

Commercial, Industrial, Multifamily & Institutional Building Checklist



This checklist is intended as a guide to assist in preparing plans for a building permit application. Some applications may require additional documentation. Please contact building@pittmeadows.ca or call 604-465-2428 for the most accurate information.

Address: _____	Project name: _____		
	Internal Use Only		
REQUIRED DOCUMENTATION (as per current Building Bylaw)	Req'd	N/A	Rec'd
ARCHITECTURAL DRAWINGS (2 sets + PDF)			
Prepared by: _____ (name of Architectural firm)			
Cover Sheet (index sheet)			
Site Plan			
Code Compliance Plans (separate from architectural plans)			
Elevation Plans			
Foundation Plans			
Floor Plans			
Cross Section Plans			
Detail Plans			
Window, Door, Wall Schedules			
Drawings signed & sealed by a Professional			
Sealed Letter of Assurance (Schedule B per current BCBC)			
Liability Coverage Summary (Expiry date: _____)			
Other (Please specify)			
Other (Please specify)			
STRUCTURAL DRAWINGS (2 sets + PDF)			
Prepared by: _____ (name of Consulting firm)			
Foundation Plans			
Framing Plans (Floor, Walls & Mezzanine)			
Detail Plans			
Shoring Plans			
Drawings signed & sealed by a Professional Engineer			
Sealed Letter of Assurance (Schedule B per current BCBC)			
Liability Coverage Summary (Expiry date: _____)			
Other (Please specify)			
LANDSCAPE PLAN (2 sets + PDF)			
Prepared by: _____ (name of Consulting firm)			
Drawings signed and sealed by a Landscape Architect			
Sealed Letter of Assurance (Schedules LB)			
Landscape Cost Analysis			
Landscape Securities paid			

Building Permit Application Checklist for Commercial, Industrial, Multifamily & Institutional Buildings

REQUIRED DOCUMENTATION	Req'd	N/A	Rec'd
CIVIL DRAWINGS (2 sets + PDF)			
Prepared by: _____ (name of Consulting firm)			
Site Servicing Plan showing Site Drainage (Lot Grading Plan)			
On-Site Civil Servicing (including fire hydrant locations, meter chambers, manholes, etc.)			
Off-Site Civil Plan			
Excavation and Shoring Drawings			
All on site retaining including sections & details (Zoning Compliance: Height)			
Drawings signed & sealed by the Professional Engineer			

Sealed Letter of Assurance (Schedule B per current BCBC)			
Liability Coverage Summary (Expiry date: _____)			
PLUMBING DRAWINGS (2 sets + PDF)			
Prepared by: _____ (name of Consulting firm)			
Plumbing Layout Plans (showing location of all pipe work and interior oil, grit and grease interceptors)			
Plans of all lift pumps and cross connection control devices			
Sprinkler Design Plans (to include standpipe location)			
Drawings signed and sealed by the Professional Engineer			
Sealed Letter of Assurance (Schedule B per current BCBC)			
Liability Coverage Summary (Expiry date: _____)			
Other (Please specify)			
Other (Please specify)			
MECHANICAL DRAWINGS (2 sets + PDF)			
Prepared by: _____ (name of Consulting firm)			
HVAC Plans			
All fire & life safety components clearly identified			
Drawings signed & sealed by the Professional Engineer			
Sealed Letter of Assurance (Schedule B per current BCBC)			
Liability Coverage Summary (Expiry date: _____)			
Other			
ELECTRICAL DRAWINGS (2 sets + PDF)			
Electrical Layout Plan for the entire project drawings showing the following: Design data load calculations for the service, fault current calculations, grounding etc.			
Electrical Main Switch Size (Voltage - one or three phase)			
Site Service Plans			
Electrical Detail Plans			
Drawings signed & sealed by the Professional Engineer			
Sealed Letter of Assurance (Schedule B per current BCBC)			
Liability Coverage Summary (Expiry date: _____)			

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Additional Drawings/Documents	Req'd	N/A	Rec'd
Fire Suppression			
Fire Suppression - Schedule B			
Geotechnical Report			
Geotechnical - Schedule B			
ADDITIONAL ITEMS	Req'd	N/A	Rec'd
BC Building Code - Code Analysis Form			
Commitment by Owner Letter (Schedule A per current BCBC)			
Owner Acknowledgement Letter			
Project Specifications			
Address Plans for Multi-Tenant Buildings			
Residential LCS(HPO) Form (or covenant where rental property)			
Alternate Solution Proposal(s) (if accepted a sealed pdf version is required)			
Electrical Service Load Calculation & One Line Schematic Plan			
Plumbing Service Load Calculations & One Line Schematic Plan			
Topographical Survey Plan			
Hazardous Materials Report			
Site Profile (for contaminated sites)			
Health Dept. "septic system filing" for new septic disposal fields			
Construction Fire Safety Plan			
Other approvals (septic disposal, etc.) _____			
CITY COMMENTS			

Note:

- The Coordinating Professional and the Owner of the property must have their signatures on the Building Permit Application Form prior to the application being made
- For projects with multiple buildings, separate application packages with permit drawings are required for each building
- Civil, Landscape and ESC drawings are to be for the entire site
- For townhouse projects only, the drawings are required to be submitted as one complete set for the entire development with separate permit application packages and schedules for each building

NOTE: All submitted drawings are not to exceed a maximum 24" x 36" sheet size