

# Certified Professional Program

## Building Permit Application Checklist

Name of CP: \_\_\_\_\_ Date: \_\_\_\_\_

Project Address: \_\_\_\_\_ Building Permit No.: \_\_\_\_\_

NOTE: Checklist represents minimum requirements for full building permit applications. Further review may reveal additional requirements. Registered Professionals shall sign and seal documents where required.

A	BUILDING DEPARTMENT	CP	DWV
	The Certified Professional should initial in the <b>CP</b> column to indicate documents submitted or mark N/A. Submit documents electronically with one hard copy set.		
1	Development Permit Approval Letter		
2	CP Program Building Permit Application Form		
3	DWV Registered Owner's Authorization Letter		
4	Building Permit Application Fee		
5	BC Housing New Home Registration Form or Exemption, residential project only (required prior to permit issuance)		
6	Land Title Search (retrieved within the last 30 days, must include copies of all covenants, easements, rights-of way, and any other encumbrances)		
7	B.C. Building Code Checklist (EGBC/AIBC)		
8	Building Code Report and Code Compliance drawings		
9	Confirmation of Commitment by <i>Owner</i> and "Certified Professional" Schedule CP-1		
10	Confirmation of Tenant Improvement Compatibility Schedule CP-3		
11	CP's Liability Insurance and DWV Declaration of Insurance Coverage for Registered Professionals		
12	DWV Owner's Acknowledgement for Part 3 Buildings		
13	CP Program Project Directory		
14	CP Program Development Permit Compliance Letter or Confirmation of Change Letter		
15	Alternative Solution(s) Report and DWV Alternative Solution Form, if applicable		
16	Geotechnical Report prepared by a Professional Engineer		
17	BC Energy Step Code <input type="checkbox"/> DWV Design Intent Letter <input type="checkbox"/> DWV Verification Report <input type="checkbox"/> BC Energy Design Report <input type="checkbox"/> Low carbon energy system (LCES) option, Qualified Engineer must provide written verification LCES is met		
18	DWV Development Cost Charges Form		
19	Architect to provide 11" x 17" floor plans of each level with the type of development (defined by Regional Transportation DCC Bylaw), sq. m. of floor area for each use, and number of apartment/townhouse dwelling		
20	Construction Fire Safety Plan. Contact DWV Fire & Rescue 604-925-7370		
21	Vancouver Coastal Health construction permit letter/stamped plans, if applicable		
22	Metro Vancouver grease interceptor compliance letter, if applicable. Projects installing and connecting fixtures to a grease interceptor		
23	Letter of Assurance Schedule A		
24	Letters of Assurance Schedule B or Schedule L, where applicable by scope of work		
25	DWV Declaration of Insurance Coverage for Registered Professionals, each discipline		
26	Topographical Site Survey sealed or stamped within 6 months of application date		
27	Site Plan minimum scale: 1:100 or 1/8" = 1'-0" <ul style="list-style-type: none"> <li>▪ All dimensions</li> <li>▪ Setbacks must be shown perpendicular to property lines, and must be in meters</li> <li>▪ Finished and natural grade elevations at all building corners</li> <li>▪ Elevations of intermediate points wherever the grade slope changes</li> <li>▪ Driveway location, including slope, and area</li> <li>▪ All cantilevers and overhangs, including roof overhangs, to be clearly shown and dimensioned</li> </ul>		

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<b>28</b>	Complete sets of architectural, structural, mechanical, plumbing, fire suppression, electrical, and landscape drawings to an appropriate scale (minimum 1/4" = 1'- 0" or 1:50, except site plan). Maximum page size ARCH D (24" x 36" or 610mm x 914mm).						
<b>A Document Submission</b> Certified Professional to check <input checked="" type="checkbox"/>							
	<b>RPR</b>	<b>Schedule A</b>	<b>Schedule B or L</b>	<b>DWV Insurance</b>	<b>RPR Drawings</b>		
	Architectural	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Structural	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Mechanical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Fire Suppression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Geotechnical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>B LAND DEVELOPMENT</b>							
Refer to the link <a href="#">Land Development</a> for resources. The Certified Professional should initial in the <b>CP</b> column to indicate documents submitted or mark N/A. Submit documents electronically.						<b>CP</b>	<b>DWV</b>
<b>1</b>	Landscape and Grading Plan						
<b>2</b>	Stormwater Management Plan						
<b>3</b>	Erosion and Sediment Control						
<b>4</b>	Traffic Management Plan						
<b>5</b>	Civil Offsite Service Drawings prepared in compliance with MMC & DWV Engineering Standards						
<b>6</b>	Excavation, Shoring, and Piling Drawings						
<b>7</b>	Legal Documents to address underpinning and tower crane erection						
<b>8</b>	Works and Services Agreement						
<b>9</b>	Flood Hazard Assessment Report prepared by a Qualified Professional, if applicable						