



# BP-7 BCBC PART 3 BUILDING PERMIT APPLICATION CHECKLIST

For Office Use Only

**Received By:**

**Date:**

**Building Permit No.** \_\_\_\_\_

**Sublease No.** \_\_\_\_\_

**Development Permit  
No.** \_\_\_\_\_

The following documentation is to be completed and submitted with the Building Permit Application for new buildings and additions, and alternations to existing buildings, including tenant improvements.

**Project Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## DOCUMENTS & DRAWINGS

No.	Submitted	N/ A	Item
1	<input type="checkbox"/>	<input type="checkbox"/>	Building Permit Application Form
2	<input type="checkbox"/>	<input type="checkbox"/>	Building Permit Fee & Refundable Deposit
3	<input type="checkbox"/>	<input type="checkbox"/>	Project Directory
4	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) sets of signed, sealed, dated hardcopy drawings plus PDF and AutoCAD versions for:
	<input type="checkbox"/>	<input type="checkbox"/>	- Excavation & Shoring
	<input type="checkbox"/>	<input type="checkbox"/>	- Erosion & Sediment Control
	<input type="checkbox"/>	<input type="checkbox"/>	- Lot Grading

DOCUMENTS & DRAWINGS			
No.	Submitted	N/ A	Item
	<input type="checkbox"/>	<input type="checkbox"/>	- Architectural
	<input type="checkbox"/>	<input type="checkbox"/>	- Code Compliance Drawings
	<input type="checkbox"/>	<input type="checkbox"/>	- Structural (including retaining walls)
	<input type="checkbox"/>	<input type="checkbox"/>	- Civil (Site Servicing)
	<input type="checkbox"/>	<input type="checkbox"/>	- Mechanical
	<input type="checkbox"/>	<input type="checkbox"/>	- Plumbing
	<input type="checkbox"/>	<input type="checkbox"/>	- Fire Suppression
	<input type="checkbox"/>	<input type="checkbox"/>	- Electrical
	<input type="checkbox"/>	<input type="checkbox"/>	- Legal Survey of Lease
	<input type="checkbox"/>	<input type="checkbox"/>	- Landscaping
	<input type="checkbox"/>	<input type="checkbox"/>	- Complete set of project specifications
5	<input type="checkbox"/>	<input type="checkbox"/>	Proof of approval from other Regulatory Authorities (if applicable)
6	<input type="checkbox"/>	<input type="checkbox"/>	Schedule A of the British Columbia Building Code: "Confirmation of Commitment by the Owner & Coordinating Registered Professional"
7	<input type="checkbox"/>	<input type="checkbox"/>	Schedule B of the British Columbia Building Code: "Assurance of Professional Design & Commitment for Field Review" forms from all Registered Professionals of Record.
8	<input type="checkbox"/>	<input type="checkbox"/>	Proof of Insurance Coverage from all Registered Professionals of Record.
9	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) original Soil Reports sealed by a Registered Geotechnical Engineer
10	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) Alternative Solutions Report submissions with appropriate administrative fees (if applicable)
11	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies Construction Fire Safety Plan from contractor
12	<input type="checkbox"/>	<input type="checkbox"/>	Schedule L-1 & L-2 from Landscape Professional
13	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Documentation if applicable (i.e. asbestos remediation)
14	<input type="checkbox"/>	<input type="checkbox"/>	Assignment of Drawings Declaration Form.