



New Single Family Dwelling / Detached Garden Suite Application Checklist

For infill lots, confirm servicing requirements with the city's ENGINEERING DEPARTMENT PRIOR to applying for a building permit

Date: _____ Address: _____ Zoning: _____

- Single Family Dwelling Application Form filled out
- Accessory Building Application Form for Detached Garage (if applicable) N/A
- Zoning Compliance Summary Check List completed
- Owner's Acknowledgement of Responsibility (signed)
- Letter of Authorization for non-owner applicants
- HPO Form..... Yards document
- Letter from Engineer verifying Minimum Building Elevation (MBE) (for infill lots)
- Copy of Surveyed Lot Grading Plan.....
- Sealed Topographical Survey.....
- Architectural plans – 2 copies, **including rainscreen details**
- Energy efficiency requirements (**details & calculations**).....
- Wildfire Development Permit Area (**including details**)..... N/A
- Structural Plans – 2 copies (must have original seals from structural engineer)
- Retaining Walls shown including drainage
- Schedule B plus wall design for retaining walls over 1.0 metre in height
- Solar conduit run and potential roof panel location to be shown on plans
- Schedule B - Structural, plus certificate of insurance
- Schedule B - Fire Suppression plus certificate of insurance
- Schedule B - Geo-tech (**entire site**), plus certificate of insurance & **sealed site plan**
- Geo-tech acknowledgement Sec. 219 Covenant letter – to be signed by **BOTH** Geo-tech and Structural Engineers (**Must include Land Title Registration Number & attached Geo tech Report date**) N/A
- Appendix D for legislated landslide assessment (Bulletin 2012-02).....
- Appendix J for flood hazard assessment N/A
- Schedule B - Plumbing (infiltration system/rock pit/sani sump pump) plus cert of insurance
- Sealed design for infiltration/storm system/rock pit - siting to be shown on plan
- Erosion & Sediment Control Schedule (Watercourse Bylaw) – (Requires Environmental Monitor & Builders Signature) **Schedule D** **Schedule E**
- Erosion & Sediment Control Plan
- Septic Filing Yes N/A Well Quantity Yes N/A

Covenants Req'd:

(In-fill lots will require infiltration covenants where other than a rock pit is being proposed for infiltration.)

- Floodplain N/A Lower Hammond Floodplain N/A Infiltration N/A
- Sanitary Sump Pump DGS & Parking N/A Fraser River Escarpment N/A
- TRU/Secondary Suite N/A

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REQUIRED DOCUMENTATION & INFORMATION

*SITE PLAN

<p>Scale = 1:100 (or 1/8" = 1-0")</p> <p>NOTE: Geodetic elevations to be in metric and are to reflect the As-Built lot grading plan</p>	Drawings scaled accurately	
	North Arrow, street name, street address shown	
	All setbacks shown	
	Basement, all floors including garage, u/s Truss & Ridge geodetic elevations	
	Minimum Basement Elevation (including lots on septic)	
	Front & Rear Datum determination Geodetic elevation	
	Natural & Finished geodetic grades around the building	
	Retaining walls including location, top and bottom elevations, and wall length	
	Retaining wall drainage (required for all walls)	
	Driveway & % slope, parking locations, access to entrance and rear yard	
	Streams and water wells to be shown and labelled	
	Septic disposal field location to be shown and labelled	
	Stairs, decks, window wells, projections	
	Floor areas and lot coverage summary	
Infiltration System/Rockpits, R.O.W.'s and covenant boundaries		

*Elevations

<p>Scale = 1:50 (or 1/4" = 1-0")</p>	Natural and finished geodetic grades	
	Building Grade Line, Datum Determination Points (DDP)	
	Basement, all floors including garage, u/s Truss & Ridge geodetic elevations	
	Dimension of raised heel trusses	
	Maximum Building Height Line shown	
	Highest Building Face Line shown	
	Spatial separation calculation shown	
	Fire rated assembly locations	
	Exterior cladding type (& Wild Fire DP)	
	Solar Panel location (South or West roof plane only)	

*Floor Plans

<p>Scale = 1:50 (or 1/4" = 1-0")</p>	Structural framing indicated	
	Foundations layout	
	Unfinished basement dotted outline only for future layout	
	Section line shown	
	Room use and dimensions	
	Clear height under beams shown	
	Dimensions of doors, windows & stairs	
	Label guard & handrail heights and locations	
	Solar conduit location (on all floors)	

*Section

<p>Scale = 1:50 (or 1/4" = 1-0")</p>	Full Cross Sections	
	Basement, all floors including garage, u/s Truss & Ridge geodetic elevations	
	Rooms labelled	
	Clear height under beams shown	
	Construction assemblies & rainscreen details (may be on separate sheet)	
	Energy efficiency requirements details & calculations(may be on separate sheet)	