REQUIRED APPLICATION SUBMISSIONS FOR STANDARD BUILDINGS

REQUIRED SUBMISSIONS	
APPLICATION FORM	Fully filled out form, including the 'Owner's Undertaking', 'Damage to City Infrastructure' agreements and ALL requested contact information.
PROVIDE DIGITAL SET OF DRAWINGS	Must be of a suitable scale (min. ¼"). Details must be drawn concisely to illustrate that the building or structure substantially conforms to BC Building Code.
BCLS Proposed Location Certificate **OR** **SITE PLAN**	A proposed site plan prepared by a BCLS surveyor as per section *11.5 (f) of the City of Campbell River's Building Bylaw No. 3899, 2023.* The Building Official may waive the requirements for a BCLS Proposed Location Certificate and accept a drawn site plan. The drawn site plan must include: • Civic address of the property. • Dimensions of the lot and all buildings on the lot including the proposed new construction. • Proposed building height and lot coverage. • Setbacks to all property lines and other structures on the property. • Scale And North Arrow. • Location of easements right of ways & covenant areas. • Retaining walls if proposed. • Driveway & parking layout.
ENERGY STEP CODE	Any documents and submissions as required by the Energy Step Code and City of Campbell River Building Bylaw.
HEATING & COOLING DESIGN	CSA F280 Calculations and confirmation of meeting Part 9 BC Building Code refuge room cooling requirements.
FOUNDATION AND FLOOR PLANS	Showing dimensions and uses of all areas: location, size, swing of doors; location, size, opening of windows; plumbing fixtures; load points; structural elements; fire/suite separation details if applicable.
CROSS SECTIONS	Cross section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems; stair dimensions; fire/suite separation details if applicable; height of crawl ceiling spaces; floor, wall, and ceiling finishes.
ELEVATIONS AND SPATIAL SEPARATION CALCULATIONS	Of all sides of the building showing finish details, roof slopes, windows, doors, railing/guard details and finished grade.
SEISMIC DESIGN	In absence of a submitted structural engineered design and schedules covering the full building, drawings and calculations indicating compliance with 9.23.13.

City of Campbell River

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CONFIRMATION OF LOT SERVICE CONNECTIONS	Confirmation of storm, sanitary, and water connections is required prior to submission of application.
MOBILE/ MANUFACTURED HOMES	Applications for a permit to locate a mobile home need not be accompanied by any structural details of the mobile home itself, but it must include a site plan illustrating where the home will be sited on the property and the CSA Certification Number as well as foundation details.
CURRENT TITLE SEARCH	Copy must have been pulled no older than fourteen (14) days and cannot be a transfer of ownership. Copies of title certificates must also include any easements or covenants (if they are not supplied, the City will pull the documents and then invoice the applicant for the cost).
TRUSS LAYOUT	Complete with point and factored loads.
BC HOUSING REGISTRATION	Completed and sealed Owner Builder Declaration or BC Housing Registration.
DIGITALLY SEALED DRAWINGS AND LETTERS OF ASSURANCE (may be required)	Engineered components for standard buildings must be accompanied by the Engineer's digitally sealed drawings and schedule B. The Engineer of Record will be responsible for the design and field review of these components.
RENOVATIONS & ADDITIONS	All building projects for buildings constructed before 1990 will require the submission of a comprehensive hazardous materials survey and where applicable a clearance letter.
STRATA APPROVAL (may be required)	A strata council resolution approving any alteration, addition, or accessory structure.

For further information contact the Building Department at building@campbellriver.ca or 250-286-5757