

BUILDING BULLETIN

BUILDING PERMIT APPLICATION DOCUMENT CHECKLIST



This checklist may serve as general guidance to applicants. This checklist is not exhaustive, and additional information may be required at the time of plan review.

Please do not hesitate to contact the Development Services Department with questions at planning@oliver.ca or at 250-485-6250.

The following documents shall be part of a building permit application:

- ☐ **Application Form**
- ☐ **Application Fee Paid**
- ☐ **Current State of Title**
- ☐ **Letter of Authorization and Owner's Undertaking**
- ☐ **New Home Warranty Registration**
- ☐ **Hazardous Waste Assessment Report (if applicable)**

- ☐ **Roof Truss/Floor Joist Layout with calculated Point Loads**
- ☐ **Heat Gain/Loss Calculations**
- ☐ **TECA Ventilation Checklist**
- ☐ **Pre-Construction StepCode Report**
- ☐ **Letters of Assurance and Sealed Drawings – Schedule B – if applicable**
- ☐ **Water/Sewer Requirements**
 - Site Plan showing Water/Sewer Connection Locations
 - Type and Sizing of Pipes Noted on Site Plan

- ☐ **Architectural Drawings**
 - **General**
 - Indicate Code Version Used
 - **Site Plan**
 - Show Setbacks from Property Lines - If Building is within 2m of Setback, Registered Surveyor Site Survey Required
 - Show Easements, Right-Of-Ways, Covenants
 - Show Roof Lines, Overhangs and Other Projections
 - Show Proposed Retaining Walls
 - **Cross Section View**
 - Assemblies for walls, roof, floors, ceilings, and decks

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- Insulation, Sheathing, Roofing Material
 - Height of each floor and overall height of building
 - Stair Detail
 - Roof Venting
- **Foundation Plan**
 - Footing Size – Width, Depth, Length
 - Foundation Wall Details
 - Drainage System Details
 - ICF Manufacturer Documentation
 - Under-Slab Plumbing and Radon System
- **Elevation Drawings**
 - Show Calculation for Allowable Glazing
 - Flashing, Siding Details
- **Floor Plans**
 - Label showing the function of each room
 - Smoke Alarms and CO detectors
 - Window and door sizes (Bedroom windows to include direction they open)
 - Room and passageway/corridor sizes
 - Total finished floor area (including mechanical rooms, stairs, and storage)
 - Total unfinished floor area
 - Fans – Bath, Range and Ovens
 - Attic access
 - Wood stoves and wood fireplaces
 - Plumbing fixtures (Sinks, toilets, bidets, showers, baths, dishwasher(s), clothes washer(s), hot water tank(s))
 - Window well details (bedrooms must show proper egress requirements as per BC Building Code)
 - Major Appliances
 - Mechanical Equipment
 - Bathroom Detail showing provisions for Adaptable Dwelling Unit Designs
- **Bracing to Resist Lateral Loads Plan**
 - Indicate Braced Wall Bands

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- Show Braced Wall Panels – Proposed Assembly, Required Backing, Required Fastening
- Show Anchorage of Building Frame in Braced Wall Panels – Anchor Spacing and Anchor Size