

RESIDENTIAL – Additions, New House, or Laneway House

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

- New House or Duplex
- New Detached Dwelling Unit (Laneway House)
- Addition to an existing house

* Does NOT include Secondary Dwelling Units (suites)

➤ Address of Project: _____

➤ Gross Floor Area of proposed building (m2 or ft2):

New House or Laneway House (interior living space, exclude garage, decks etc): _____

Additions (entire addition area): _____

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.

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- | | |
|---|--|
| <input type="checkbox"/> TITLE SEARCH(s) for ALL lots
(no older than 30 days) | <input type="checkbox"/> Final Registered HPO |
| <input type="checkbox"/> COPIES OF ALL NON-FINANCIAL CHARGES listed on the Title(s) | <input type="checkbox"/> VENTILATION CHECKLIST |
| <input type="checkbox"/> CONNECTION FEES for water/sewer | <input type="checkbox"/> GEOTECHNICAL ENGINEERING |
| <input type="checkbox"/> SURVEYED CERTIFICATE OF LOCATION
by a Registered BC Land Surveyor performed as soon as possible after placing concrete foundations.
<i>**It is also recommended that the surveyor pin the footings or foundation walls prior to placing concrete.</i> | <input type="checkbox"/> COMPLEX COMPONENTS/DESIGN
<i>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.</i> |
| <input type="checkbox"/> LOT CONSOLIDATION | |

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All Plans to be drawn accurately and to the following minimum scale: Site Plan 1:100 or 1/8"=1'; All other Plans 1:50 or 1/4"=1'

SITE PLAN

- Street names & north arrow
- Street address and full Legal Description
- Property lines and lot dimensions
- Setbacks of ALL buildings to property lines (new and proposed) - include decks, sheds, carport, cantilevers
- Parking stalls & driveway dimensions
- Indicate portion of building being renovated or new buildings
- Lot coverage calculations (footprint) - include decks, sheds, carport, cantilevers
- Gross living floor area of the habitable portion of the building (exclude garage, decks, etc.)
- Show easements, Right-of-Ways, setbacks to watercourses (where applicable)
- Locations of utility services and storm water solution (ie: rock pit)

FLOOR PLANS of all floors

- Outside dimensions of entire building
- Inside room dimensions including hallways
- All materials and finishing materials (walls, floors etc)
- Door/window sizes, label new/existing and egress
- Purpose of all rooms (kitchen, bedroom etc)
- Highlight new/existing structure
- Stair width, rise & run
- All load bearing walls, beams, point loads
- Locations of plumbing fixtures, heating equipment and appliances
- Venting/Exhaust in kitchen, bathroom, laundry
- Locations of smoke and carbon monoxide detectors
- Radon mitigation
- Construction & dimensions of all exterior decks and porches, including stairs and guardrails (use the Decks & Porches Checklist if more detail is needed)

FRAMING SYSTEMS

- Location of all walls and point loads
- Joist, rafter, truss, beam size and layout, cross-bridging etc
- Manufactured beams, lintels, roof trusses, floor systems etc stamped by Engineer

FOUNDATION PLAN

- Footing + draitile construction details
- Foundation wall construction details
- Concrete slab details
- Crawlspace details
- Radon mitigation

ELEVATION PLANS of all sides

- Highlight new/existing structures
- Finished grade
- Height Envelope
- Height: - Floor to floor of all storeys
- on all sides (grade to highest peak of roof)
- Avg. Building Height calculation
- Exterior finishes and flashing at windows/doors
- Total area (m2 or ft2) of windows/doors on each wall
- Existing/new window and door sizes
- Roof slope

CROSS SECTIONS & DETAILS

- Footing and drainage construction
- Foundation wall construction incl. wall height(s)
- Concrete slab construction
- Crawlspace construction
- Proposed wall structure (framing, insulation/vapour barrier)
- Floor construction (beams, lintels, joists, materials...)
- Roof construction (beams, rafters, soffits, materials ...)
- Stair dimensions including headroom
- Height: - Floor to ceiling
- Floor framing depth
- Overall

SPECIFICATIONS

- Building Envelope/Energy Requirement Analysis
- Specs on all construction
- Info on HRV and gas appliances

OFFICE USE ONLY	FILE #
Form Completed	