"/> Existing and proposed sanitary services including inspection chamber location <input type="checkbox"/> Proposed sanitary invert elevation at building <input type="checkbox"/> Existing and proposed water services including shutoff location <input type="checkbox"/> Grading arrows showing direction and % grade <input type="checkbox"/> Location of proposed soak away pit <p style="text-align: center;">A sample Site Drainage & Servicing Plan is available upon request</p> |
| <input type="radio"/> | <input type="radio"/> | K | Appointment of Agent | Written consent of all property owners, with one or more owners appointing an agent to act for all purposes associated to the application. |
| <input type="radio"/> | <input type="radio"/> | L | BC Housing Warranty Registration | Warranty registration for new dwelling units is completed through BC Housing. More information about this process is available through BChousing.org |
| <input type="radio"/> | <input type="radio"/> | M | Interior Health Septic Registration Certificate | A letter from Interior Health certifying the location of the septic system on site. Contact the Interior Health protection office to initiate a sewerage file information request. A form is available through the Interior Health website . |
| <input type="radio"/> | <input type="radio"/> | N | Building Location Certificate | At the discretion of Development Services staff, all new construction may require a surveyed Certificate of Location by a Registered BC Land Surveyor following installation of concrete foundations. It's recommended that a surveyor pin the footings or foundations prior to placing concrete. |
| <input type="radio"/> | <input type="radio"/> | O | Geotechnical Documentation (if required) | Where slope or topography may impact development, geotechnical documentation may be required. Documentation can include a geotechnical report and / or letters of assurance. |
| <input type="radio"/> | <input type="radio"/> | P | Site Plan for Mobile Home Siting | Site Plans for mobile home siting are required to meet the standard Site Plan requirements outlined as per item G in this Submission Requirements List plus must also outline dimensions for the mobile home space and any adjacent mobile home spaces, road way allowances, park spaces, and identify all separation distances between all surrounding mobile homes or structures. Refer to the Mobile Home Bylaw No. 1080 and Zoning Bylaw No. 2299 for Mobile Home siting requirements. |
| <input type="checkbox"/> | <input type="radio"/> | Q | Plumbing and Fixture Calculations | Required for all submissions that include new and/or existing plumbing. |
| <input type="checkbox"/> | <input type="checkbox"/> | R | Internal Servicing Request | Required for all new builds |