

# Residential Building Checklist

For SFD's, Reno's, Additions



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: _____			
			<b>Internal Use Only</b>
<b>BUILDING DEPARTMENT</b>			<b>Rec'd</b>
Single Family Dwelling Application Form filled out			<input type="checkbox"/>
Accessory Building Application Form for Detached Garage (if applicable)		<input type="checkbox"/> N/A	<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"/>
HPO Form (required prior to issuance)			<input type="checkbox"/>
Architectural Plans - 2 hard copies + PDF copy			<input type="checkbox"/>
Structural Plans - 2 hard copies + PDF copy			<input type="checkbox"/>
Energy efficiency requirements (details & calculations)			<input type="checkbox"/>
Retaining walls shown		<input type="checkbox"/> N/A	<input type="checkbox"/>
Solar conduit run and potential roof panel location to be shown on plans			<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"/>
Sealed design for infiltration/storm system/rock pit - siting to be shown on plan		<input type="checkbox"/> N/A	<input type="checkbox"/>
Septic Filing		<input type="checkbox"/> N/A	<input type="checkbox"/>
Pre-Construction Energy Compliance Report - <b>Must Meet Step Code 3</b>			<input type="checkbox"/>
<b>ENGINEERING DEPARTMENT</b>			<b>Rec'd</b>
Highway Use Permit		<input type="checkbox"/> N/A	<input type="checkbox"/>
Erosion and Sediment Control Plan (ESC)		<input type="checkbox"/> N/A	<input type="checkbox"/>
<b>SOIL-ENGINEERING DEPARTMENT</b>			<b>Rec'd</b>
Geotechnical Report (if in ALR)		<input type="checkbox"/> N/A	<input type="checkbox"/>
Topographical Survey		<input type="checkbox"/> N/A	<input type="checkbox"/>
<b>CONVENANTS REQ'D PRIOR TO OCCUPANCY</b>			<b>Rec'd</b>
Sanitary Sump Pump covenant required		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Storm Sump Pump covenant required		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Geotechnical Covenant		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
<b>APPLICATION COMPLETE</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>

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REQUIRED DOCUMENTATION & INFORMATION		
<b>*SITEPLAN</b>		<b>Rec'd</b>
Scale = 1:100 (or 1/8" = 1'-0")  NOTE: Geodetic elevation to be in metric and are to reflect the As-Build lot grading plan if available	Drawings scaled accurately	<input type="checkbox"/>
	North Arrow, street name, street address shown	<input type="checkbox"/>
	All setbacks shown	<input type="checkbox"/>
	Basement, all floors, including garage geodetic elevations	<input type="checkbox"/>
	Minimum Basement Elevation	<input type="checkbox"/>
	Natural & Finished geodetic grades around the building	<input type="checkbox"/>
	Average Grade	<input type="checkbox"/>
	Retaining walls including location, top and bottom elevation, length	<input type="checkbox"/>
	Retaining wall drainage	<input type="checkbox"/>
	Driveway & % slope, parking locations, access to entrance and rear yard	<input type="checkbox"/>
	Streams and water wells to be shown and labelled	<input type="checkbox"/>
	Septic disposal field location to be shown and labelled	<input type="checkbox"/>
	Stairs, decks, window wells, projections	<input type="checkbox"/>
	Floor areas and lot coverage summary	<input type="checkbox"/>
Infiltration System/Rock pits, R.W.W.'s and covenant boundaries	<input type="checkbox"/>	
<b>*ELEVATIONS</b>		<b>Rec'd</b>
Scale = 1:100 (or 1/8" = 1'-0")	Natural and finished geodetic grades	<input type="checkbox"/>
	Basement, all floors including garage geodetic elevations	<input type="checkbox"/>
	Dimension of raised heel truss	<input type="checkbox"/>
	Maximum Building Height Line shown	<input type="checkbox"/>
	Spatial Separation calculation shown	<input type="checkbox"/>
	Fire rated assembly locations	<input type="checkbox"/>
	Exterior cladding type	<input type="checkbox"/>
	Solar Panel location (South or West roof plane only)	<input type="checkbox"/>
<b>*FLOOR PLANS</b>		<b>Rec'd</b>
Scale = 1:100 (or 1/8" = 1'-0")	Structural framing indicated	<input type="checkbox"/>
	Foundations layout	<input type="checkbox"/>
	Unfinished basement dotted outline only for future layout	<input type="checkbox"/>
	Section line shown	<input type="checkbox"/>
	Room use and dimensions	<input type="checkbox"/>
	Clear height under beams shown	<input type="checkbox"/>
	Dimensions of doors, windows & stairs	<input type="checkbox"/>
	Label guard & handrail heights and locations	<input type="checkbox"/>
	Solar conduit location (on all floors)	<input type="checkbox"/>
<b>*SECTION</b>		<b>Rec'd</b>
Scale = 1:100 (or 1/8" = 1'-0")	Full Cross Section	<input type="checkbox"/>
	Basement, all floors, including garage geodetic elevations	<input type="checkbox"/>
	Clear height under beams shown	<input type="checkbox"/>
	Construction assemblies & rain screen details	<input type="checkbox"/>
	Energy efficiency requirements details & calculations	<input type="checkbox"/>