



# Building Permit Application Checklist

for  
**Interior Renovation of Single/Two Family Dwelling**

An appointment is required with a Building Official in order to make a building permit application. To make an appointment please email [building@whiterockcity.ca](mailto:building@whiterockcity.ca) or call 604-541-2149.

Incomplete Building Permit applications cannot be accepted, it the responsibility of the applicant to ensure that they have all required documentation and submission prepared for a complete application to be accepted.

Civic Address:			
File Manager:		Building Permit Number:	

Site Specific Permit Requirements	YES	NO
<b>Property located within the Geotechnical Assessment Area</b> If yes, a Geotechnical report may be required that has been prepared in accordance with the "Guideline for Legislated Landslide Assessments for Proposed Residential Developments in BC" EGBC Professional Practice Guide. The submission must include an Appendix D.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site located in the Flood Plain Development Permit Area</b> If yes, a Development Permit is required see Official Community Plan	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site located in the Ravine and Significant Trees Development Permit Area</b> If yes, a Development Permit is required see Official Community Plan	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site located in the Watercourse Development Permit Area</b> If yes, a Development Permit is required see Official Community Plan	<input type="checkbox"/>	<input type="checkbox"/>

Required Building Permit Application Documents	Included	N/A
Building Permit Application Form	<input type="checkbox"/>	<input type="checkbox"/>
Schedule 1 – "Owner's Acknowledgment of Responsibility and Undertakings"	<input type="checkbox"/>	<input type="checkbox"/>
Owner's Authorization Form	<input type="checkbox"/>	<input type="checkbox"/>
Land Title Search (dated within 30 days of the date of application)	<input type="checkbox"/>	<input type="checkbox"/>
2 Sets of architectural drawings (see next page on details for drawing requirements)	<input type="checkbox"/>	<input type="checkbox"/>
2 Sets of original sealed structural drawings (Required if structural design does not meet Part 9 of the BC Building Code)	<input type="checkbox"/>	<input type="checkbox"/>
2 sets of original sealed sprinkler drawings with hydraulic calculations (See City of White Rock Fire Sprinkler System Bylaw# 1683 for details)	<input type="checkbox"/>	<input type="checkbox"/>
Original sealed Letters of Assurance (Schedule B for registered professional)	<input type="checkbox"/>	<input type="checkbox"/>
Schedule 2 – "Proof of Professional Liability Insurance" for each registered professional	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Insurance for each registered professional	<input type="checkbox"/>	<input type="checkbox"/>
Original sealed Schedule A from Coordinating Registered Professional (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Building Permit Application Fee	<input type="checkbox"/>	<input type="checkbox"/>

## **REQUIREMENTS OF ARCHITECTURAL DRAWINGS FOR BUILDING PERMIT APPLICATION**

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The purpose of the architectural drawings are to demonstrate compliance with City's Zoning Bylaw as well conformance with applicable construction regulations including the BC Building Code. The quality and detail of the building permit drawings are critical to ensure a timely review of your permit application. All permit drawings are to be drawn in accordance with an architectural standard. The following drawings are required for your building permit application and are to show the following (but not limited to):

### **Floor Plans (Existing and Proposed):**

1. Required to be drafted to a minimum scale of ¼" to 1'-0" (or equivalent Metric scale);
2. Drawings to include foundations with the dimensions of the principle building/addition;
3. Indicate foundation wall thickness, size of footings including pad footings;
4. Show all partitions and bearing walls. Indicate finished/unfinished areas;
5. Label and identify all room uses and sizes, as well as adjacent rooms to the addition/alteration;
6. Show all windows/doors, including the sizes and door swings, and, if applicable, ratings;
7. Identify stairs showing direction of travel, stair dimensions and required handrails and/or guardrails;
8. Show all plumbing fixtures, appliances, hot water tank, fireplaces and heating system (include proposed method of heating, ventilation, and location of equipment); and
9. Layout and sizes of all floor, ceiling and roof structural components, including beams and lintels. (If done by a structural engineer, a separate set of structural drawings is required.)

### **Cross Sections:**

1. Required to be drafted to a minimum scale of ¼" to 1'-0" (or equivalent Metric scale);
2. Floor to ceiling height of all rooms including crawl/roof spaces;
3. Floor, ceiling, roof and wall assemblies;
4. Sloped / vaulted ceilings and roof decks indicating ventilation and insulation requirements; and
5. Footings and foundation walls.

### **Additional Required Construction Details:**

1. Effective RSI calculations and values for assemblies, including wall, ceiling and roof assemblies, are to be provided;
2. Demonstration continuity, location and material proposed for the air and vapour membranes; and
3. Wall assemblies with references to Fire Resistance Rating and Sound Transmission Classification Ratings (STC).

## ***RELATED INFORMATION:***

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White Rock Zoning and Development Requirements  
[www.whiterockcity.ca/336/Planning-Development](http://www.whiterockcity.ca/336/Planning-Development)  
[planning@whiterockcity.ca](mailto:planning@whiterockcity.ca)  
604-541-2136

Technical Safety BC  
Natural Gas & Electrical Inspections  
#104 – 9525 201 Street  
Langley, BC V1M 4A5  
[www.technicalsaftycbc.ca/contact-us](http://www.technicalsaftycbc.ca/contact-us)  
1-866-566-7233

BC Building and Plumbing Codes, Province of B. C.  
(Free Online Access)  
[www.bccodes.ca](http://www.bccodes.ca)

BC Housing  
#203-4555 Kingsway  
Burnaby, BC V5H 4T8  
[licensinginfo@bchousing.org](mailto:licensinginfo@bchousing.org)

BC One Call  
[www.bc1c.ca/contractors/](http://www.bc1c.ca/contractors/)  
1-800-474-6886

White Rock Water  
[water@whiterockcity.ca](mailto:water@whiterockcity.ca)  
Utility billing inquiries:  
Financial Services Department 604-541-2100

BC Assessment Authority:  
#100 - 5477 152 Street  
Surrey, BC V3S 5A5  
[www.bcassessment.ca](http://www.bcassessment.ca)  
604-576-4700 or 1-866-825-8322

BC Land Title Office  
Land Registrations, Easements, Rights-of-Way  
#300 - 88 Sixth Street  
New Westminster, BC V3L 5B3  
[www.ltsa.ca](http://www.ltsa.ca)  
604-630-9630 or 1-877-577-5872

BC Hydro  
[www.bchydro.com](http://www.bchydro.com)  
Call: 1 800 BCHYDRO (1 800 224 9376)

Ministry of Environment  
10470 152<sup>nd</sup> Street  
Surrey, BC V3R 0Y3  
<http://www2.gov.bc.ca/gov>  
1-800-663-7867