



BUILDING PERMIT APPLICATION FORM - SINGLE FAMILY & DUPLEX DWELLINGS

Address:	Application Date:
-----------------	--------------------------

Proposed Work: Single Family Duplex

New Construction - Demolish existing building? Yes No

Passive House Step Code 1 2 3 4 5 (circle one)

Addition Alteration – Interior Only? Yes No

Garage/Carport Pool Retaining Wall Other _____

Secondary Suite - SS# _____

Detached Secondary Suite DP# _____

Office Use:

Folder: BP _____

Demo Folder: BP _____

Zoning: _____

Heritage: _____ Yes No

LUC/DVP/DP/EDP/WHDP: _____

Received by: _____

Description of Work:

OK to accept Application:

Planner: _____
Initial/name

EPO: _____
Initial/name

Does the application require a variance? BOV Yes No DVP Yes No

Does the property contain a Creek or Watercourse? Yes No

Is the property within 15 m of the top bank of a Creek or Watercourse? Yes No

Is the property within Wildfire Hazard Development Permit Area? Yes No

Answering Yes to any of the above will require an Environmental Development Permit and/or Wildfire Hazard Development Permit prior to Building Permit Application (as per Item A.1 of the Building Application Checklist)

Property Owner(s):

Address: _____ Postal: _____

Phone: _____ Cell: _____ E-mail: _____

Architect/Designer:

Address: _____ Postal: _____

Phone: _____ Cell: _____ E-mail: _____

Contractor:

Address: _____ Postal: _____

Phone: _____ Cell: _____ E-mail: _____

Project Site Contact Name: _____ Cell: _____

Phone: _____ E-mail: _____

Inspection Notices will be sent via email. Enter email if different to above:

MyDistrict Access Code: _____ (4-6 digits) *Access Code allows applicants to view permit status and book inspections online at www.westvancouver.ca/mydistrict*

Landscape Security \$
Soft landscaping for new dwellings (as per estimate supplied)

Construction Value:\$
Subject to correction after plan review

Applicant: Owner - **Applicant other than owner must submit a Registered Owner's Authorization Letter**
 Architect/Designer Contractor Agent

(Print Name): _____

Phone: _____ Cell: _____ E-mail: _____

Signature: _____

**THE PERMIT APPLICATION FEE IS NON-REFUNDABLE
 THIS APPLICATION IS VOID IF A PERMIT IS NOT OBTAINED WITHIN 6 MONTHS OF THE DATE OF APPLICATION.**

BUILDING PERMIT APPLICATION CHECKLIST – SINGLE FAMILY & DUPLEX DWELLINGS

An incomplete submission will not be accepted - Complete this form and attach it to the permit submission documents

