



CITY OF COLWOOD BUILDING PERMIT APPLICATION CHECKLIST

Building Inspection
3300 Wishart Road
Colwood, B.C. V9C 1R1
Phone: 250-478-5999
Fax: 250-478-7516
Email: building@colwood.ca

Inspector's Signature: _____	Date: _____
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Civic Address: _____

Development Detail

Construction Type: New

Building Use: Single Family Dwelling Two Family Dwelling

Describe Proposal: _____ **Current Zoning:** _____ **Development Permit Required** _____
(If proposed construction not permitted by current Zoning, other approvals may be required.)

Services: Septic Municipal Sewer Storm Drain Connection Municipal Water Well

Value of Construction (inclusive of all professional fees and taxes): \$ _____

Construction estimate for off-site and frontage improvements: \$ _____

Floor Area: Gar _____ m²/ft² Bsmt _____ m²/ft² Sty 1 _____ m²/ft² Sty 2 _____ m²/ft² Sty 3 _____ m²/ft²

Lot Area: _____ m² **Lot Coverage** _____ % **Floor Area Ratio** _____ %

Information Required for Submission:

All applications for building permits must include 2 bound and collated sets of all drawings related to the project, application fees, Letters of Assurance for engineered components, civil drawings demonstration compliance with the City's bylaws for off-site frontage improvements (where required), landscaping and any other information crucial to the plan review process. Cost estimates (inclusive of all professional fees and taxes) shall be submitted for off-site works and building construction and should be itemized separately. The City reserves the right to adjust the estimated value if it determines the estimate is not reflective of the market cost and/or value.

Documents		Rec'd	Req'd
Completed HWY Use Permit Application for driveway access			
Health Authority Approval for on-site septic disposal permits. Must be received and reviewed prior to Building Permit issuance.			
Section 219 Covenant Registration for secondary suites in SFDs must be received and reviewed prior to Building Permit issuance.			
Truss Layout from manufacturer showing all point loads and their values. Where point loads are equal to or greater than 7500 pounds the permit drawings shall be signed and sealed by a Professional Engineer and accompanied with Letters of Assurance.			
Certification of Home Warranty Insurance for residential construction must be received and reviewed prior to Building Permit issuance			
Plans	2 Sets Required	Rec'd	Req'd
Site Plan 1:100 or 1/8" / ft	North arrow, scale, date, property address, current zoning		
	Lot area and dimensions, rights-of-way, easements		
	Dimensions & setbacks of proposed & existing buildings, structures and driveways		
	Location & dimensions of all vehicle parking.		
	Natural & finished grades of site, at buildings & retaining walls		
	Locate and size all water lines, wells, septic fields, sanitary sewer & storm drains		
	High water mark, natural boundaries, watercourses & riparian area on or within 30 m of property		
Design Data	Fire fighting access route, design information and access to gated communities and structures		
	Development Summary data box for Floor Area Ratio (FAR) , Lot Coverage (%) and Snow Load (Kpa)		
	Building height, size and construction relative to occupancy		
Floor Plans 1:50 or 1/4" / ft	Design information demonstrating compliance with the standards for the energy and water efficiency of the building. for building not constructed in accordance to Division B – Part 10 of the Building Code.		
	Detailed foundation plan, uses & dimensions of all floor areas, floor joists, beams & roof		
	Fire department connection, fire alarm and annunciator panel, pull stations, emergency & exit lights		
	Window and door sizes & locations, bedroom window egress		
Elevations 1:50 or 1/4" / ft	Smoke alarms, plumbing fixtures, fireplaces, heating system		
	Building finishes and materials		
	Natural and finished grade & floor(s)		
	Building Height Calculation		
	Roof slopes, finish, chimneys and roof top equipment		
	Spatial separation and limiting distance calculations		

Building Section 1:50 or 1/4" / ft	Details of footing, foundation, slab, exterior wall, rain screen, insulation, floor and roof construction		
	Building section with dimensions and geodetic elevations		
	Details of foundation and rainwater drainage system		
	Details of on-site or off-site drainage disposal systems		

Revised April 25, 2013