



Permit Application Checklist

Single & Two Family Dwellings & Major Additions

Planning and Development Services
15322 Buena Vista Ave., White Rock, B.C. V4B 1Y6
Phone: 604 541 2136 Fax: 604 541 2153
Website: www.whiterockcity.ca

Single Family & Two Family Dwellings & Major Additions

This checklist is subject to change at any time.

REQUIRED PRIOR TO ISSUANCE OF BUILDING PERMIT

- Home Owner's Protection Registration Form** (required for new builds and substantially reconstructed homes)
- Copy of Builder's and /or Homeowner Builder's Certificate of Insurance (\$5,000,000 min.)**
(The City of White Rock must be named as "Additional Insured")
- Valid City of White Rock Business Licence for ALL Trades/Builders**

REQUIRED BUILDING DOCUMENTS UPON APPLICATION:

- Authorization Form** (if applicant is not owner)
- Form A – "Owner's Acknowledgement of Responsibility & Undertakings"**
- Building Permit Information Sheet** (completed by designer)
- WCB Clearance Letter from WorkSafe BC (Engineering Requirement)**
- Title Search – dated within the last thirty (30) days** (see reverse for more information on how to obtain)
 - If owned by a corporation, notice of articles/director registry is required
- Topographical Survey (2 copies) – dated within the last sixty (60) days** (Original drawing signed and sealed by a BC Land Surveyor), to include items listed in Sec 10.1.d of the Building Bylaw, 2012, No. 1928.
- Schedule A" with Form "B" signed and completed by the coordinating Registered professional (CRP)** (required when 2 or more professional engineers are involved on a project)
- Schedules "B" with Form "B" and current certificates of insurances** completed by all professionals involved including **Structural, Geotechnical, Building Envelope, Fire Sprinkler, Glass Guards and Mechanical (if required)**

DRAWINGS:

- Two (2) Sets of Architectural Drawings (To Scale: ¼"=1'-0")**
 - **Driveway Sectional Detail.** (Pre-Approval from the City's Engineering Department is required)
 - **State Climate Zone, compliance path chosen, effective RSI and U values for all envelope assemblies. Also include statement that ventilation meets the requirements of BCBC 2012 9.36.9 and BCBC 2012 9.32**
 - ***Must be separate from structural drawings & include Suite details 24"X 36" sheets**
- Two (2) Sets of Structural Engineered Drawings** signed and sealed.
- Two (2) Sets of Building Envelope Engineered Drawings and Details**, signed and sealed.
- Two (2) sets of Engineered Sprinkler Drawings and Hydraulic calculations**, signed and sealed.
- Building Permit Fee payment**
- Owner is required to confirm depth of sewer services and confirm if pumping of services are required prior to building permit application.** If pumping is required:
 - **Signed and Seal Mechanical Drawings**
 - **Copy of Restrictive Covenant** prior to the release of the Building Permit.

GEOTECHNICAL REQUIREMENTS:

- Geotechnical Land Slide Assessment Area** Yes No If Yes the following must be submitted:
 - **Geotechnical Report & Appendix D**
 - **Underpinning/Shotcrete Legal Agreement** from adjacent property owners – Notarized by Notary Public or Lawyer may be required prior to the release of the Building Permit.
 - **Two (2) sets of signed and sealed excavation/shoring drawings from the geotechnical engineer**
 - **Schedule B Geotechnical (for excavations greater than 4' in depth & for confirmation of bearing capacity.**

TREE MANAGEMENT REQUIREMENTS (managed through the Engineering Department)

- Tree Management Permit is required for all construction in White Rock.** City Arborist at 877 Keil St 604.541.2181 for application details
- Water Serviceability** (City Operations at 877 Keil St 604.541.2181)
- Demolition Permit Required** (Planning & Development Services)

RELATED APPLICATIONS

Do you have an application submitted for:	Yes	No
Demo permit		
Easements and Right of Ways		
Board of Variance		
Flood Plain requirements		
Development Permit Area		

RELATED INFORMATION:

White Rock Water
water@whiterockcity.ca
Utility billing inquiries:
Financial Services Department 604-541-2100

BC Safety Authority
Natural Gas & Electrical Inspections
Unit 104 – 9525 201 Street,
Langley, BC V1M 4A5
contact@safetyauthority.ca
1-866-566-7233

BC Home Partnership Program
Licensing & Consumer Services
(previously HPO - Home Owner Protection)
Suite 203-4555 Kingsway
Burnaby, BC V5H 4T8
licensinginfo@bchousing.org
604-646-7050 or 1-800-407-7757

Building Code and Standards, Province of B. C.
www.bccodes.ca

BC Assessment Authority:
#100 - 5477 152 Street,
Surrey, BC V3S 5A5
www.bcasessment.ca
604-576-4700 or 1-866-825-8322

BC Land Title Office
Land Registrations, Easements, Rights-of-Way
Suite 300 - 88 Sixth Street
New Westminster, BC V3L 5B3
www.ltsa.ca
604-630-9630 or 1-877-577-5872

BC Hydro
www.bchydro.com
Call: 1 800 BCHYDRO (1 800 224 9376)

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