



# BUILDING PERMIT

## New Building Application Requirements

### BUILDING INFORMATION

BUILDING/PROJECT NAME:

CIVIC ADDRESS:

POSTAL CODE:

### APPLICANT INFORMATION

NAME:

COMPANY:

ADDRESS:

CITY:

EMAIL:

POSTAL CODE:

TEL:

CELL:

### PERMIT INFORMATION CHECKLIST

REQUIRED SUBMITTED

• Building Permit Application Form	<input type="checkbox"/>	<input type="checkbox"/>
• Certificate of Title	<input type="checkbox"/>	<input type="checkbox"/>
• Authorization of Agent Form	<input type="checkbox"/>	<input type="checkbox"/>
• Plan Review Fee	<input type="checkbox"/>	<input type="checkbox"/>
• Homeowner Protection Office - New Home Registration Form	<input type="checkbox"/>	<input type="checkbox"/>
• 2 sets of construction plans and materials specifications – Include details of required fire separations, building size and construction relative to occupancy, travel distance, window openings, fire department access, spatial separation, mezzanines/openings through floor assemblies, safety requirements within floor area, requirements for exits, vertical transportation, service facilities, and plumbing facilities. These may be included on a code compliance plan set.	<input type="checkbox"/>	<input type="checkbox"/>
• 2 sets of Design Verification Report for Buildings complying with BCBC Section 9.36	<input type="checkbox"/>	<input type="checkbox"/>
• Consultant's Schedules	<input type="checkbox"/>	<input type="checkbox"/>
• 2 sets of structural plans	<input type="checkbox"/>	<input type="checkbox"/>
• 2 sets of mechanical plans	<input type="checkbox"/>	<input type="checkbox"/>
• 2 sets of plumbing plans (isometric DWV and water service drawings)	<input type="checkbox"/>	<input type="checkbox"/>
• 2 sets of storm water management plan	<input type="checkbox"/>	<input type="checkbox"/>
• 1 set of Fire and Construction Site Safety Plan	<input type="checkbox"/>	<input type="checkbox"/>
• 2 sets of Excavation and Shoring Plans	<input type="checkbox"/>	<input type="checkbox"/>
• 1 Geotechnical Report	<input type="checkbox"/>	<input type="checkbox"/>
• WorkSafe BC Notice of Project	<input type="checkbox"/>	<input type="checkbox"/>

### OFFICE USE ONLY:

Date Received:

Folio No.:

Permit No.:

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: [duncan@duncan.ca](mailto:duncan@duncan.ca) or phone: 250-746-6126.