<input type="checkbox"/> 1. APPLICATION					
<input type="checkbox"/> a) Registered Owner's Authorization Letter			<input type="checkbox"/> b) Step Code/Passive House Checklist		
<input type="checkbox"/> Copies of Planning Department approvals (if applicable):					
<input type="checkbox"/> EDP #	<input type="checkbox"/> DVP #	<input type="checkbox"/> DP #	<input type="checkbox"/> WHDP #	<input type="checkbox"/> DRC	<input type="checkbox"/> Not Required
<input type="checkbox"/> 2. DRAWINGS – 2 Sets – preferred size 24" x 36", all drawings correctly addressed					
<input type="checkbox"/> a) TOPOGRAPHICAL SURVEY			Minimum scale: 1:100 or 1/8"=1'-0"		
<input type="checkbox"/> Prepared by a Registered BC Land Surveyor with original seal or stamp					
<input type="checkbox"/> Reference geodetic datum points and lot area in meters					
<input type="checkbox"/> Survey must CLEARLY identify:					
<input type="checkbox"/> Outline of the proposed building(s) showing: outermost walls including basement walls and upper floor overhangs.					
<input type="checkbox"/> Outline of original building(s), creeks, adjacent roads/lane allowance, waterfront boundaries, accretions, trees, hedges, all other structures on adjoining boulevards, rights of way and all building(s) and structures on the foreshore.					
<input type="checkbox"/> Survey to show location of trees, DBH (diameter measured at 1.4 m above natural ground) and species of each identified tree on the site. Indicate the permitted building envelope and the trees that are proposed to be cut in order to permit construction of a driveway or accessory building outside the permitted building envelope					
Interpolated grades will not be accepted unless requested by the Building Inspector. Sealed site plans or overlays will not be accepted					
<input type="checkbox"/> b) SITE PLAN MUST INCLUDE:			Minimum scale: 1:100 or 1/8"=1'-0"		
<input type="checkbox"/> Outline of the proposed building and accessory building(s) showing the outermost walls including basement walls and upper floor overhangs					
<input type="checkbox"/> All building cantilevers, roof overhangs, deck outlines, fireplace projections, window wells, floor projections, exterior stairs with clearly indicated dimensions and fences					
<input type="checkbox"/> Setbacks – in metric and imperial units – measured perpendicular from all property lines to the building					
<input type="checkbox"/> Natural and finished grade elevations at each building corner					
<input type="checkbox"/> Natural and finished grade calculations					
<input type="checkbox"/> North arrow, rights of way, easements, creeks and restrictive covenants					
<input type="checkbox"/> Zoning summary referencing metric values as defined in Zoning Bylaw which must include:					
<input type="checkbox"/> Lot width, site coverage and floor area calculations (include calculations for basement/accessory structures exemptions)					
<input type="checkbox"/> Retaining walls and planters showing: setbacks to prop lines, distance from adj walls, and top-and bottom-of-wall elevations					
<input type="checkbox"/> Proposed driveway location, slope and area of impermeable surfaces in the front yard only.					
<input type="checkbox"/> c) FLOOR PLANS			Minimum scale: 1:50 or 1/4"=1'-0"		
<input type="checkbox"/> Drawings must be fully dimensioned and labeled					
<input type="checkbox"/> d) ELEVATION DRAWINGS MUST INCLUDE:			Minimum scale: 1:50 or 1/4"=1'-0"		
<input type="checkbox"/> Four elevations each for all buildings on the site			<input type="checkbox"/> Conformance to highest building face		
<input type="checkbox"/> Roof slope ratio and eave overhang dimensions			<input type="checkbox"/> Spatial separation calculation for all elevations		
<input type="checkbox"/> Elevations of all finished floors, top plates, parapet walls, roof mean height and roof ridges					
<input type="checkbox"/> Finished grade line and detailed grade elevations around the building					
<input type="checkbox"/> Windows and doors shown complete with dimensions and areas					
<input type="checkbox"/> e) CROSS SECTIONS MUST INCLUDE:			Minimum scale: 1:50 or 1/4"=1'-0"		
<input type="checkbox"/> Floor to ceiling dimensions			<input type="checkbox"/> Proposed building height measured from lesser of natural or finished grade		
<input type="checkbox"/> All roof, floor, wall and foundation assemblies and provide roof and deck venting information (where applicable)					
<input type="checkbox"/> Details for any decks over living space			<input type="checkbox"/> Identification and dimensions of any crawlspace areas		
<input type="checkbox"/> Show conformance with BCBC 9.32 and 9.36			<input type="checkbox"/> Details to match House Performance Report		
<input type="checkbox"/> f) STRUCTURAL					
Drawings to be sealed and signed by a Professional Engineer with indication of code compliance to Part 4 of the BCBC 2018 or the CWC 2014 Part B or C using the following statement: "Structural design and lateral resistance in accordance with _____"					
<input type="checkbox"/> g) SITE LANDSCAPING REQUIREMENTS			Minimum scale: 1:100 or 1/8"=1'-0"		
<input type="checkbox"/> Landscape plans to be submitted indicating: location and species of all trees, shrubs and plants that are to be removed, retained or planted on the lot. Delineate the area comprising the front yard and the proposed location of driveways and pedestrian walkway. Soft landscaping only. Retaining walls, fences, planters and landscaping structures to be fully detailed.					
<input type="checkbox"/> Include estimate from a BCLSA or licensed landscape contractor.					
<input type="checkbox"/> h) LAND DEVELOPMENT					
Submit the following:					
<input type="checkbox"/> Storm Water Management Plans prepared by a Professional Engineer, complete with Schedule B (see below)					
<input type="checkbox"/> Sediment and Erosion Plans including Confirmation of Commitment by ESC Supervisor					
<input type="checkbox"/> Traffic Management Plans and application form (for all new houses and major construction projects over \$500,000 in construction value)					
<input type="checkbox"/> Plan and profile drawings for the driveway including all dimensions and elevations					
<input type="checkbox"/> Boulevard Plans – landscape/grading plans to include work on DWV rights of way or lands on the adjacent boulevard					
<input type="checkbox"/> 3. DOCUMENTS – 1 Set - schedules must be correctly addressed identifying discipline and items					
<input type="checkbox"/> Schedule B		<input type="checkbox"/> Building Envelope		<input type="checkbox"/> Geotechnical* <input type="checkbox"/> Structural* <input type="checkbox"/> Civil (Storm Water)	
*Must specify, where applicable: SFD, Swimming Pool, Retaining Walls and/or Accessory Building(s)					
<input type="checkbox"/> DWV Schedule C		<input type="checkbox"/> Building Envelope		<input type="checkbox"/> Geotechnical* <input type="checkbox"/> Structural* <input type="checkbox"/> Civil (Storm Water)	
<input type="checkbox"/> Title Search – 2 sets issued within the last 30 days, must include:					
<input type="checkbox"/> Copies of all covenants, easements, rights of way and any other encumbrances					
<input type="checkbox"/> Homeowner Protection Office - New Home Registration Form (if applicable: required at time of permit pick-up)					
<input type="checkbox"/> BPP, Martin Corp., Parthenon POA, or similar approval (if applicable: required at time of permit pick-up)					

Please note: this may not be a complete list.

Further review of the application, drawings or documents may reveal additional requirements