

# CHECKLIST: Building Permit

## Renovations and Additions



**TOWN OF CRESTON**  
**BUILDING DEPARTMENT**

### DOCUMENTS

Two (2) sets of Drawings and one digital copy emailed to [building@creston.ca](mailto:building@creston.ca)  
Engineered Truss & Beam Layouts (if applicable)  
Owner Authorization if applicant is not owner (Signed by all owners on title)

Bulletin # 01 - 06

Created: September 15, 2023

### DRAWINGS

#### Site Plan Drawings to include

- Lot Area
- Building foundation outline
- Lot dimensions
- Driveway location, width and grade
- Zoning set backs (from property lines to building foundation)
- Easements, Covenants and Right of Ways
- Septic Tank and field location (if applicable)
- Roof line and other overhangs
- Retaining walls

#### Cross Sections to include

- All exterior assemblies being altered must be represented
  - Insulation
  - Air/Vapor Barrier
  - Interior Finishes
  - Roofing Material
  - Exterior Finishes
  - Sheathing
  - Roof Slope
  - Foundation

#### 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

*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.*

**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](mailto:building@creston.ca)

# CHECKLIST A: Building Permit

## Single Family Dwellings | Additions | Renovations



**TOWN OF CRESTON**  
**BUILDING DEPARTMENT**

Bulletin # 01 - 01

Created: August 6, 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.*

### **Elevations Drawings** of sides being altered to include:

- Each side of dwelling (N, E, S, W) showing
  - Spatial separations
  - 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 being altered 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

**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

***Additions and Renovation drawings require that you show the existing building including sufficient representation to show what was existing and the newly proposed construction***

***Secondary Suites require additional information and documents – see Secondary Suite Advisory #1 - (Available by request from Building Official)***

# Sample Site Plan

## Building Permit Applications



**TOWN OF CRESTON**  
BUILDING DEPARTMENT

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)

