



Community Services Building
 3001-32 Avenue, Vernon BC V1T 2L8
 (250)550-3634 Fax: (240) 545-5309
buildingcounter@vernon.ca
www.vernon.ca

CHECKLIST

ACCESSORY BUILDINGS, DECKS OR INTERIOR RESIDENTIAL ALTERATIONS

OFFICE USE ONLY

Application Received Date: _____

Permit / File No: _____

PERMITS ARE REQUIRED FOR DETACHED GARAGE, CARPORT OR SHED STRUCTURES OVER 10 SQ.M (108SQ FT) IN BUILDING FOOTPRINT AREA OR CHANGE OF USE OF THE BUILDING, SUCH AS CONVERTING TO A HABITABLE LIVING AREA.

DOCUMENTATION/DRAWINGS REQUIRED BEFORE ACCEPTANCE OF BUILDING PERMIT APPLICATION	Submitted (√)	N/A (√)
Building Permit Application forms signed. (attached)	<input type="checkbox"/>	
Title Search (must be current within 30 days) and Title Transfer if new ownership. <input type="checkbox"/> 1 copy of applicable Title charges may be required.	<input type="checkbox"/>	
Two (2) copies of a Dimensioned Site Plan (to scale). Include all existing buildings with dimensions, landscape features such as retaining walls and pools, covenants, rights-of-way, easements. Include roof and site drainage.	<input type="checkbox"/>	
2 sets of design drawings and Drawing Checklist <input type="checkbox"/> I have followed the Drawing Checklist for guidance (separate reference document) <input type="checkbox"/> Roof, floor and beam layouts showing point load calculations (Note: foundations and columns supporting point loads greater than 10,000 lbs are required to be designed by a structural engineer) <input type="checkbox"/> 2 sets of structural drawings signed, sealed and dated by P. Eng., if CWC or BCBC Part 4 components incorporated into design (Note: Architectural drawings may be incorporated into the Structural drawings)	<input type="checkbox"/>	
Plumbing Fixture Calculations (Separate Reference Document)	<input type="checkbox"/>	
Letter of Assurance - <u>Schedule B signed and sealed by P. Eng.</u> <input type="checkbox"/> Geotech – required for all single storey buildings & additions greater than 55m ² <input type="checkbox"/> Structural – required for any work built to BCBC Part 4 <input type="checkbox"/> Other Engineering as required – Fire suppression, Civil, Mechanical, Plumbing, etc.	<input type="checkbox"/>	

<p>Site Disclosure Statement (Completed by Owner/Operator)</p> <p>Has the site been used for any industrial or commercial purposes or activities described in SCHEDULE 2 of the CSR:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Contaminated Sites Regulation (CSR) of BC requires submission of a Site Disclosure Statement under certain conditions. If the site has been used for any SCHEDULE 2 activities, a complete Site Disclosure Statement must be submitted along with its \$100 review fee.</p>	<input type="checkbox"/>	
<p>The following items may be required for further review (when applicable). Please contact the Building Department at 250-550-3634 if you require further clarification.</p>		
<p>New driveway access, enlargement or relocation. Further reviews maybe required to ensure proposed meets City of Vernon Bylaws.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Approved Development Permit if required under the OCP. (Hillside, Env, etc)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>OFFICE USE – PERMIT SUBMISSION</p> <p>Screened by: _____ Date: _____</p> <p><input type="checkbox"/> ACCEPTED – for Application</p> <p><input type="checkbox"/> RESUBMIT – Insufficient information for application as noted</p>		

REV: MAR 2023