



SINGLE FAMILY DWELLING APPLICATION CHECKLIST

See next page for an explanatory guide to this checklist.

DWELLING APPLICATION REQUIREMENTS

SINGLE FAMILY DWELLING

- Building permit application
- HPO registration
- Corporate Registration/summary (if required)

TWO SETS OF BUILDING PLANS, INCLUDING:

- Site plan(s)
- Foundation
- Floor plan(s)
- Elevations
- Cross-section
- Truss/floor beam layout showing point loads
- Energy calculation

ONE OF EITHER:

- Sewage disposal approval **OR**
- Utility approval **OR**
- Municipal utility approval

FEES:

- Application fee (\$200)
- Building permit fee *** (paid at issuance)
- Surcharge fee (\$500 paid at issuance)

ADDITIONAL PERMITS THAT MAY BE REQUIRED

DEMOLITION APPLICATION

- Application (use same form as Building permit application)
- Corporate Registration/summary (if required)
- Demolition permit fee (\$50) & deposit as applicable
- Site plans (two copies)
- Building demolition form (confirmation of utility disconnection)

PLUMBING PERMIT

- Plumbing permit application*
- Plumbing permit fees

* Typically TQ plumbers apply for this permit. If owner applies for this permit, please provide a plumbing schematic for inspector review.

**Required engineered drawings must accompany application package at time of submittal. In addition to Schedule B, we require a copy of the Letter of Assurance and Registered Professional's Proof of Insurance.

***Building Permit fee is based on construction value.

REGISTERED PROFESSIONAL (SCHEDULE B)

**As and if applicable:

- Coordinating Registered Professional (CRP)
- Architectural
- Structural (truss specs)
- Mechanical
- Plumbing
- Fire Suppression Electrical
- Geo Tech - Temporary
- Geo Tech - Permanent

CONTAMINATED SITES & CONSTRUCTION

Under BC Law, Building Permits which involves any excavation must submit a *Site Disclosure Statement* which discloses the history of the land, specifically if ANY of the commercial or industrial uses/activities on the Prov Gov list (called *Schedule 2*) took place. Link to Schedule 2: [Contaminated Sites Regulation - Schedule 2](#)

If the owner can attest that none of these activities happened on the land, they may opt to complete the **Contaminated Site Declaration** on page 2 of the BP application. Otherwise they must complete the *Schedule 1 Site Disclosure Statement*. For more information go to: [Contaminated Sites - Province of BC \(gov.bc.ca\)](#)

FOR OFFICE USE:

DATE:

APPLICATION NUMBER:

HOW TO COMPLETE THE APPLICATION PACKAGE

Building Permit Application

All owners named on the property title are required to initial and sign the Application form. See  throughout the application for places to initial and sign.

In the event that a company owns the property, complete the 'Company-Owner' section. You must submit a copy of your current corporate registration/summary **OR** your certified AGM (of the current year) showing the authorized signatories. For institutions, please confirm your title/authorization.

HPO Registration

Under the *Homeowner Protection Act*, home warranty insurance is required on all new homes built in BC and on additions to existing dwellings that are substantial in size. We do require this approval prior to issuing these types of Building Permits.

For more information regarding this process you may visit BC Housing – Licensing & Consumer Services website at [Licensing & Consumer Services \(bchousing.org\)](https://www.bchousing.org/licenses-and-services).

At the time the application is submitted, we would like confirmation as to who carries the HPO registration. This confirmation may be provided via proof of receipt, copy of the approved certificate or declaration from contractor.

Two sets of Building Plans

Two sets of building plans are to be included with the application. For more details regarding drawing requirements, please reference page 2 of Guide to Building Permits. Drawings to be ¼"=1'-0", typically 24 x 36, in size. At time of application we require preliminary truss and floor layouts (or schematics) including point load information from the truss supplier. The final stamped and sealed engineered truss/beam drawings are required at or prior to the framing inspection

Sewage Disposal Systems

Approval is required from the Interior Health Authority (IHA) for the installation of a sewage disposal system where a community sewage system is not available. Approval may also be required from (IHA) when additional bedrooms and/or floor area are being added to an existing dwelling. With on-site septic, you may contact IHA directly for more information about this process. Contact information for their main and satellite offices may be found on page 5 of Guide to Building Permits.

Application Fee

TNRD approved methods of payment are cash, debit or cheque. Cheques are to be made payable to the "TNRD". Kindly note, there are no other payment options.