



Building Permit Application Checklist

for New Single Family Dwelling, Duplex or Additions

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 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 submissions prepared for a complete application to be accepted.

Civic Address:	
Building Permit Number:	

Required Associated Permits	YES	NO
<small>These permits applications are required to be submitted in advance of the Building Permit Application</small>		
Lot Servicing Application Has Been Submitted	<input type="checkbox"/>	<input type="checkbox"/>
Tree Management Permit Application Submitted	<input type="checkbox"/>	<input type="checkbox"/>

Site Specific Permit Requirements	YES	NO
Property located within the Geotechnical Assessment Area <small>If yes, a Geotechnical report is 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. Landslide Assessment Assurance Statement.</small>	<input type="checkbox"/>	<input type="checkbox"/>
Site located in the Flood Plain Development Permit Area <small>If yes, a Development Permit is required see Official Community Plan</small>	<input type="checkbox"/>	<input type="checkbox"/>
Site located in the Ravine and Significant Trees Development Permit Area <small>If yes, a Development Permit is required see Official Community Plan</small>	<input type="checkbox"/>	<input type="checkbox"/>
Site located in the Watercourse Development Permit Area <small>If yes, a Development Permit is required see Official Community Plan</small>	<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 original sealed topographical surveys (see next page on details for drawing requirements)	<input type="checkbox"/>	<input type="checkbox"/>
2 Sets of architectural or design drawings (see next page on details for drawing)	<input type="checkbox"/>	<input type="checkbox"/>
Pre-construction BC Energy Compliance Report (3 pgs) . (see next page for more details)	<input type="checkbox"/>	<input type="checkbox"/>
2 Sets of original sealed structural drawings	<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"/>
2 sets of original sealed shoring and excavation plans (required if property is within Geotechnical Assessment Area and / or deep foundation excavation)	<input type="checkbox"/>	<input type="checkbox"/>
Original sealed Letters of Assurance (Schedule B for registered professional)	<input type="checkbox"/>	<input type="checkbox"/>
Schedule 2 (Form B) – "Proof of Professional Liability Insurance" for each registered	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Insurance for each registered professional	<input type="checkbox"/>	<input type="checkbox"/>
New Homes Registration Form from BC Housing (if applicable)	<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 SURVEY

All topographical surveys submitted are required to be original sealed from a British Columbia Land Surveyor and are required to show the following:

1. The bearing, dimensions, and area of the parcel taken from the registered subdivision plan;
2. The legal description, civic address and lot area of the parcel;
3. The location and dimensions of all existing and proposed statutory rights of way, easements and setback requirements;
4. The location and dimensions of all existing and proposed buildings or structures on the parcel;
5. Setbacks to the natural boundary of any lake, swamp, pond or watercourse;
6. The existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or structure in floodplain areas;
7. The location, dimension and gradient of parking and driveway access;
8. The proposed building foundation footprint and the average natural grade; which is the average elevation that is determined by measuring at the midpoints of the walls of the four sides of the building or structure. For further clarification please see subsection 4.8 of City of White Rock Zoning Bylaw);
9. A statement on the plan from the British Columbia Land Surveyor that the elevations given on the property are, in the surveyors opinion, natural grades or their estimate of natural grade before a site was altered;
10. Top of wall and bottom of wall geodetic elevations every 10' along retaining walls;
11. The location, dimension of the existing driveway, driveway access, existing retaining walls and stairs on the City boulevard, hydro poles, fire hydrants, curbs, gutters and sidewalk, location of existing storm, sanitary and water connections; and
12. The location, size and type of all trees located on the property, City Boulevard or adjacent to the property in accordance with the City of White Rock Tree Protection Bylaw, 2021, No. 2407.
"Tree Survey (Inventory)" means a plan illustrating all on-site and off-site trees, including the DBH, drip line, and natural grade elevation at the base of each tree, prepared by a BC Land Surveyor. The Plan must also include existing buildings, structures, service and utility locations, and the extent of any hardened surfaces such as driveways, decking, and stone patios.
"off-site tree" means a tree of any size within four (4) metres of the legal boundaries of the lot, including shared trees.

REQUIREMENTS OF ARCHITECTURAL DRAWINGS FOR BUILDING PERMIT APPLICATION

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):

Site Plan:

1. Site plans are to be drafted to a minimum scale of 1/8" to 1'-0" (or equivalent Metric scale);
2. Show all easements, rights of ways or water courses;
3. Include overall building dimensions of the principle building, any additions and any accessory buildings;
4. Show all setbacks to property lines as well adjacent buildings/structures;
5. Details of decks, projections and/or cantilevers;
6. Top of wall and bottom of wall geodetic elevations every 10' along retaining walls;
7. Finished grades and top of foundation elevations at each corner of the building and finished grades for the side property lines;
8. Show trees and vegetation within four (4) metres of the property and City Boulevard. Including location of tree protection barriers and the location of trees proposed to be removed;
9. A table summarizing conformance of the Zoning Bylaw including (but not limited to): lot coverage calculations, residential gross floor area calculations, setback and proposed building height;
10. Secondary Suites to show 2.5 metres x 5.2 metres parking on site driveway; and
11. Back sloping driveways require a linear trench drain shown on plans connected to the storm system.

