

Address: _____

Project name: _____

REQUIRED DOCUMENTATION (as per current Building Bylaw)	Received	Not required	Required	# Drawings
ARCHITECTURAL DRAWINGS (4 sets) Prepared by: _____ (name of Architectural firm)				
Cover Sheet (index sheet)				
Site Plan				
Code compliance Plans				
Elevation Plans				
Foundation Plans				
Floor Plans				
Cross Section Plans				
Detail Plans				
Window, Door, Wall Schedules				
Other (Please specify)				
Other (Please specify)				
Drawings signed & sealed by a Professional				
Sealed Letter of Assurance (Schedule B per current BCBC)				
Liability Coverage Summary (Expiry date: _____)				
STRUCTURAL DRAWINGS (3 sets) Prepared by: _____ (name of Consulting firm)				
Foundation Plans				
Framing Plans (Floor, Walls & Mezzanine)				
Detail Plans				
Shoring Plans				
Other (Please specify)				
Drawings signed & sealed by a Professional Engineer				
Sealed Letter of Assurance (Schedule B per current BCBC)				
Liability Coverage Summary (Expiry date: _____)				
LANDSCAPE PLAN (3 sets) Prepared by: _____ (name of Consulting firm)				
Drawings signed and sealed by a Landscape Architect				
Sealed Letter of Assurance (Schedules LB)				
Landscape Cost Analysis				
Landscape Securities paid				
CIVIL DRAWINGS (5 sets) Prepared by: _____ (name of Consulting firm)				
Site Servicing Plan showing Site Drainage (Lot Grading Plan)				
On-Site Civil Servicing (including fire hydrant locations, meter chambers, manholes, etc)				
Off-Site Civil Plan				
Excavation and Shoring Drawings				
All on site retaining including sections & details (Zoning Compliance: Height)				
Drawings signed & sealed by the Professional Engineer				
Sealed Letter of Assurance (Schedule B per current BCBC)				
Liability Coverage Summary (Expiry date: _____)				

REQUIRED DOCUMENTATION	Received	Not required	Required	# Drawings
PLUMBING DRAWINGS (3 sets) Prepared by: _____ (name of Consulting firm)				
Plumbing Layout Plans (showing location of all pipe work and interior oil, grit and grease interceptors)				
Plans of all lift pumps and cross connection control devices				
Sprinkler Design Plans (to include standpipe loc.)				
Other (Please specify)				
Other (Please specify)				
Drawings signed and sealed by the Professional Engineer				
Sealed Letter of Assurance (Schedule B per current BCBC)				
Liability Coverage Summary (Expiry date: _____)				
MECHANICAL DRAWINGS (3 sets) Prepared by: _____ (name of Consulting firm)				
HVAC Plans				
Other				
Other				
Drawings signed & sealed by the Professional Engineer				
Sealed Letter of Assurance (Schedule B per current BCBC)				
Liability Coverage Summary (Expiry date: _____)				
ELECTRICAL DRAWINGS (3 sets) Prepared by: _____ (name of Consulting firm)				
Electrical Layout Plan for the entire project drawings showing the following: Design data load calculations for the service, Fault current calculations, Grounding etc				
Electrical Main Switch Size (Voltage - one or three phase)				
Site Service Plans				
Electrical Detail Plans				
Drawings signed & sealed by the Professional Engineer				
Sealed Letter of Assurance (Schedule B per current BCBC)				
Liability Coverage Summary (Expiry date: _____)				
ADDITIONAL DRAWINGS Prepared by: _____ (name of Consulting firm)				
Architectural (reduced to 11" x 17") for Fire Dept use on CD (PDF's)				
WATER COURSE PROTECTION BYLAW				
Erosion and sediment control plan (3 Sets)				
Schedule A				
Schedule D				
Schedule E				
Other (Please specify)				
ESC Security (2.5% of Construction value)				

ADDITIONAL ITEMS	Received	Not required	Required	# Drawings
Sealed Fire Suppression Systems Letter of Assurance (Schedule B per current BCBC)				
Liability Insurance coverage summary (Fire Suppression Systems)				
Commitment by Owner Letter (Schedule A per current BCBC)				
Owner Acknowledgement Letter				
Sealed Soils (Geotechnical) Report				
Sealed Geotech Letter of Assurance (Schedule B per current BCBC)				
Liability Insurance coverage summary for the Geotech. P.Eng.				
EGBC Appendix 'D' Landslide Assessment (sloping sites only)				
EGBC Appendix 'J' Floodplain Assessment (prop. In floodplain only)				
Project Specifications				
Address Plans for Multi-Tenant Buildings				
Residential LCS(HPO) Form (or covenant where rental property)				
Alternate Solution Proposal(s) (if accepted a sealed pdf version is required)				
Electrical Service Load Calculation & One Line Schematic Plan				
Plumbing Service Load Calculations & One Line Schematic Plan				
Other approvals (septic disposal, etc) _____				
Topographical Survey Plan				
Highway use permit				
Development Permit Securities				
Other Securities				
Hazardous Materials Report				
Site Profile (for contaminated sites)				
Health Dept "septic system filing" for new septic disposal fields				
Municipal Reliance upon Plan Certification by Reg. Professionals				
Wildfire DP requirements where building is combustible construction				
Construction Fire Safety Plan				
MISCELLANEOUS COMMENTS				
Note: The Coordinating Professional and the Owner of the property must have their signatures on the Building Permit Application Form prior to the application being made.				