



Community Services Building  
 3001 – 32 Ave, Vernon, B.C., V1T 2L8  
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# CHECKLIST

## COMMERCIAL NON-COMPLEX PART 9 – BC BUILDING CODE

### OFFICE USE ONLY

Application Received Date: \_\_\_\_\_

Permit / File No: \_\_\_\_\_

<b>DOCUMENTATION/DRAWINGS REQUIRED BEFORE ACCEPTANCE OF BUILDING PERMIT APPLICATION</b>	<b>Submitted (√)</b>	<b>N/A (√)</b>
<b>Building Permit Application forms signed. (attached)</b>	<input type="checkbox"/>	
<b>BC ENERGY STEP CODE COMPLIANT</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TITLE SEARCH (must be current within 30 days) Title Transfer if new ownership.</b> <input type="checkbox"/> 1 copy of applicable Title charges may be required.	<input type="checkbox"/>	
<b>TWO (2) copies of a Dimensioned Site Plan (to scale)</b> 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"/>	
<b>TWO (2) sets of design drawings (to scale)</b> <input type="checkbox"/> I have followed the <b>Drawing Checklist</b> for guidance (separate reference document) <input type="checkbox"/> <b>Roof, floor and beam layouts showing point load calculations</b> ( <i>Note: foundations and columns supporting point loads greater than 10,000 lbs are required to be designed by a structural engineer</i> ) <input type="checkbox"/> 2 sets of civil works drawings for on-site services (new construction and additions) <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  <b>*NOTE:</b> Architectural drawings may be incorporated into the Structural drawing	<input type="checkbox"/>	
<b>Letters of Assurance – Schedule B signed and sealed by P. Eng</b> <input type="checkbox"/> Geotech – required for all single storey buildings & additions greater than 55m <sup>2</sup> <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"/> Certificate of Insurance – required  <b>*NOTE:</b> Structural additions or alterations (such as a mezzanine) for commercial or multi-family projects will require the review of a Structural Engineer.	<input type="checkbox"/>	
<b>SITE DISCLOSURE STATEMENT (Completed by Owner/Operator)</b>  Has the site been used for any industrial or commercial purposes or activities described in <a href="#">SCHEDULE 2</a> of the <a href="#">CSR</a> : <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <a href="#">Contaminated Sites Regulation</a> (CSR) of BC requires submission of a <a href="#">Site Disclosure Statement</a> under certain conditions. If the site has been used for any SCHEDULE 2 activities, a complete <a href="#">Site Disclosure Statement</a> must be submitted along with its \$100 review fee.	<input type="checkbox"/>	

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.

<b>Home Warranty Registration</b> with BC Housing (if creating a residential unit) <input type="checkbox"/> Proof of application of HPO accepted at time of submission <input type="checkbox"/> Confirmation of registration prior to issuance of permit	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plumbing Fixture Calculations</b> (separate reference document)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ventilation Checklist</b> (if creating a residential unit) (separate reference document) <input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2 <input type="checkbox"/> Option 3 *To be checked by Heating Contractor.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Energy Performance Analysis-</b> New and significant renovations or additions to Part 3 Buildings, when BC Energy STEP CODE is not applicable	<input type="checkbox"/>	<input type="checkbox"/>
New driveway access, enlargement or relocation. Further reviews maybe required to ensure proposed meets City of Vernon Bylaws.	<input type="checkbox"/>	<input type="checkbox"/>
<b>On-site sewer information required.</b> (if applicable)  Storm Water Management Plan in accordance with the current <a href="#">Subdivision Development Services Bylaw - Schedule F.</a>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Approved Development Permit</b> (if required under the OCP)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Confirmation of Design</b> in Accordance with Development Permit (DP) and Development Variance Permit (DVP). (attach if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire Safety Plan</b> as per BC Fire Code	<input type="checkbox"/>	<input type="checkbox"/>
<b>Alternative solutions.</b> Please attach if applicable.	<input type="checkbox"/>	<input type="checkbox"/>

**OFFICE USE – PERMIT SUBMISSION**

Screened by: \_\_\_\_\_ Date: \_\_\_\_\_

- ACCEPTED** – for Application
- RESUBMIT** – Insufficient information for application as noted

REV: MAR 2023