

## **BUILDING PERMIT APPLICATION PROCEDURE CHECKLIST**

Some areas of the Sunshine Coast are considered Development Permit Areas and/or part of the Agricultural Land Reserve. Proposed construction in these areas may require additional permits and approvals prior to Building Permit issuance.

For more information contact the SCRD Planning Department at (604) 885-6800.

### **FOR ALL BUILDING PERMITS THE FOLLOWING DOCUMENTS ARE REQUIRED:**

- RESIDENTIAL CONSTRUCTION:**
  - \$80 application fee for construction valued under \$30,000
  - \$300 application fee for construction valued at \$30,000 - \$200,000
  - \$750 application fee for construction valued over \$200,000
- COMMERCIAL & INDUSTRIAL:** an application fee equal to approx. 25% of the permit cost as estimated when the permit is applied for.  
**\*All application fees are non-refundable. The balance of building permit fees are payable at time of permit issuance\***
- A completed Building Permit Application Form (available on SCRD website)**
- Three copies of construction drawings (2 printed copies & 1 digital pdf copy)** of 1/4" to 1'-0" scale showing sufficient detail. (See over.) Insufficient detail on construction drawings may delay issuance of building permit. In addition, two printed copies are to be sealed by the structural engineer or two separate printed sealed structural drawings are required.
- Pre-Construction BC Energy Compliance Report.** Effective January 1, 2021, all new dwellings and other specific buildings types are required to be designed and constructed to meet the minimum performance requirements specified in Step 1 of the [Energy Step Code](#). For additional information see [Building and Safety Standards Branch Information Bulletin No. B18 – 03](#). **All information noted in the report is required to match the information detailed on the construction drawings.**
- Three copies of a site plan (2 printed copies & 1 digital pdf copy).** The site plan must show the entire lot and include all structures, existing and proposed, including all decks, porches, carports etc. Include all dimensions of all structures. Include setbacks to property line at all sides of all structures, existing and proposed. Identify and locate all watercourses (Creeks, Lake Frontage, Ocean frontage, etc.) on or adjacent to the property. Indicate North with an arrow. Show location of the septic field, restrictive covenant, easements and right of ways.
- A recent Title Search & Covenants.** Title search is available from the SCRD for a charge of \$20.00. If easements, covenants and/or rights of way appear on title, copies of these documents are required. This information may be available through the SCRD for a charge of \$50.00 per document.
- Engineering**  
For all new buildings and where applicable.
  - Schedule B for geotechnical
  - Schedule B for structural and engineer sealed structural drawings
  - For all dwellings, an Appendix D, Landslide Assessment, may be required. Once your application is received, a site inspection will be made (if accessible) by the building department to determine if this requirement can be waived.

Additions and alterations to an existing building may require both structural and geotechnical engineering.
- BC Housing 'Owner/Builder' or Licensed Builder' Declaration Form** for all new or substantially renovated single family dwellings. BC Housing Office toll free 1-800-407-7757, or (604) 646-7050, or visit the website at [www.bchousing.org](http://www.bchousing.org).
- Proof of filing form for septic system 'Receipt of Record of Sewerage System'** for all new single family dwellings and for all renovations or additions that involve the addition of a bedroom. Contact a certified installer for more information. See website [www.bcossa.com](http://www.bcossa.com) or [http://owrp.asttbc.org/OWRP\\_Practitioners.pdf](http://owrp.asttbc.org/OWRP_Practitioners.pdf) for complete list of installers.
- Appointment of Agent 'Agents Letter' (available on SCRD website)**
- Schedule E 'Owner's Responsibility' (available on SCRD website)**
- Island Applications**  
-For applications located within the Islands Trust's jurisdiction, a Riparian (RAR) Declaration form is required. <http://www.islandstrust.bc.ca/media/346440/rar-declaration-gambier-ita.pdf>  
(For additional information please contact Islands Trust [www.islandstrust.bc.ca](http://www.islandstrust.bc.ca))

