

Ministry of Housing – Housing Innovations Division

Building Permit Hub - Standardized List of Requirements incl. Elective Requirements

May 2024

New construction

1. **Single-Detached House** / incl. secondary suite2. **Duplex** / incl. secondary suite3. **1 - 4 Dwelling Units**

| 1 Contact Information <i>[Local TIP customized text box and hyperlinks to guides and forms]</i> | | |
|---|---|--------------|
| | <ul style="list-style-type: none"> Owner Agent (if applicable) | |
| 1.1 | <ul style="list-style-type: none"> Agent Authorization form Contractor/builder/architect/designer Main project coordinator | Standardized |
| 1.2 | <ul style="list-style-type: none"> Business license # (if applicable) | Elective |
| 1.3 | <ul style="list-style-type: none"> Is the owner a member of the First Nation? | Elective |
| 2 Project Information | | |
| <u>Type of housing (Drop downs)</u> | | |
| 2.1 | <ul style="list-style-type: none"> Single-detached house incl. secondary suite Duplex incl. secondary suite | Standardized |
| 2.2 | <ul style="list-style-type: none"> Project description (text field) | Standardized |
| 2.3 | <ul style="list-style-type: none"> Estimated construction value (number field in CAD\$) | Standardized |
| <u>Property information</u> | | |
| 2.4 | <ul style="list-style-type: none"> Civic address/project address PID# (auto-filled through LTSA) PIN# (text field if not pulled from database) | Standardized |
| <u>Property information</u> | | |
| 2.5 | <ul style="list-style-type: none"> Plan number Folio number | Elective |

| | | |
|----------|---|---------------------|
| | <ul style="list-style-type: none"> District lot # Lot number Block number | |
| 2.6 | <ul style="list-style-type: none"> What is the estimated construction start date of the proposed project? | Elective |
| 2.7 | <ul style="list-style-type: none"> What is the total number of net new dwelling units (proposed)? | Elective |
| 3 | Land Title Information | |
| 3.1 | <ul style="list-style-type: none"> Upload Title Search | Standardized |
| 3.2 | <ul style="list-style-type: none"> Upload Covenants | Elective |
| 3.3 | Upload Statutory Rights of Way (SRW) | Elective |
| 3.4 | Upload Easements | Elective |
| 4 | Site Servicing Information | |
| | <u>Water supply system (drop downs select one)</u> | |
| | <ul style="list-style-type: none"> Municipal/regional Groundwater wells Hybrid Other | |
| 4.1 | <ul style="list-style-type: none"> What is the primary water supply system for your project? Upload water service connection permit Upload well registration form (if applicable) Please explain which other water supply system you have at your property | Standardized |
| | <u>Wastewater/sanitary sewer disposal system (drop downs select one)</u> | |
| | <ul style="list-style-type: none"> Municipal/regional wastewater disposal system Disposal field Other | |
| 4.2 | <ul style="list-style-type: none"> What is the primary wastewater/sanitary sewer disposal system for your project? What kind of other waste water system is there? Upload sewer/sanitary service connection permit Upload health authority permit | Standardized |

Stormwater management system (*drop downs select one*)

- Storm sewer connection
 - No storm sewer connection (*text box*)
- 4.3 • What is the primary stormwater management system for your project?
- Upload stormwater management plan
 - Describe how stormwater is being managed
-

Energy utility type (*check boxes multi-select*)

- Electricity
 - Gas
 - District energy system
 - Other
- 4.4 • Which energy utilities do you have for your project?
- Upload connection confirmation document for electricity
 - Upload connection confirmation document for gas
 - Upload connection confirmation document for district energy system

5 Site Plan

Confirm your site plan has all of the below unless explicitly stated otherwise by the local jurisdiction building permit guide and information. *Checkboxes – multi-select*

- Scale and orientation (north arrow)
 - Lot area and dimensions, easements/covenants, statutory rights of way
 - Location of all buildings and structures (proposed and to be retained)
 - Retaining wall
 - Driveway and parking layout
 - Upload site plan
- 5.1 Standardized

6 Building Design Drawings

- 6.1 The building design drawing package must include the below unless explicitly stated
- Standardized
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otherwise by the local jurisdiction building permit guide and checklist and zoning bylaw.

- Cross section
- Elevations
- Foundation plan/crawl space plan
- Roof plans/Roof truss and beam layout drawings
- Floor plans

Confirm your floor plans include the following information

- 6.1.1
- Electrical/mechanical systems
 - Plumbing fixture locations
 - Location of smoke detectors and carbon monoxide alarms

Upload building design drawings

7 Engineering Submissions

- 7.1
- Schedule A – Letter of Commitment by the Owner and Coordinating Registered Professional
 - Schedule B – Assurance of Professional Design and Commitment for Field Review
 - Upload engineering submission package

8 BC Energy Step Code

- 8.1
- BC energy step code compliance
 - Which method do you want to do use for the energy step code:
 - Please use this tool to do your fill in your step code details and it will populate onto the application.
 - BC Energy Step Code Compliance Report
 - Pre-construction Hot2000 model details, Hot2000 report
 - Step code tool
 - File upload method
- Standardized

9 New Home Registration

- 9.1
- New Home Registration form from the Homeowner Protection Office (HPO), BC
- Standardized
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**Housing - Licensing and Consumer
Services Branch**

| | | |
|-----------|--|---------------------|
| 10 | Additional Forms and Permits | |
| 10.1 | <ul style="list-style-type: none"> • Plumbing permit • Plumbing permit application form | Standardized |
| 10.2 | <ul style="list-style-type: none"> • <i>Upload sprinkler permit</i> | <i>Elective</i> |
| 10.3 | <ul style="list-style-type: none"> • <i>Upload hazard lands development permit</i> | <i>Elective</i> |
| 10.4 | <ul style="list-style-type: none"> • <i>Upload solid fuel burning permit</i> | <i>Elective</i> |
| 10.5 | <ul style="list-style-type: none"> • <i>Upload tree removal permit</i> | <i>Elective</i> |
| 10.6 | <ul style="list-style-type: none"> • <i>Upload demolition permit</i> | <i>Elective</i> |
| 11 | Acknowledgement and Signature | |
| 11.1 | <ul style="list-style-type: none"> • Digital signature | Standardized |
| 11.2 | <ul style="list-style-type: none"> • <i>Damage deposits are needed for repair of any damage to public property caused by construction activity. Consult with your local jurisdiction to be sure a damage deposit can be processed and whether a damage to city infrastructure repair agreement is applicable.</i> | <i>Elective</i> |