



BP # _____

BUILDING PERMIT APPLICATION CHECKLIST

Minor Projects

1. Application Form

- Tenant Improvement
Full Building Permit
Phased Building Permit - indicate phase below:
Excavation & shoring Foundation to grade Full permit Other:
Building Permit Fee

2. Documents and Drawings

- Hazardous Material Survey for demolition of existing portions of building (if applicable)
Project team directory
Development permit checklist by architect (where DP has been issued)
Two (2) sets of collated drawings signed and sealed (original seals and signatures), including:
Architectural Drawing # to dated
Excavation & shoring geotechnical Drawing # to dated
Structural Drawing # to dated
Mechanical Drawing # to dated
Plumbing Drawing # to dated
Electrical Drawing # to dated
Lot Grading Drawing # to dated
Landscape Drawing # to dated
Legal Survey Drawing # to dated
Civil (Site services) Drawing # to dated
Fire suppression Drawing # to dated

Please continue application on reverse



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Campus and Community Planning

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Building Permit checklist continued ...

- Complete set of code compliance drawings (if applicable)
- Completed “confirmation of commitment by owner and coordinating registered professional” (Schedule “A” of the BC Building Code).
- Completed “Assurance of professional design and commitment for field review” and “summary of design and field review requirements” forms for all registered professionals (Schedules “B” of the BC Building Code).
 - Architectural Fire suppression systems
 - Structural Electrical
 - Mechanical Geotechnical – temporary
 - Plumbing Geotechnical – permanent
- Proof of approval from other regulatory authorities (if applicable)
 - Homeowner Protection Office’s requirement and forms (residential buildings)
 - Two (2) original copies of the soil report sealed by a registered geotechnical engineer (if applicable)
- Two (2) copies of the alternate solutions report submission with appropriate administrative fees (if applicable)
- Site Profile – Review Process for Contaminated Sites (Applicable where significant disturbance or excavation of soil > 5m³ or removal of soil from property)
- Construction Site Management Plan and Traffic Management Plan & Checklist (if applicable)

I/We (print name), _____, confirm the drawings submitted are complete.	
Company:	Telephone Number:
Signature:	Date: