

## Application Checklist: 1 & 2 Family Homes & Renovations/Additions

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

### **DRAWINGS REQUIRED (Please check off all items being submitted)**

#### **Example plans on website**

- 2 sets of plans – 24" x 36" standard size, drawn at 1/4" = 1'- 0" unless noted otherwise (graph or lined paper not accepted)
- Site plan (scale not less than 1/8" = 1'- 0 include project data)
- Driveway plan (engineering requirement scale not less than 1/4" = 1'- 0)
- Floor plans (include all floors, clearly show a distinction between existing and new)
- Cross-section (include all construction assembly information)
- Exterior elevations (each side of the building)
- Structural plans (as required)
- Thermal co-efficients (9.36) and ventilation (9.32) compliance chart for major assemblies
- Typical envelope penetration and construction details
- Landscape plans as required
- Site servicing plan For Engineering review

### **DOCUMENTS REQUIRED**

- Application Form
- Owner's Authorization of Agent Form (if applicable)
- Proof of Ownership (if acquired within the last 3 months)
- Hazardous Materials Testing and Abatement Form (for removal of existing conditions)
- Letters of Assurance - Schedule B's from certified professionals (if applicable)
- Geotechnical Report - Verifying soil / substrate bearing capacity (if applicable)
- New Home Registration Form - HPO Verification Form
- Current topographic survey, from BC Land Surveyor, if building within 6" of any setback
- Arbourist Report (if applicable when protecting large or specimen trees)
- Truss layout (include engineered beams and point loads, submit prior to framing)
- Strata Council Letter (indicating Strata's knowledge/acceptance of proposed project)
- Sewer Authorization (obtain from Corix)