CHECKLIST

RETAINING WALL

CITY OF Vernon

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

OFFICE USE ONLY
Application Received Date: _____
Permit / File No:_____

NOTE: PERMITS ARE REQUIRED FOR RETAINING WALL STRUCTURES 1.2M (3.94') OR GREATER IN HEIGHT OR WHERE THERE MAY BE SUBSTANTIAL SURCHARGE ABOVE THE WALL OR PROPOSED WORK WITHIN A SENSITIVE LAND AREA.

DOCUMENTATION/DRAWINGS REQUIRED BEFORE ACCEPTANCE OF BUILDING PERMIT APPLICATION	Submitted (√)	N/A (√)
Building Permit Application forms **signed. (attached)**	☐	
Title Search (must be current within 30 days) and Title Transfer if new ownership. ☐ 1 copy of applicable Title charges may be required.	☐	
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.	☐	
2 sets of design drawings (to scale) ☐ Structural ☐ Geotechnical (Rock and block walls)	☐	
Letters of Assurance ☐ Schedule B Structural ☐ Schedule B Geotechnical (certificate of insurance required for each discipline)	☐	
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: ☐ Yes ⠀⠀⠀⠀⠀⠀⠀⠀⠀ ☐ No Contaminated Sites Regulation (CSR) of BC requires submission of a Site Disclosure Statement undercertain 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.	☐	
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.		
New driveway access, enlargement or relocation. Further reviews maybe required to ensure proposed meets City of Vernon Bylaws.	☐	☐
Approved Development Permit or Development Variance permit if required by OCP. (Hillside, Environmental, etc.)	☐	☐

OFFICE USE – PERMIT SUBMISSION

Screened by: _____ ⠀⠀ Date:_____

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

REV: MAR 2023