

# Accessory Building Checklist

## For Sheds & Other Detached Buildings



This checklist is intended as a guide to assist in preparing plans for a building permit application. Some applications may require additional documentation. For the most accurate information, please contact us at:

[building@pittmeadows.ca](mailto:building@pittmeadows.ca)

604.465.2428

Date: _____ Address: _____ Zoning: _____		
	Internal Use Only	
<b>BUILDING DEPARTMENT</b>		<b>Rec'd</b>
Building Permit Application Form		<input type="checkbox"/>
Owner's Acknowledgement of Responsibility (signed)		<input type="checkbox"/>
Owner's Acknowledgement Professional for each professional involved (signed)	<input type="checkbox"/> N/A	<input type="checkbox"/>
Letter of Authorization for non-owner applicants	<input type="checkbox"/> N/A	<input type="checkbox"/>
Architectural Plans - 2 hard copies + PDF		<input type="checkbox"/>
Structural Plans - 2 hard copies + PDF	<input type="checkbox"/> N/A	<input type="checkbox"/>
Retaining walls shown	<input type="checkbox"/> N/A	<input type="checkbox"/>
Schedule B - Structural, plus certificate of insurance	<input type="checkbox"/> N/A	<input type="checkbox"/>
Schedule B - Fire Suppression, plus certificate of insurance	<input type="checkbox"/> N/A	<input type="checkbox"/>
Schedule B - Geotechnical, plus certificate of insurance	<input type="checkbox"/> N/A	<input type="checkbox"/>
Septic Filing	<input type="checkbox"/> N/A	<input type="checkbox"/>
<b>COVENANTS REQ'D:</b>		
Geotechnical Section 219 covenant	<input type="checkbox"/> N/A	<input type="checkbox"/>
Geotechnical Report	<input type="checkbox"/> N/A	<input type="checkbox"/>
<b>APPLICATION COMPLETE</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>NOTES:</b>		