



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	A, B, C, D, E, F, G, H, I, J, K, N	O	L, P, M
Single Family House with Suite	A, B, C, D, E, F, G, H, I, J, K, N	O	L, P, M
Multi-Family	A, B, C, D, E, F, G, H, I, J, K, N	O	L, P, M
Accessory Building (Detached)	A, B, C, D, E, F, H, G, N	O	I, J, L, P, M
Accessory Building (Attached)	A, B, C, D, E, F, H, G, N	O	I, J, L, P, M
Modular/Mobile Building	A, B, C, D, E, G, H		I, J, L, M
Modular on Foundation	A, B, C, D, E, F, G, H, I, J, N	O	L, P, M

**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
		A	Completed Application Form & Owners Undertaking	Building Permit Application Forms and the corresponding supporting documentation lists can be found at revelstoke.ca/187/Application-Forms Building Permit Applications require the property owner or signing authority to complete the Owners Undertaking Form. All forms must be printed and submitted in in-person unless arrangements have been made otherwise. Incomplete plans and/or applications will delay the review of your application.
		B	Application Fee	Application fees are set out in the City of Revelstoke's Fees and Charges Bylaw. Applicable fees shall accompany all development applications.
		C	State of Title Certificate & Non-Financial Charges on Title	Must be printed within the last 30 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 Contract on title.
		D	Agent Authorization Form (if applicable)	Written consent of all property owners, with one or more owners appointing an applicant to act as an agent for all purposes associated to the application
		E	Existing Damage to Municipal Works	Photos and a signed form providing a record of existing damage to any municipal works on site.
		F	Building Drawings 2 copies full size printed and one electronic set scaled o 1/4" = 1'0"	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"/> Conformance to Emergency Code Zone 6



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		G	<p>Site Plan</p> <p>Two full size copies and one electronic copy scaled metric, 1:200</p>	<p>Site Plans should be based on the registered Legal Lot Plan (LTSA). These must contain:</p> <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. <p><input type="checkbox"/> If registered legal lot is part of a Subdivision Plan please provide a copy.</p>
		H	<p>Structural Drawings and Layouts</p> <p>Note: Prior to the issuance of the occupancy permit, the engineer must submit Schedule C-B "Assurance of Professional Field Review and Compliance" to the City.</p>	<p>In 2012, the BC Building Code increased snow loads for Revelstoke to 7.2kPA (150 psf). These snow loads exceed those permitted by the prescriptive solutions in the span tables from Part 9 of the BC Building Code. The minimum specified snow load factor is 0.8. Higher snow loading is required based on elevation indicated in Table 6.7 (a) in Revelstoke's Building Bylaw 1707. All snow loads should be analyzed and calculated in accordance with Part 4 of the BC Building Code.</p> <p>The design and field review of spanning members and structural components carrying and transferring the snow load to the foundation must be carried out by a qualified Professional Engineer.</p> <p>Where structural drawings are included, the City requires:</p> <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"/> 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 designed to Part 4 of BCBC, sealed and stamped by a registered professional engineer. <input type="checkbox"/> Spanning members part of a truss pack designed to Part 4 of BCBC <input type="checkbox"/> Drawings must have a statement that all spanning structural members carrying snow loads have been designed in accordance with Part 4 of BCBC including the snow load and factors used in the analysis. <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 in accordance with Part 4 and has found that Part 9 default framing practices will be adequate to accommodate the specified snow loads calculated.
		I	<p>Parking Plan</p> <p>Two copies printed on 11" x 17" and one electronic copy</p>	<p>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.</p> <p>Off-street parking provisions are contained within Section 12 of Zoning Bylaw No. 1264.</p>



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		J	Site Drainage/ Servicing Plan metric, scaled to 1:200 on 11x17 or 22x34 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>A sample Site Drainage & Servicing Plan is included in this application</p>
		K	BC Housing Registration	Registration for new dwelling units is completed through BC Housing. More information about this process is available through BChousing.org
		L	Interior Health Septic Registration Certificate - Septic (Sewer) System Record	A letter from Interior Health certifying the location 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 .
		M	Survey Certificate of Location	All new buildings (may be required for additions) a surveyed Certificate of Location by a Registered BC Land Surveyor is required following installation of concrete foundations. It's recommended that a surveyor pin the footings or foundations prior to placing concrete.
		N	Trades / Subcontractors List	A list of all contractor and sub contractors Page XX of the application form with: <ul style="list-style-type: none"> <input type="checkbox"/> Names <input type="checkbox"/> Contact numbers <input type="checkbox"/> City of Revelstoke business license numbers
		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.
		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. 1264 for Mobile Home siting requirements.
		Q	Hazardous Material Assessment	Required for all per-1990 buildings.