**Note:** Highways approval may be required for a driveway. Contact Ministry of Transportation (604) 740-8985

**Check the Height:** Height regulations exist for various types of structures and locations in the Regional District. For more information consult the SCRD

# **DRAWING SPECIFICATION LIST**

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## **SITE PLAN**

- SCALE DRAWING OF PROPERTY SHOWING;
- DIMENSIONS OF PROPERTY LINES, SCALE, NORTH ARROW, LEGAL DESCRIPTION
- EXISTING BUILDINGS, SEPTIC FIELD AND DRIVEWAYS
- EXISTING WATERCOURSES
- NEW CONSTRUCTION SHOWING:
- SETBACKS & ROAD ACCESS
- ELEVATIONS AT HOUSE CORNERS

## **FOUNDATION PLAN**

- SPECIFY SIZE & CONSTRUCTION OF STRIP FOOTINGS
- SPECIFY SIZE & CONSTRUCTION OF PAD FOOTINGS
- SPECIFY SIZE, HEIGHT AND CONSTRUCTION OF FOUNDATION WALLS
- SHOW PAD FOOTINGS UNDER POINT LOADS
- SHOW STRIP FOOTINGS UNDER BEARING WALLS.

## **FLOOR PLANS**

- SHOW WHAT IS NEW CONSTRUCTION & WHAT IS EXISTING.
- DIMENSION WALLS AND SPANS OF STRUCTURAL MEMBERS
- SPECIFY FLOOR CONSTRUCTION ( JOIST SIZE, SPACING & SPAN)
- SHOW BEARING WALLS AND/OR BEAMS AT ENDS OF FLOOR SPANS
- SPECIFY ROOF CONSTRUCTION (TRUSS OR JOIST SIZE, SPACING & SPAN)
- SHOW OUTLINE OF ROOF ON FLOOR PLAN OR AS SEPARATE ROOF PLAN
- SHOW BEARING WALLS AND BEAMS AT ENDS OF ROOF SPANS
- SPECIFY BEAM & LINTEL SIZES.
- SHOW BEARING UNDER BEAMS CARRIED DOWN TO FOUNDATIONS.
- SPECIFY DOOR & WINDOW SIZES
- SPECIFY TYPE OF HEATING.
- SHOW STAIRS:
- TO PROVIDE ADEQUATE HEADROOM
- TO CONFORM TO RISE AND RUN REQUIREMENTS OF CODE.(3.3.1.15)
- INDICATE SQUARE FOOT CALCULATION FOR EACH FLOOR LEVEL

## **ELEVATIONS**

- SPECIFY EXTERIOR MATERIALS
- SPECIFY FLOOR, CEILING, TOP OF WALL HEIGHTS
- SHOW GRADE

## **BUILDING SECTIONS**

- SPECIFY CONSTRUCTION, INCLUDING INTERIOR AND EXTERIOR FINISH OF ALL FLOORS, WALLS, ROOFS, DECKS AND GUARDWALLS.
- CLEARLY DETAIL LOCATION, CONTINUITY AND MATERIALS TO BE USED FOR ALL CRITICAL BARRIERS – AIR BARRIER(S) AND VAPOUR BARRIER. MUST MATCH COMPLIANCE REPORT.
- SHOW HEIGHT OF WALLS, FLOORS, ROOF SLOPE
- SHOW RIDGE SUPPORT AND BEARING WALLS.

## **DETAILS**

PROVIDE DETAILS FOR VENTILATION OF:

- DECK OVER LIVING SPACE
- FRAMED ROOF SPACES

## **LATERAL LOAD (SEISMIC)**

- LATERAL LOAD INFORMATION (AS REQUIRED BY BCBC 2018) WILL BE REQUIRED ON ALL PLANS WHERE A STRUCTURAL ENGINEER IS **NOT** SEALING THE WHOLE HOUSE DRAWINGS AND PROVIDING A SCHEDULE B