

The following is a checklist of information required on the drawings for a complete Building Permit application. The designer is required to fill out this checklist and submit it at the time of application. An incomplete application will not be accepted. Additional information may be required upon review by Building Department staff.

PROJECT ADDRESS:

APPLICANT:

DESIGNER:

Drawings required AT THE TIME OF APPLICATION

The plans must be of suitable quality. The drawings shall be submitted on sheets no smaller than 11" x 17" with minimum scale: 3/16" = 1' floor and 1/8" = 1' elevations.

- ☐ Drawings to be clear and legible
- ☐ Drawings shall be drawn to scale in imperial or metric units but not mixed
- ☐ Designer's name, address and telephone number
- ☐ Building Code reference (BCBC 2024) and Climate Data: Ss, Sr, Smax, Site Class, HWP 1/50

Site Plan

- ☐ North arrow, civic address, legal description, streets and lanes location
- ☐ Site dimensions as per Legal Survey
- ☐ Driveway width, offset distance from PL and % slope (including any proposed parking pads)
- ☐ Easements, rights-of-way, water courses, restrictive covenants and vision clearances
- ☐ Water, sanitary and storm sewer connections, including invert elevations and septic tank and field location
- ☐ Zoning summary including summation of all floor area calculations
- ☐ Overall existing building dimensions of both principal and accessory buildings
- ☐ Distance of all building setbacks perpendicular to property lines
- ☐ Distance between principal and accessory buildings
- ☐ Existing and finished grades at all corners of principal and accessory buildings
- ☐ Retaining walls on property, with top and bottom wall elevations

Foundation, Floor and Roof Plans (scale: 1/4" = 1'0")

- ☐ At least one bathroom in all new dwelling units, including secondary suites, must have the walls reinforced to accommodate the future installation of grab bars conforming to the requirements described in [3.8.3.12](#)(1) (f) and (g) for water closets, [3.8.3.17](#).(1) (f) for showers or [3.8.3.18](#).(1) (f) for bathtubs.

- ☐ Identify the proposed location of recessed outlet boxes and services equipment such as electrical panels and laundry boxes (note, none of the previous list is permitted in a Fire Separation)
- ☐ Overall proposed building dimensions of principal and accessory building.
- ☐ Fully dimensioned floor plans, room names and sizes
- ☐ Window and doors including swings and sizes
- ☐ Plumbing fixtures, appliances and fireplaces
- ☐ Type of heating and cooling system and ventilation and location (EXT)
- ☐ Location of smoke alarms, carbon monoxide alarms, type and connection.
- ☐ Framing details of all floor, ceiling and roof components.
 - Indicate girder trusses, direction of trusses, beams and connection.
 - Include factored reactions.
- ☐ ICF wall dimensions and reinforcement size and spacing.
- ☐ Assumed soil bearing capacity
- ☐ Location of cross section(s)
- ☐ Balconies, sun decks, covered decks, porches, open to below areas, flat roofs

Cross Sections (scale: $\frac{1}{4}" = 1' 0"$)

- ☐ Footing and foundation wall detail (Hold downs, anchor bolts, etc.)
- ☐ Floor to ceiling height of all floor area including crawl / roof spaces
- ☐ Cross section through stairs to floor above showing headroom clearance
- ☐ Construction materials: wall, floor, and roof assemblies
- ☐ Parapet height for flat roof
- ☐ Typical bay window / window seat
- ☐ Vaulted ceiling indicating ventilation and insulation requirements
- ☐ Roof deck indicating ventilation and insulation requirements
- ☐ Stairs: rise, run, tread depth
- ☐ Fire separation detail (if required). Please choose an assembly from the Fire and Sound Resistance Tables in the 2024 BCBC.
- ☐ Radon mitigation system details such as location in foundation and place of termination
- ☐ Guardrail and Handrail details such as materials used, openings and height.

Elevations (scale: $\frac{1}{4}" = 1' 0"$)

- ☐ Existing and Finished grades at building corners
- ☐ Window size and direction of opening
- ☐ Exterior finishes
- ☐ Elevations at each finished floor, uppermost ceiling and roof peak
- ☐ Roof slope(s)
- ☐ Spatial separation calculations (limiting distance, exposing building face, allowable unprotected openings, actual openings)
- ☐ Eave to Ridge Height

Braced Wall Plan (scale: $\frac{1}{4}" = 1' 0"$)

- ☐ Braced wall panels must be hatched and labelled
- ☐ Length of braced wall panels in each braced wall band at each floor level



- ☐ Details of braced wall panels including type of sheathing, size and spacing of nails
- ☐ Anchorage of braced wall panels including material, size and spacing
- ☐ Assembly detail is required. Please choose an assembly from 2024 BCBC 9.23.13. Examples:
WSP-A, or GWB-A.

