

ALL DRAWINGS AND SCHEDULES MUST BE DIGITALLY SEALED THROUGH NOTARIUS.
HARD COPIES OF DRAWINGS DO NOT REQUIRE WET SEAL BUT MUST MATCH DIGITAL SETS.
REZONING, DEVELOPMENT PERMIT, VARIANCES ETC. MUST BE COMPLETE PRIOR TO SUBMISSION.

AT A MINIMUM, THE FOLLOWING ITEMS ARE TO BE SUBMITTED:

Completed Building Permit Application and Owner's Undertaking		
Fire Department Checklist completed and signed by Fire Prevention Officer		
BCLS showing building perimeter at 3m intervals, building height and footprint, lot area and setbacks unless included w/ site plan		
Coordinating Registered Professional (Architect/P.Eng.) Letter of Assurance (Schedule A)		
Architectural Drawings – 1 DIGITAL set plus:		
•	Letters of Assurance (Schedule B)	
•	Site Plan and Parking Layout	
•	Fire Department Access Plan showing location and distances to hydrants, pumper truck, FDC, principal entrance	
•	BC Building Code Analysis	
Structural Drawings – 1 DIGITAL plus:		
•	Letters of Assurance (Schedule B)	
Mechanical Drawings – 1 DIGITAL plus:		
•	Letters of Assurance (Schedule B)	
Plumbing Drawings – 1 DIGITAL plus:		
•	Letters of Assurance (Schedule B)	
Fire Suppression (Sprinkler Drawings) – 1 DIGITAL plus:		
•	Letters of Assurance (Schedule B)	
•	Hydraulic calculations	
Electrical Drawings – 1 DIGITAL plus:		
•	Letters of Assurance (Schedule B)	
Civil Drawings – 1 DIGITAL including:		
•	Design of on-site and off-site servicing	
•	Letters of Assurance (Schedule B)	
Geotechnical Report – 1 sealed original plus:		
•	Letters of Assurance (Schedule B)	
(Required)	ADDITIONAL ITEMS THAT MAY BE REQUIRED	(Submitted)
•	BC Housing registration documents for residential occupancies	
•	Unit addressing provide floor plan showing suite outlines and unit numbering only	
(Required)	ADDITIONAL PERMITS WILL BE REQUIRED FOR:	(Submitted)
•	Signage (Building Dept. – Sign Permit)	
•	Off site servicing (Works and Services Permit)	
•	Tenant Improvements (Building Permit)	
•	Driveways (Driveway Permit)	