

# BUILDING DEPARTMENT APPLICATION CHECKLIST

**\*\*NEW – IS YOUR PROPERTY IN A DEVELOPMENT PERMIT AREA?\***

**Check with the Planning Department before submitting your building permit!**

**\* all new SFD                      ∇ Reno / Add / Alter                      ≈ all new COMMERCIAL                      • Commercial alter**

✓	ITEM	REQUIRED
	<b>Building Application</b>	*∇ ≈ •
	<b>Three (3*) sets of Drawing</b> - Residential/Reno/Addition <i>*new – required for BC Assessment Authority</i>	*∇ •
	<b>Four (4) sets of Drawings</b> - Commercial/Commercial Alterations	≈
	<b>Site Plan</b> - show existing and proposed elevations and <b>setback</b> information. Indicate location of <b>easements/ROW, water courses (creeks/ponds), wells, septic systems</b> , if applicable. Drainage patterns must also be indicated showing how surface water is going to be directed.	*∇ ≈ •
	<b>Floodplain</b> – Is this property located in an identified floodplain? (see maps at District office)	*∇ ≈ •
	<b>Owner’s Undertaking –Schedule D</b> (DOS form)	* ≈ • ∇
	<b>Address Letter from SCRD</b>	* ≈
	<b>Title Search (no older than 30 days)</b> , with copies of covenants etc. if applicable	*∇ ≈ •
	<b>Water Connection Receipt</b> (from SCRD)	* ≈
	<b>If On Well Water</b> – water to be tested to meet 2004 Guidelines for Canadian Drinking Water including chemical analysis (DOS has list of accredited labs)	* ≈
	<b>Home Protection Office Registration Form</b> (for registered builder)	*
	<b>Owner/Builder Declaration Form</b> (from Home Protection Office)	*
	<b>P. Eng – Foundation Design/Sealed Drawings</b> Buildings & additions over 55 sq m. (footprint)	≈ *
	<b>P. Eng – Schedule B (Prof Design / Field Review)</b>	≈ *
	<b>P. Eng – Geotechnical</b> (bldgs or additions over 55m sq or over 1 storey) Schedule B	* ≈
	<b>P. Eng – GEOTECHNICAL REPORT and LANDSLIDE ASSESSMENT ASSURANCE STATEMENT</b> (if in an environmentally hazardous zone or a sloped parcel or surrounding area is sloped)	* ≈
	<b>Access/Culvert Application (DOS roadways)</b> (showing driveway location/grade)	* ≈
	<b>Highways Access Permit</b> (properties on HWY 101 only - obtain from Ministry of Transportation and Infrastructure – Teredo Square)	* ≈
	<b>Sewer Application</b> (Hook up to Municipal Sewer)	* ≈

✓	ITEM	REQUIRED
	<b>Septic System - Filing form stamped "Accepted for Filing" from Ministry of Health</b> (if applicable)	*≈∇
	<b>Holding Tank Application</b> (must have letter from "authorized person" stating septic failed or lot does not perc)	* ≈
	<b>Residential Pump Application</b> (must have letter from "authorized person" stating septic failed or lot does not perc & fill in Sewer Application)	* ≈
	<b>Signage</b> , New or changed commercial signs may require a Sign Permit	≈ •

**Value of Building Construction** means the completed building value of all construction or work related to the building included finishes, roofing, electrical, plumbing, heating, air conditioning, fire extinguishing systems, elevators and any other building service equipment and materials, the current monetary worth of all plans and specifications, labour and fees for design, testing, consulting, management, contractors', profit and overhead, and current monetary worth of all contributed labour and material and site works, as confirmed by the building official.

Please refer to [www.sechelt.ca](http://www.sechelt.ca) for more information.

### PLANNING DEPARTMENT ZONING - BUILDING PERMIT CHECKLIST

The Planning Department checks all building permit applications to ensure the new building or addition meets the requirements of the District of Sechelt's Zoning Bylaw No.25. Ask for a copy of the property's zoning designation if you do not know the requirements for your specific zone. As well, the bylaw is available, in synopsis, on-line at [www.sechelt.ca](http://www.sechelt.ca).

In order to perform the zoning check the planning department requires certain information. If this information is not provided there may be delays in processing your application.

The following is a list of information must be provided:

✓	Information Required
	<b>Location of the proposed building/addition</b> including front, rear and both side yard set-backs from all property lines
	<b>Location and size of any existing</b> buildings and structures including sheds, garages, greenhouses, pools, etc.
	Height of the proposed building measured either: <ul style="list-style-type: none"> <li>a) vertically from the lowest grade to the highest peak of the roof for single and two family dwellings</li> <li>b) for other buildings, vertically along the projected line of the face of the building from the grade either <ul style="list-style-type: none"> <li>a) to the highest point of the roof surface of a flat roof,</li> <li>b) to the mean level between the eaves and ridge of a gable, hip or other sloping roof, or</li> <li>c) the highest point of the structure in the case of a structure without a roof.</li> </ul> </li> </ul>
	Copies of any <b>covenants and/or easements</b> registered on title (see title search)
	Area (preferably square meters) for irregularly shaped buildings and structures, including accessory buildings and structures (carports, covered patios, verandahs and decks over 0.6 meters in height)