



Community Services Building
 3001 – 32 Ave, Vernon, B.C., V1T 2L8
 Phone: 250-550-3634 Fax: 250-545-5309
buildingcounter@vernon.ca
www.vernon.ca

CHECKLIST

COMMERCIAL COMPLEX PART 3 – BC BUILDING CODE

OFFICE USE ONLY

Application Received Date: _____
 Permit / File No: _____

DOCUMENTATION / DRAWINGS REQUIRED BEFORE ACCEPTANCE OF BUILDING PERMIT APPLICATION	Submitted (√)	N/A (√)
Building Permit Application forms signed. (attached)	<input type="checkbox"/>	
BC ENERGY STEP CODE COMPLIANT	<input type="checkbox"/>	<input type="checkbox"/>
ENERGY PERFORMANCE ANALYSIS – New and significant renovations or additions to part 3 Buildings, when BC Energy STEP CODE is not applicable.	<input type="checkbox"/>	
TITLE SEARCH (must be current within 30 days) 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	<input type="checkbox"/>	
TWO (2) complete sets of plans. (to scale) <input type="checkbox"/> Architectural <input type="checkbox"/> Civil <input type="checkbox"/> Structural <input type="checkbox"/> Fire Suppression <input type="checkbox"/> Mechanical/Plumbing <input type="checkbox"/> Other <input type="checkbox"/> Electrical	<input type="checkbox"/>	
LETTERS OF ASSURANCE <input type="checkbox"/> Schedule A <input type="checkbox"/> Schedule B Fire Suppression <input type="checkbox"/> Schedule B Architectural <input type="checkbox"/> Schedule B Electrical <input type="checkbox"/> Schedule B Structural <input type="checkbox"/> Schedule B Geotechnical <input type="checkbox"/> Schedule B Mechanical <input type="checkbox"/> Schedule B Plumbing (CERTIFICATE OF INSURANCE REQUIRED FOR EACH DISCIPLINE)	<input type="checkbox"/>	
SITE DISCLOSURE STATEMENT (Completed by Owner/Operator) Has the site been used for any industrial or commercial purposes or activities described in SCHEDULE 2 of the CSR : <input type="checkbox"/> Yes <input type="checkbox"/> No 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.	<input type="checkbox"/>	
HOME WARRANTY REGISTRATION 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"/>
Approved Development Permit if required under the OCP	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation of Design in Accordance with Development Permit. (attach if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Fire Safety Plan as per BC Fire Code	<input type="checkbox"/>	<input type="checkbox"/>
Alternate solutions. Please attach if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
OFFICE USE – PERMIT SUBMISSION		
Screened by: _____ Date: _____		
<input type="checkbox"/> ACCEPTED – for Application <input type="checkbox"/> RESUBMIT – Insufficient information for application as noted		