

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:

Most Common Documents

- ☐ **Acknowledgement of Municipal Property Protection**
- ☐ **Application Fee Paid**
- ☐ **Application Form**
- ☐ **Architectural Drawings**
- ☐ **Current State of Title**
- ☐ **Letter of Authorization and Owner's Undertaking – Appendix A**

Project Specific Documents

- ☐ **Hazardous Materials Assessment Report (For Buildings Constructed pre-1990)**
- ☐ **Heat Gain/Loss Calculations – F280 Report**
- ☐ **Letters of Assurance and Sealed Drawings – Schedule B – if applicable**
- ☐ **New Home Warranty Registration or BC Housing Owner-Builder Confirmation**
- ☐ **Pre-Construction StepCode Report**
- ☐ **Roof Truss/Floor Joist Layout with calculated Point Loads**
- ☐ **TECA Ventilation Checklist**

Plumbing Permit Documents

- ☐ **Water/Sewer Requirements**
 - Site Plan showing Water/Sewer Connection Locations
 - Type and Sizing of Pipes Noted on Site Plan
 - Cleanouts, Valves Noted on Site Plan

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Architectural Drawings - Guidelines

☐ **General**

- Indicate Code Version Used

☐ **Site Plan**

- Show Easements, Right-Of-Ways, Covenants
- Show Proposed Retaining Walls
- Show Roof Lines, Overhangs and Other Projections
- Show Setbacks from Property Lines - If Building is within 10% of Setback, Registered Surveyor Site Survey Required

☐ **Cross Section View**

- Assembly Details for walls, roof, floors, ceilings, and decks
- Height of each floor and overall height of building
- Insulation, Sheathing, Roofing Material
- Roof Venting
- Stair Detail

☐ **Foundation Plan**

- Drainage System Details
- Footing Size – Width, Depth, Length
- Foundation Wall Details
- ICF Manufacturer Documentation
- Under-Slab Plumbing and Radon System

☐ **Elevation Drawings**

- Flashing, Siding Details
- Show Calculation for Allowable Glazing

☐ **Floor Plans**

- Attic access
- Bathroom Detail showing provisions for Adaptable Dwelling Unit Designs
- Fans – Bath, Range and Ovens
- Label showing the function of each room
- Major Appliances
- Mechanical Equipment
- Plumbing fixtures (Sinks, toilets, bidets, showers, baths, dishwasher(s), clothes washer(s), hot water tank(s))
- Room and passageway/corridor sizes
- Smoke Alarms and CO detectors
- Total finished floor area (including mechanical rooms, stairs, and storage)
- Total unfinished floor area
- Window and door sizes (Bedroom windows to include direction they open)
- Window well details (bedrooms must show proper egress requirements as per BC Building Code)
- Wood stoves and wood fireplaces

☐ **Bracing to Resist Lateral Loads Plan**

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