

Complex Building (part 3)

Commercial | Industrial | Institutional | Multi-Family



TOWN OF CRESTON
BUILDING DEPARTMENT

Purpose

This checklist outlines the requirements to complete a Part 3 building permit application; specific requirements are dependent on the nature and complexity of the application. Building permit applications must be complete when submitted to enable plan checking to begin. The required permits must be obtained before the start of any construction activity including demolition or excavation.

Bulletin # 01 - 07
Created: Sep 21, 2023

General Information

Other permits and approvals may be required, including but not limited to:

- ✓ Development Permits and Zoning (Community Services @ 250.428.2214 ext.410)
- ✓ Development Engineering (Servicing Agreements, Bonding, etc.)
- ✓ Real Estate Agreements (if applicable)
- ✓ Electrical Permit (Technical Safety BC 1-866-566-7233)
- ✓ Health Authority Approval

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.

Application Requirements

- ✓ Development Permit issued (if applicable)
- ✓ Building Permit Application form
- ✓ Owner's Authorization form - signed by property owner(s)
- ✓ Professional Reliance Acknowledgment form
- ✓ Contractor to be identified with valid business license to work in Town of Creston
- ✓ Certificate of Title (current within last 30 days of application), include copies of all Easements, Covenants, and Right-Of-Ways (R.O.W.)
- ✓ Two (2) sets of scaled and sealed plans as per BCBC Div. C Part 2 – Administrative Provisions:
 - ✓ Site plan and Civil drawings
 - ✓ Architectural drawings
 - ✓ Structural drawings – (Footing and Foundation Only permits require foundation sets)
 - ✓ Mechanical drawings (Footing and Foundation Only permits require below grade services)
 - ✓ Geo technical Engineer's Report
 - ✓ Coordinating professional's Building Schedule 'A'
 - ✓ All BC registered professional engineer's Schedules 'B', 'D', & Proof of Insurance (per building permit)
- ✓ Building Code analysis
- ✓ Energy Compliance Report
- ✓ Site Disclosure Statement – industrial and commercial usages only, see www.bclaws.gov.bc.ca

Building Department
238 10th Avenue North, PO
Box 1339, Creston, BC VoB
1Go TEL 250.428.2214
Ext.431 FAX 250.428.9164
building@creston.ca

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- ✓ Contaminated Sites Regulation for more information
- ✓ Construction Fire Safety Plan including a building diagram (11"x17" max)
- ✓ Development Engineering Servicing Agreement (if applicable)
- ✓ Building permit fees and development cost charges to be paid prior to permit issuance
- ✓ Two (2) sealed copies of Alternative Solution(s) Report (if applicable)
- ✓ Health approval (if applicable)
- ✓ BC Housing (BCH) home warranty registration for all Group 'C' occupancies, or BCH rental exemption letter (if applicable)
- ✓ If a Footing and Foundation Only permit is issued, an amendment to the original building permit application will be required to proceed with full superstructure construction; the following will be requested at time of permit amendment:
 - two (2) sets of scaled and sealed plans:
 - Full Structural & Architectural drawings
 - Mechanical drawings (Plumbing/HVAC/Fire suppression)
 - Electrical plans

Additional Information

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.

- ✓ Ensure all fire and life safety issues are coordinated by the coordinating professional with all the professional consultants.
- ✓ Ensure Environmental Canada Schedule 1 - Site Disclosure Statement is provided for any existing building demolition works (if applicable).
- ✓ Ensure construction and demolition sites conform to Part 8 of the current BC Building Code – Safety Measures at Construction and Demolition Sites.

Digitally sealed documents, eg. plans, schedules, reports, etc., are acceptable for submission, provided they meet the regulations stipulated by the professional's governing professional association for digitally sealed documents.

- ✓ Ensure the following are shown on the drawings:
 - ✓ Easements, R.O.W., and Covenants
 - ✓ Minimum floor slab elevation (M.B.E.)
 - ✓ Parking Stalls and Landscaping
 - ✓ Fire Hydrant locations
 - ✓ Fire access routes per BCBC
 - ✓ Retaining walls and finished and existing grades
 - ✓ The accessible paths from the street to the building
 - ✓ Civil drawings indicate storm drainage systems

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Fees

Building permit fees are based on the "Value of Building Construction" which means the completed building value of all construction or work related to the building including finishes, roofing, electrical, plumbing, heating, air-conditioning, fire extinguishing systems, elevators, and any other building service equipment and materials, the current monetary worth of all plans and specifications, labor and fees for design, testing, consulting, management, contractors profit and overhead, and current monetary worth of all contributed labor and material and site works.