



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

SINGLE & MULTI FAMILY DWELLINGS, NEW/ADDITIONS OR SECONDARY SUITES IN NEW SECONDARY BUILDINGS

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: Pre-Construction Report by a qualified Energy Advisor *Note: For NEW buildings only	<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"/>	
Home Warranty Registration with BC Housing <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"/>	
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"/>	
Two (2) sets of Design drawings (to scale) <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"/>	
Letter of Assurance - Schedule B signed and sealed by P. Eng. <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"/>	<input type="checkbox"/>
Ventilation Checklist (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"/>	

Plumbing Fixture Calculations (separate reference document)	<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"/>	
Approved Development Permit (DP) or Development Variance permit (DVP) if required by OCP (Hillside, Environmental, etc)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sewage Disposal Permit (obtain through Interior Health) <input type="checkbox"/> Proof of potable water (obtain through Interior Health) <input type="checkbox"/> Storm Water Management Plan in accordance with the current Subdivision Development Services Bylaw - Schedule F. (Check if applicable) *Note: Required when Municipal services are not provided	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <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		

REV: MAR 2023