



Permits and Inspections Division
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COMPLEX BUILDING eAPPLICATION CHECKLIST Interior Alterations, Change of Use

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, only complete applications that include plans prepared to professional drafting standards will be accepted. Plans/drawings stamped with “not for permit”, “not for permit application”, or similarly identified as not being suitable for the purpose of Building Permit application are not acceptable.

Digital Application must adhere to the following file naming and submission standards.

- **File Naming Standards:** [yyyy-mm-dd][document title].pdf

The Application Requirements list below includes document titles which are bolded and underlined for reference.

Example: the pdf of the application form would be named as **2018-01-25 application form.pdf**

- **Separate Files Required:** Each applicable document required for application must be a separate file.
- **Digital Files must be submitted on a USB Data Drive which will be returned upon acceptance of application.**

Applications require a pre-screening check prior to formal acceptance. Plans that fail to meet the pre-screening standards will not be accepted and will require amendments and resubmission.

APPLICATION REQUIREMENTS ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE	FOR OFFICE USE
<input type="checkbox"/> APPLICATION FEE	
<input type="checkbox"/> (pdf) BUILDING PERMIT APPLICATION FORM (SECTION A & SECTION B – PART 4)	
<input type="checkbox"/> (pdf) <u>STRATA APPROVAL LETTER</u> (IF APPLICABLE)	
<input type="checkbox"/> (pdf) <u>HOMEOWNERS PROTECTION OFFICE DOCUMENTATION</u> (IF APPLICABLE)	
<input type="checkbox"/> (pdf) <u>SCHEDULE A</u> FROM COORDINATING REGISTERED PROFESSIONAL	
<input type="checkbox"/> (pdf) <u>SCHEDULE B</u> – AS APPLICABLE <input type="checkbox"/> <u>ARCH</u> <input type="checkbox"/> <u>STRUC</u> <input type="checkbox"/> <u>MECH</u> <input type="checkbox"/> <u>PLUMB</u> <input type="checkbox"/> <u>FIRE SUP.</u> <input type="checkbox"/> <u>ELEC</u> Please ensure each schedule is its own file: E.g. 2018-9-25 SCHEDULE B - ARCH.pdf	
<input type="checkbox"/> (pdf) COPY OF GENERAL WASTE DISCHARGE ASSESSMENT FORM SUBMITTED TO CRD. (WHERE APPLICABLE)	
<input type="checkbox"/> (pdf) COPY OF CRD DESIGN LEVEL CROSS CONNECTION SURVEY FORM SUBMITTED TO CRD (WHERE APPLICABLE)	
RESTAURANT OR FOOD HANDLING REQUIREMENTS:	
<input type="checkbox"/> (pdf) <u>ISLAND HEALTH AUTHORITY APPROVAL</u>	
<input type="checkbox"/> (pdf) COPY OF SUBMITTED WASTE DISCHARGE ASSESSMENT FORM FOR FOOD SERVICE OPERATIONS	

APPLICATION REQUIREMENTS - CONTINUED**FOR OFFICE USE****ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE****PLANS (PREFERRED SCALE IS 1/4" = 1', MINIMUM IS 3/16" = 1' (EXCEPT SITE PLAN)) INCLUDING:****(pdf) SITE PLAN: METRIC 1:100 or 1:200**

- INCLUDING BUT NOT LIMITED TO, FULL DIMENSIONS OF THE LOT, NORTH ARROW, SCALE, ADJACENT STREETS AND LANES, INDICATE ALL EXISTING AND PROPOSED BUILDINGS WITH LOCATIONS AND SETBACKS DIMENSIONED
- STREET ADDRESS AND LEGAL DESCRIPTION
- PROJECT DATA TABLE (INCLUDING HEIGHT, SETBACKS, FLOOR AREA, NUMBER OF STOREYS, SITE COVERAGE AND OTHER RELEVANT DATA)
- SHOW ALL TREES ON THE PROPERTY AND ADJACENT BOULEVARD AND INCLUDE INFORMATION ON SPECIES AND DIAMETER OF EACH

(pdf) FLOOR PLANS

- INTERIOR DIMENSIONS, MEASURED FROM THE INTERIOR FACE OF EXTERIOR WALLS AND INCLUDE TOTAL FLOOR AREA OF EACH FLOOR
- LOCATION AND DIMENSIONS OF DOORS AND WINDOWS; ROOMS LABELLED WITH INTENDED USE
- SHOW FOUNDATION AND CRAWLSPACE AREAS
- SEATING PLAN SHOWING NUMBER OF SEATS FOR RESTAURANTS AND OTHER SIMILAR ASSEMBLY OCCUPANCIES.

(pdf) ELEVATIONS

- LABELLED ELEVATION DRAWINGS OF ALL SIDES OF THE BUILDING
- LOCATION AND DIMENSIONS OF ALL WINDOWS, DOORS, OPENINGS, ENTRY STAIRS AND DECKS

(pdf) CROSS SECTION

- CROSS SECTION DIMENSIONED AND INDICATING TYPICAL CONSTRUCTION ASSEMBLIES, CEILING HEIGHTS AND REFERENCED TO GRADE
- STAIR DIMENSIONS

APPLICATION REQUIREMENTS - CONTINUED	FOR OFFICE USE
ITEMS MARKED (pdf) MUST BE SUBMITTED AS A DIGITAL FILE	
(pdf) <u>MECHANICAL DRAWINGS</u>	
<input type="checkbox"/> KITCHEN EXHAUST, HVAC, PLUMBING, SPRINKLER SYSTEMS, ELECTRICAL, etc.	

FOR OFFICE USE:								
BUILDING INSPECTOR: _____								
BLDG	PLUM	ELEC	ZON	FIRE	PARKS	LAND	U/G	TRAN
<input type="checkbox"/>	<input type="checkbox"/> NO SERVICE UPGRADE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	N/A
	<input type="checkbox"/> YES SERVICE UPGRADE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	N/A (NO PLUMBING)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
FIRE	REQUIRED FOR CHANGE OF USE OF FIRE ALARM PERMITS. N/A OTHERWISE							
ZON	N/A IF: NOT HERITAGE; NO CHANGE OF USE; NOT FOR RESTAURANT, MEDICAL CLINIC OR DENTAL OFFICE							
ELEC	REQUIRED FOR FIRE ALARM PERMITS. N/A OTHERWISE							
SCREENED BY:					DATE:			
PROJECT ADDRESS:								