

ALL DRAWINGS AND SCHEDULES MUST BE DIGITALLY SEALED THROUGH NOTARIUS.  
HARD COPIES OF DRAWINGS DO NOT REQUIRE WET SEAL BUT MUST MATCH DIGITAL SETS.  
REZONING, DEVELOPMENT PERMIT, VARIANCES ETC. MUST BE COMPLETE PRIOR TO SUBMISSION.

AT A MINIMUM, THE FOLLOWING ITEMS ARE TO BE SUBMITTED:

<b>Completed Building Permit Application and Owner's Undertaking</b>		
<b>BCLS showing building perimeter at 3m intervals, building height and footprint, lot area and setbacks unless included w/ site plan</b>		
<b>Coordinating Registered Professional (Architect/P.Eng.) Letter of Assurance (Schedule A)</b>		
<b>Architectural Drawings – 1 DIGITAL set plus:</b>		
•	Letters of Assurance (Schedule B)	
•	Site Plan and Parking Layout	
•	Fire Department Access Plan showing location and distances to hydrants, pumper truck, FDC, principal entrance	
•	BC Building Code Analysis	
<b>Structural Drawings – 1 DIGITAL plus:</b>		
•	Letters of Assurance (Schedule B)	
<b>Mechanical Drawings – 1 DIGITAL plus:</b>		
•	Letters of Assurance (Schedule B)	
<b>Plumbing Drawings – 1 DIGITAL plus:</b>		
•	Letters of Assurance (Schedule B)	
<b>Fire Suppression (Sprinkler Drawings) – 1 DIGITAL plus:</b>		
•	Letters of Assurance (Schedule B)	
•	Hydraulic calculations	
<b>Electrical Drawings – 1 DIGITAL plus:</b>		
•	Letters of Assurance (Schedule B)	
<b>Civil Drawings – 1 DIGITAL including:</b>		
•	Design of on-site and off-site servicing	
•	Letters of Assurance (Schedule B)	
<b>Geotechnical Report – 1 sealed original plus:</b>		
•	Letters of Assurance (Schedule B)	
<b>(Required)</b>	<b>ADDITIONAL ITEMS THAT MAY BE REQUIRED</b>	<b>(Submitted)</b>
•	<b>BC Housing registration documents</b> for residential occupancies	
•	<b>Hazardous Materials Survey &amp; Clearance Letter</b> for renovations/additions involving buildings constructed prior to 1990	
•	<b>Unit addressing</b> provide floor plan showing suite outlines and unit numbering only	
<b>(Required)</b>	<b>ADDITIONAL PERMITS WILL BE REQUIRED FOR:</b>	<b>(Submitted)</b>
•	<b>Signage</b> (Building Dept. – Sign Permit)	
•	<b>Off site servicing</b> (Works and Services Permit)	
•	<b>Tenant Improvements</b> (Building Permit)	
•	<b>Driveways</b> (Driveway Permit)	