

## RESIDENTIAL – Decks & Porches

Submit this completed checklist with your Building Permit application form if you are building or renovating a:

- Deck (with or without roof)
- Unenclosed porch

Address of Project: \_\_\_\_\_

Building plans submitted **must** comply with the current BC Building Code (BCBC), The City of Nelson Zoning Bylaw, Building Bylaw and Off-Street Parking and Landscape Bylaw.

**It is the responsibility of the Property Owner to ensure all regulations and requirements are met.**

NOTE: Upon review of your application further information may be required.

**RED TEXT** → required to accept your application.  
**BLUE TEXT** → will be required prior to issuance of your Building Permit.  
**GREEN TEXT** → if applicable.

- TITLE SEARCH(s)** for ALL lots  
(no older than 30 days)
- COPIES OF ALL NON-FINANCIAL CHARGES** listed on the Title(s)
- LOT CONSOLIDATION**
- SURVEYED CERTIFICATE OF LOCATION**  
by a Registered BC Land Surveyor performed as soon as possible after placing concrete foundations.  
*\*It is also recommended that the surveyor pin the footings or foundation walls prior to placing concrete*
- GEOTECHNICAL ENGINEERING**  
Schedules and reports
- COMPLEX COMPONENTS/DESIGN**  
*All components, systems or design not contained within Part 9 of the BCBC must be reviewed by a Registered Professional Engineer.  
(Examples: manufactured beams, trusses, point loads, fire suppression, ICF foundations...)  
Sealed drawings and Schedules or Letters of Assurance will be required.*

Continued over →

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## SITE PLAN

*Drawn accurately to a minimum scale of 1:100 or 1/8"=1'*

- Street names & north arrow
- Street address and full Legal Description
- Property lines and lot dimensions
- Setbacks of buildings to property lines
- Location and full dimension of all buildings on the site (include decks, sheds, carport, cantilevers)
- Highlight location of deck/porch
- Lot coverage calculations
- Show easements & Right-of-Ways (where applicable)
- Locations of utility services

## FLOOR PLANS

*Drawn accurately to a minimum scale of 1:50 or 1/4"=1'*

- Outside dimensions
- Footings, foundation walls, slab, crawlspace construction details
- Post/column size and layout
- Joist size and layout
- Beam sizes & locations
- Rafter size and layout
- Truss layout (roof)
- Stair width, rise & run
- Guardrail locations & details

## CROSS SECTIONS & DETAILS

*Drawn accurately to a minimum scale of 1:50 or 1/4"=1'*

- Indicate portion(s) of building being renovated
- Finished grade
- Exterior finishes and flashing
- Height above grade (deck and roof)
- Footings, foundation walls, crawlspace construction details
- Post/column size, height and spacing
- Joist size and details (include ledgers or hangars)
- Beam sizes and spacing
- Roof pitch
- Rafter size and layout (roof)
- Truss layout (roof)
- Roof including materials, ventilation, drainage
- Floor to underside of roof height
- Details on attachments to existing walls (all framing members etc)
- Stair & guardrail dimensions and details

**End of Form**

|                        |               |
|------------------------|---------------|
| <b>OFFICE USE ONLY</b> | <b>FILE #</b> |
| Form Completed         |               |