



Single-Family Dwelling (New or Renovation) Building Permit Checklist

Owner Name: _____

TYPE

- Single Family Dwelling
 Single Family Dwelling with Secondary Suite

All documentation is required at the time of permit application unless otherwise specified.

Refer to the Village of Kaslo Official Community Plan, Zoning Bylaws and Floodplain Management Bylaw for development restrictions related to your building permit application. If an application is non-compliant with applicable bylaws, it may increase the application processing time. Please check the Bylaws at <https://kaslo.ca/p/planning-permits> or call 250-353-2311.

SCOPE

- New
 Renovation or Addition (Reno)

NEW	RENO	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building Permit Application	<input type="checkbox"/> Include signatures of ALL registered Owners <input type="checkbox"/> Include Owner(s) Representative Form if applicable
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Title Certificate	Ltsa.ca (BC Land Title & Survey) 877.577.5872 Provide a copy of the property title issued within 30 days from the Land Title Survey Authority, or RDCK can obtain for a fee of \$17 at time of submission.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Covenants, Easements and Right-of-Ways	Provide a copy of all Covenants, Easements and Right-of-Ways LISTED ON PROPERTY TITLE , or RDCK can obtain copies of each document from LTSA at total cost incurred.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driveway Access Permit (if applicable)	www2.gov.bc.ca (Ministry of Transportation and Infrastructure) bcmotwkd@gov.bc.ca 250.354.6400 Required for ALL parcels with driveway access from a numbered highway. <ul style="list-style-type: none"> <input type="checkbox"/> Provide confirmation of existing legal access, OR <input type="checkbox"/> Provide confirmation of application to MOTI

For more information

info@rdck.bc.ca | 250.352.6665 | 1.800.268.7325 (BC) | or visit rdck.ca

NEW	RENO	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site Plan	<p>Site plan must be drawn to scale and include items below (See Building Brochure for a sample site plan):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description and civic address, area of property, North arrow <input type="checkbox"/> Proposed building footprint and orientation, showing all dimensions to property lines and adjacent buildings <input type="checkbox"/> All existing dwellings, buildings, utility shacks or other structures <input type="checkbox"/> Location of legal road access to property and adjacent road names <input type="checkbox"/> Proposed and existing septic fields, wells, and potable water sources <input type="checkbox"/> Covenant areas, Easements, Right-of-Ways <input type="checkbox"/> All waterbodies: lakes, rivers, creeks, and seasonal drainage; Provide dimensions from the natural boundary of the waterbodies to the proposed building. Provide the proposed flood construction level (FCL) at the building. (Refer to Floodplain Management Bylaw for more details). A legal survey confirming location of waterbodies and proposed building site may be required.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Construction Drawings	<p>Provide the drawings below in PDF format. Hand drawn plans NOT accepted.</p> <p>We recommend the Owner obtain their construction drawings from an experienced designer. See Building Brochure for detailed drawing requirements.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Foundation plan <input type="checkbox"/> Floor plans <input type="checkbox"/> Elevation plans <input type="checkbox"/> Cross-section plans <input type="checkbox"/> Structural drawings (See Structural Bulletin for minimum requirements) <p>Note: When homeowner plumbing is proposed, plumbing schematics showing both potable and DWV (drain-waste-vent) design must be provided.</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Truss, Floor, Beam Layouts	<ul style="list-style-type: none"> <input type="checkbox"/> Provide engineered layout drawings, with point loads, factored reactions and live load assumptions; Obtain from truss or floor manufacturer. <input type="checkbox"/> Provide truss, floor, and beam specification sheets from manufacturer.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Schedule(s) B, Sealed Plans and Proof of Insurance (if applicable)	<p>Design by a Professional Engineer is required when the scope of work does not conform to Part 9 (Housing and Small Buildings) of the British Columbia Building Code.</p> <p>Design by a Professional Engineer is usually required when a renovation involves the removal of bearing walls or new point loads.</p> <p>See Geotechnical and Structural Bulletin for when engineering may be required.</p>

NEW	RENO	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Record of Sewerage System	<p>Interiorhealth.ca hpadminnelson@interiorhealth.ca 855.744.6328</p> <ul style="list-style-type: none"> <input type="checkbox"/> New construction: Provide the “Record of Sewerage System” issued by the Interior Health Authority. <input type="checkbox"/> Renovations: Provide a septic review letter from an Authorized Person to confirm the existing system is adequate when adding additional load. <p>Required Prior To Issuance</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BC Energy Compliance report, and Hot2000 report	<p>Energystepcode.ca Rdck.ca</p> <p>Pre-construction documents confirming compliance to Step Code energy requirements. To be completed by a Certified Energy Advisor licensed by Natural Resources Canada. Visit https://www.betterhomesbc.ca/ea/</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BC Housing New Home Registration Form (or Exemption)	<p>bchousing.org 800.407.7757</p> <p>Provincial warranty registration required for new homes, and some major renovations and additions.</p> <p>Extensive renovations require written exemption from BC Housing, see https://sroq.bchousing.org/SROnlineQuestionnaire/faces/start</p> <p>Required Prior To Issuance</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water Source	<ul style="list-style-type: none"> <input type="checkbox"/> RDCK Water System <input type="checkbox"/> Community Water System <input type="checkbox"/> Private Water Source <input type="checkbox"/> Other _____