

CHECKLIST C: Building Permit

Commercial | Industrial | Institutional | Multi-Family



TOWN OF CRESTON
BUILDING DEPARTMENT

DOCUMENTS

Bulletin # 01 - 03
Created: August 15, 2022

This information is provided for your convenience only and it should be clearly understood that you must satisfy all applicable Zoning Regulations and ensure that the premises conforms to the B.C. Building Code and all Bylaws/Regulations of the Town of Creston.

- Two (2) sets of Drawings and one digital copy emailed to building@creston.ca
- Two (2) sets of sealed Engineer's Drawings and schedule B (if applicable)
 - One detailed Site Plan (See attached Site Plan Sample)
 - Code Compliance Report (Building Code Analysis)
 - Engineered Truss & Beam Layouts; Note additional loading (if applicable)
 - Owner Authorization if applicant is not owner (Signed by all owners on title)
 - Professional Reliance Acknowledgment Letter
 - Developer's Guideline Approval (if applicable)
 - Pre-Construction BC Energy Step Code Compliance Report
 - Hazardous Material Assessment for alterations to structures built prior to 1990
 - HPO - BC Housing Registration (Required for New Construction and Significantly Renovated Homes)
 - Copies of any referenced easements, right-of-ways, covenants etc. registered on the Certificate of Title
 - Yes, I have read the charges and leins registered to title and provided the applicable documents along with this application.
 - No, I have not read the charges and I acknowledge that if I may not have provided all the necessary documents therefore the permit process may be delayed.

Corporate Registry documentation (current), if the owner is a registered company, to show a listing of the Director names with signing authority.

DRAWINGS

Foundation Drawings to include:

- Footing size (depth, width and length)
- Foundation wall thickness and maximum height
- Drainage system details
- If ICF (Insulated Concrete Form) provide information in brand specific brochures (floor layouts, cross sections, usage limitation etc)
 - **engineering may be required
- All retaining wall details where retaining walls form a portion of the dwelling floor plan. NOTE all retaining walls over 1.2m will require a separate permit

Cross Sections to include:

- All exterior assemblies must be represented and match energy report
 - Insulation
 - Air/Vapor Barrier
 - Interior Finishes
 - Roofing Material
 - Exterior Finishes
 - Sheathing
 - Roof Slope
 - Foundation

Building Department
238 10th Avenue North PO
Box 1339, Creston, BC VoB
1Go TEL 250.428.2214
Ext.431 FAX 250.428.9164
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Elevations Drawings to include:

- Each side of dwelling (N, E, S, W) showing
 - Spatial separation (distance to property line or adjacent building)
 - Walk out basement details
 - Guardrails
 - Overall height of building
 - Height of each storey
 - Framing clearance from finished grade
 - Flashing
 - Siding

Floor plans for each level to include:

- Label showing the function of each room
- Floor joist spans, attic access
- Beams and lintel (included engineered beams where applicable)
- Smoke Alarms and CO detectors
- Window and door sizes (Bedroom windows to include direction they open)
- Room and passageway sizes
- Total finished floor area (including mechanical rooms, stairs and storage)
- Total unfinished floor area
- Fans – Bath, Range and Ovens
- Wood stoves and wood fireplaces
- Plumbing fixtures (Sinks, toilets, bidets, showers, baths, dishwasher(s), clothes washer(s), hot water tank(s))
- Window well details (bedrooms must show proper egress requirements)
- Major Appliances
- Mechanical Equipment
- Radon and Solar pipe locations

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Sample Site Plan

Building Permit Applications



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Ensure your site plan shows the following information - All measurements to be metric:

- Scale bar 1:200
- Legal description
- Street name
- Plan to be referenced to current survey plan prepared by BCLS
- Elevations as per Zoning Bylaw height requirements
- Show the grades of streets, lanes, sanitary sewer, storm drains (if any), abutting the site and on the site, and the grades must related to an established datum point
- North Arrow
- Property Lines with dimensions
- Distance from all existing and proposed structures (including cantilevers) to property lines
- Proposed construction (shaded or crosshatched)
- Overall building dimensions
- Lot coverage %
- New and existing building areas of all buildings
- Rights-of-way, setbacks, easements, and covenant areas identified by Land Title charge number (if any)
- Utility servicing (sewer, water, drainage, natural gas, electrical)
- Driveways and parking facilities
- Steep slopes
- Adjacent streets, lanes and lots (if a different zone)