Civil Site and Details Plan:

1. Civil Site plans are to be drafted to a minimum scale of 1/8" to 1'-0" (or equivalent Metric scale);
2. Show all easements, rights of ways or water courses;
3. Top of wall and bottom of wall geodetic elevations every 10' along retaining walls;
4. Grading and landscaping of City boulevard;
5. Show the location of the proposed driveway, including details to demonstrate the following:
 - a. Driveway crossing **minimum width 4.5m and maximum 6.0m**;
 - b. Driveway access to slope up minimum 2% from road edge to property line; and
 - c. Driveway from the property line to the garage slab has a maximum of 15% slope.
6. Elevation detail of the driveway from the road edge, property line to the proposed garage slab;
7. Include a centerline profile drawing of the crossing/driveway;
8. Show trees and vegetation within 10m of the property and City Boulevard. Including location of tree protection barriers and the location of trees proposed to be removed; and
9. Show the location of the proposed storm and sanitary service location, including the invert elevation and confirmation of gravity fed system.

Foundation and Floor Plans:

1. Required to be drafted to a minimum scale of 1/4" 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);
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.); and
10. Suites to be labelled on plans including but not limited to; own heating controls, heating type identified, own power panel (not in a fire separation wall), passive air intakes in all bedrooms and one in the living room/kitchen and primary exhaust fan in washroom (2 speed continuous running).

Elevations:

1. Required to be drafted to a minimum scale of 1/4" to 1'-0" (or equivalent Metric scale);
2. Show exterior finish material;
3. All windows, doors, decks, guards, stairs and handrails;
4. Provide spatial separation calculations for each elevation abutting another property;
5. Proposed and existing grades and top of foundation elevations shown at each corner of the building;
6. Include dimensioning of overall building height, including dimensions of floor assemblies and height between floor and ceiling levels;
7. Roof slope - building height of principal & accessory building (elevation of peak & elevation of natural average grade in accordance with the City of White Rock Zoning Bylaw);
8. Show compliance with the angle of containment (45 degree angle drawn at 6.0m from *natural grade* at mid-point of the most southerly wall/ flood construction level) RS-2 & RS-3 Zones.

Cross Sections:

1. Required to be drafted to a minimum scale of 1/4" 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;
5. Footings and foundation walls;
6. Building envelope details for the exterior cladding demonstrating compliance with 9.27 and 9.28 of the BC Building Code;
7. Finished grade, top of foundation, include Maximum Elevation Height as per the City of White Rock Zoning Bylaw; and
8. Proposed method of energy efficiency compliance including location of proposed air barrier.

Additional Required Construction Details:

1. Details to demonstrate compliance with 9.27. of the BC Building Code for cladding assemblies is achieved, including but not limited to;
 - a. Wall to window detail;
 - b. Wall to door detail;
 - c. Wall transitions to different materials;
 - d. Walls intersecting horizontal assemblies such as a roof, balcony, deck etc;
 - e. Penetrations caused by vents, pipes, utility outlets etc.;
 - f. Flashing and caulking details where appropriate;
 - g. Material specifications; and
 - h. Specific code references.
2. Effective RSI calculations and values for assemblies, including wall, ceiling and roof assemblies, as well as suspended slabs are to be provided per Pre-construction report;
3. Demonstration continuity, location and material proposed for the air and vapour membranes; and
4. Wall assemblies with references to Fire Resistance Rating and Sound Transmission Classification Ratings (STC) – Preferable on the basement/suite page. Doors in firewalls to be rated or solid core and self closing.

BC Energy Step Code:

1. Submit BC Energy Step Code Compliance Report – re-construction. (3 pages only);
2. Ensure all building assemblies – *including suspended slabs* – have detailed assembly details and RSI values;
3. **Do Not** submit Hot 2000 calculation sheets. Only submit the 3 pages BC Energy Step Code Compliance Report;
4. Including Reference House and Proposed House.

RELATED INFORMATION:

[BC Energy Step Code Requirements | Energy Step Code](#)

[BC Energy Step Code for New Buildings | White Rock, BC \(whiterockcity.ca\)](#)

White Rock Zoning and Development Requirements
www.whiterockcity.ca/336/Planning-Development/planning@whiterockcity.ca
604-541-2136

Technical Safety BC
Natural Gas & Electrical Inspections
www.technicalafetybc.ca/contact-us
1-866-566-7233

BC Building and Plumbing Codes, Province of B. C. (Free Online Access)
www.bccodes.ca

BC Housing
licensinginfo@bchousing.org

BC One Call www.bc1c.ca/contractors/
1-800-474-6886

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

BC Assessment Authority:
www.bcassessment.ca
1-866-825-8322

BC Land Title Office
Land Registrations, Easements, Rights-of-Way
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
<http://www2.gov.bc.ca/gov>
1-800-663-7867 or 604-660-2421