

Community Services Building
3001 – 32 Ave, Vernon, B.C., V1T 2L8
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The following is a checklist of information required on the drawings for a complete building permit application for Simple buildings (less than 600 m²). The designer is required to fill out this checklist and submit it at the time of application. **Please note that incomplete applications will not be accepted.**

DRAWINGS REQUIRED AT THE TIME OF APPLICATION The plans must be suitable quality for microfilming, double line drawings, except site plans. Dimensions can be in imperial or metric but must be consistent throughout.	Provided (√)	Notes and Comments
Drawings to be clear and legible	<input type="checkbox"/>	
Drawings shall be drawn to scale in imperial or metric units but not mixed	<input type="checkbox"/>	
Building Code reference (Latest BCBC edition) & Structural Design Criteria	<input type="checkbox"/>	
Site Plan (Ensure all items on sample Site Plan are listed)		
Dimension window wells, projections and roof overhangs	<input type="checkbox"/>	
Zoning summary including summation of all floor area calculations.	<input type="checkbox"/>	
Spatial separation calculation, and occupancy load.	<input type="checkbox"/>	
Summation of site coverage and impermeable surfaces	<input type="checkbox"/>	
North arrow, civic address, legal description, streets and lanes location	<input type="checkbox"/>	
Site dimension as per Posting Survey	<input type="checkbox"/>	
Driveway and crossing including width, offset distance from PL and % slope, including any proposed parking pads	<input type="checkbox"/>	
Location of walkways, patios and any impervious surface	<input type="checkbox"/>	
Easements, right-of-ways, water courses, restrictive covenants, vision clearances, hydro poles and guide wires	<input type="checkbox"/>	
Water, sanitary & storm sewer connections including invert elevations, storm sewer sump, rock-pit, septic tank and field	<input type="checkbox"/>	
Tree locations (when required DP, riparian, wildfire interface, etc)	<input type="checkbox"/>	
Overall building dimensions of both principal & accessory buildings	<input type="checkbox"/>	
Distance of all building setbacks perpendicular to property lines	<input type="checkbox"/>	
Distance between principal & accessory buildings	<input type="checkbox"/>	
Existing and finished grades at all corners of principal & accessory buildings and corners of site	<input type="checkbox"/>	
Cellar / basement floor slab elevation	<input type="checkbox"/>	
Retaining walls on property with top and bottom wall elevations	<input type="checkbox"/>	

FOUNDATION, FLOOR AND ROOF PLANS	Provided (√)	Notes and Comments
Overall building depth and width of principal and accessory building	<input type="checkbox"/>	
Fully dimensioned floor plans, room names and sizes	<input type="checkbox"/>	
Stair rise, run, handrails and guards	<input type="checkbox"/>	
Location of radon system	<input type="checkbox"/>	
RSI Calculations for building envelope	<input type="checkbox"/>	
Fire Separations	<input type="checkbox"/>	
Indicate deck and garage slope	<input type="checkbox"/>	
Windows and doors including door swings, sizes, self-closing and weather seal	<input type="checkbox"/>	
Plumbing fixtures, drains, appliances, and fireplaces	<input type="checkbox"/>	
RSI Calculations provided for entire building envelope Protected Soffits	<input type="checkbox"/>	
Location of smoke alarms, carbon monoxide alarms and radon systems	<input type="checkbox"/>	
Interconnected photo-electric smoke alarm for secondary suites	<input type="checkbox"/>	
Framing details of all floor, ceiling, and roof components	<input type="checkbox"/>	
Balconies, sun decks, covered decks, porches, open to below areas, flat roofs	<input type="checkbox"/>	
CROSS SECTIONS (scale: 1/4" = 1'-0")		
Footing and foundation wall detail	<input type="checkbox"/>	
Floor to ceiling height of all floor area including crawl / roof spaces	<input type="checkbox"/>	
Elevations at each finished floor, uppermost ceiling and roof peak	<input type="checkbox"/>	
Cross section through stairs to floor above showing headroom clearance, handrail and guard height	<input type="checkbox"/>	
Construction materials: wall, floor, and roof assemblies	<input type="checkbox"/>	
Raised footing in crawlspace	<input type="checkbox"/>	
Parapet height for flat roof	<input type="checkbox"/>	
Roof venting	<input type="checkbox"/>	
Deck and garage slopes	<input type="checkbox"/>	
CONSTRUCTION DETAILS		
Footing and foundation wall	<input type="checkbox"/>	
Typical bay window/window seat and window wells	<input type="checkbox"/>	
Vaulted ceiling indicating ventilation and insulation requirements	<input type="checkbox"/>	
Roof deck indicating ventilation and insulation requirements	<input type="checkbox"/>	
Stairs: rise, run, tread depth/width, guards and handrails	<input type="checkbox"/>	
Fire separation details	<input type="checkbox"/>	
ELEVATIONS (scale: 1/4" = 1'-0")		
Existing and Building grades at building corners	<input type="checkbox"/>	
Window size and direction of opening	<input type="checkbox"/>	
Guards	<input type="checkbox"/>	

Exterior finishes	<input type="checkbox"/>	
Elevations at each finished floor, uppermost ceiling and roof peak	<input type="checkbox"/>	
Roofslope(s)	<input type="checkbox"/>	
Spatial separation calculations (limiting distance, exposing building face, allowable unprotected openings, actual openings)	<input type="checkbox"/>	
Height – to top of structure and midpoint of sloping roofs	<input type="checkbox"/>	
Elevation of roof (midpoint on sloping roofs, top of parapet on flat roofs)	<input type="checkbox"/>	
Additional information may be required upon review by the building department.	<input type="checkbox"/>	